



# GLENDALE INFANT SCHOOL

## Remote Learning Policy

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## **1. Aims**

The school is committed to ensuring the continuity of education where children are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where children are in periods of self-isolation.

This policy sets out the intentions of the school to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of children, staff and parents/carers, as well as how the school will support staff and children with the provision of remote learning.

Staff, parents/carers and children will be briefed on the contents of this policy to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, behaviour policy and in line with our safeguarding policies and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

### **1.1. Remote Education for Individual Learners**

If a child is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the child is feeling well enough to work, the school will provide work for children who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the class teacher. This will be in collaboration with the children's parents/carers. Ways in which the continuity of education would work in these circumstances are as follows:

- Class teacher setting work for the individual(s) to complete in a number of different subjects.
- Sharing of any learning resources used to assist with the individuals learning.
- Ability to ask teachers questions via school email.

### **1.2. Remote Learning in the Event of Partial or Full School Closure**

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Replicate the classroom experience so far as is possible by delivering scheduled live/ pre-recorded lessons using Microsoft Teams.
- Regular setting of work by teaching staff via Microsoft Teams/Tapestry/Email to ensure learners have meaningful work each day in a number of different subjects.
- The ability for learners to ask staff questions via their parents through Teams/Tapestry or telephone.
- Completion of work by learners (submitted online via Teams/Tapestry or handed over at the gate on change over day.)
- Feedback will be provided to learners via Microsoft Teams/Tapestry or returned at the gate.
- Regular communication will take place with parents.

### **1.2.1 Remote Learning in the Event of Bubble Closure**

Children will be provided with detailed work packs, the main focus of which will be basic skills in English and Maths, with additional activities included. Parents/carers will be able to communicate via telephone or Teams with members of staff.

### **1.3 Live Sessions**

Microsoft Teams allows for the setting of assignments, sharing of resources and for teachers to schedule and deliver lessons virtually yet in a similar way to how they would in the classroom. It also allows children to ask questions in 'real time' via their parents.

Learners will be provided with a school email address to avoid any issues with data protection. The school will consult with their IT support and safeguarding team to ensure the use of a safe and secure platform. The school will consult with the school's Data Protection Officer to ensure GDPR compliance. Parents have the option to have their cameras turned on or off during live sessions.

\*Use of the chat function is enabled for the parents to use when necessary.

## **2.Roles and Responsibilities**

This policy is applicable to all staff and children within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taken in accordance with appropriate policy listed in Section 1.

### **2.1. Expectations of Parents/Carers and Children**

- Children will be expected to engage in all scheduled lessons and complete tasks promptly. Children who are unable to complete tasks will need to follow the usual absence reporting procedure.
- Parents/carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required.
- Parents/carers should seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them by contacting the school.
- Be respectful that staff will work their usual working hours (8:30am-5pm) and thus on weekends and evenings will not respond to requests.
- Parents and children must not record the lessons on any device, as this would contravene the school's Safeguarding policy for all children.
- Children will be expected to comply with the school's usual code of conduct at all times and behave as they would within the classroom.
- Any work completed should be submitted using the submission facility within Microsoft Teams/Tapestry or handed in at the gate by the date set. Parents can contact their child's class teachers via email, phone or at the gate if they have any difficulty with this.

- Parents/children who are self-isolating can request for learning packs to be posted to their house.

## **2.2. Expectations of Teaching Staff**

- 'Teams' will record the length, time, date and attendance of any live sessions held or it will be monitored by class teachers.
- Staff are responsible for planning and teaching a series of well sequenced lessons.
- We teach a similar curriculum remotely to the one we have in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, music and PE may be provided by signposting you to programs on television or You Tube links.
- Learning will be set which we expect to take 2/3 hours to complete each day. Learning includes live lessons, completion of tasks, reading/spelling practice, phonics, exercise and additional curriculum links provided.
- Staff will set assignments and clearly identify submission dates.
- Staff will provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate in accordance with the individual learner's needs.
- Staff will provide feedback to children in a timely manner.
- Staff are responsible for delivering virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will ensure they use a quiet or private room/area to talk to children, parents or carers, where appropriate.
- When broadcasting a lesson, staff should ensure that the background environment used is appropriate or where possible blur it.
- Staff will discuss how they will provide pastoral care with a member of the SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.

## **2.3. Expectations of Senior Leadership Team (SLT)**

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- SLT will monitor the effectiveness of remote learning through feedback from staff and parents.
- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary.
- SLT will ensure that the well being of staff is taken into account and the work load does not become unmanageable.
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning.
- SLT will ensure that the school's reporting procedures are communicated to children, parents, staff and carers so that any safeguarding concerns can be raised effectively.

- SLT will need to discuss and approve any steps to be taken with the provision of pastoral care, which may involve the need to meet with children on a 1:1 basis.
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitably effective.

### **3. Support for Individuals**

All staff will receive training on how to use Microsoft Teams. This will be regularly reviewed and refreshed as appropriate.

All parents/carers have been provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that children are expected to undertake, how their teachers will be communicating with children and details of how online lessons planned to be delivered. The school will ensure there is regular communication with parents/carers.

The school will keep up to date records of children who have limited or no access to relevant devices or to the internet.

Where it is not possible to provide support with obtaining access to a suitable device, the school will provide hard copies of materials and ensure they regularly communicate with individual children and their parents/carers to assist with the children's learning wherever possible.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN children, we will do so with consideration by discussion with, and approval from, a member of the SLT, and where appropriate, include an additional member of staff or a parent in the meeting.

### **4. Data Protection, Information Security and Online Safety**

When engaging a third-party data processor to provide us with a platform to deliver remote education, the school will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk (WCC have been requested to provide this)
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, the school shall:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are up to date with data protection training.

When implementing a platform where children are required to engage in online activities, the school will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who is likely to engage with children online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching (MS Teams) to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.

## Appendix 1 – Resources

- School Welearn email
- Microsoft Teams
- School Website
- Tapestry