



# Parkhill Junior School

# Remote Learning Policy

# 2020-21

**Approved by:**

**Date:**

**Next review due by:**

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## 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who are not in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between **8:30am – 4:00pm**. (extended to 5:00pm on Wednesday – INSET session)

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this, using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - For their own and other classes as agreed by the year group.
  - The amount of work they need to provide – **see Appendix 1** (remote learning timetable)
  - Teachers will plan learning together via Microsoft Teams or Zoom.
  - Work will be uploaded at 9:00 am, the same day as the teacher ‘live teaches’ via Google Meet.
  
- › Providing feedback:
  - Pupils will upload completed work and receive feedback from their teacher, on Google Classroom with 24 hours.
  
- › Keeping in touch with pupils, who are not in school, and their parents:
  - Our main agreed mode for staying in contact is through **Google Meet** for children and telephone calls and emails, for adults. All emails are sent from and to, the school Admin account and **not** a teacher’s professional email account. Parent emails receive a response during working hours, only.
  - Any complaints or concerns shared by parents and pupils –are dealt with on a case by case basis. Teachers call parents if work is not completed or if children are not attending daily sessions.
  
- › Google Meet virtual meetings between teachers and pupils have a clear and non-negotiable protocol.

**See appendix 2.**

Non class based teachers will be used to teach in school, if the class teacher is live or remote teaching, from home.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants and HLTAs must be available between 8:30am – 4:00pm. (Normal working hours) If unable to work for any reason during this time, for example due to sickness or caring for a dependent, staff should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- › Supporting pupils who are not in school with learning remotely, mainly through supporting the teacher in producing learning resources.
- › Attending virtual meetings with teachers, parents and pupils – when appropriate

Teaching assistants who are still working in school will continue to carry out their usual role responsibilities and may need to be redeployed to supporting other children.

## 2.3 Subject leads (including the SENCo).

Alongside their teaching responsibilities, subject leads are responsible for:

- › Supporting year group teams in aspects of the curriculum which may need to change to accommodate remote learning
- › Ensure that all work set is appropriate and to a high standard
- › Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders (including the SENCo).

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- › Ensuring the remote learning approach across the school is consistent. (Headteacher and Gurjeet Uppal.)
- › Monitoring the effectiveness of remote learning, including pupils' work
- › With Lgfl and Redbridge IT Service, monitor the security of remote learning systems, including data protection and safeguarding systems.

## 2.5 Designated Safeguarding Lead: HT, DHT and SENCo.

The DSL's safeguarding responsibilities remain the same at all times. See the Safeguarding and Child Protection Policy.

## 2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work – **Melissa Porter**
- › Helping staff and parents with any technical issues they're experiencing: **Melissa Porter**
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer: **Redbridge IT Support and Lgfl.**
- › Assisting pupils and parents with accessing the internet or devices: **Melissa Porter and Trevor Hansen**

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set their teacher.
- › Seek help if they need it, from their teacher.
- › Inform their teacher, if they're not able to complete work

Staff can expect parents, with children learning remotely, to:

- › Make the school aware if their child is sick or otherwise cannot complete work

- › Seek help from the school if they need it, for example resources, devices.
- › Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – talk to the **Year 3/4 Phase Leader Nicola Sprenger (DHT) or Year 5/6 Phase Leader and SENCo, Nicola Tanner.**
- › Issues with behaviour – talk to **HT or Phase Leader**
- › Issues with IT – talk to **Melissa Porter.**
- › Issues with their own workload or wellbeing – talk to their **Phase Leader or HT.**
- › Concerns about data protection – talk to **Danielle Masters**
- › Concerns about safeguarding – talk to the **HTor Phase Leader.**

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members know:

- › How they can access the data, on a secure cloud service or a server in our IT network
- › Which devices they should use to access the data – such as laptops or other personal devices

### 4.2 Processing personal data

As long as this processing is necessary for our school's official functions, individuals will not need to give permission for this to happen.

**Staff are reminded to collect and/or share as little personal data as possible online.**

### 4.3 Keeping devices secure

All staff members must take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Our Child Protection and Safeguarding Policy will fully apply at all times and in all situations. If a disclosure is made online, the teacher should follow the usual safeguarding procedures.

## **6. Monitoring arrangements**

This policy will be reviewed as often as is necessary by the HT, Denise Hughes – Mulhall and teaching staff, in the event of a pandemic, man-made/ natural disaster, and at least annually.

## **7. Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Teaching and Learning Policy

## APPENDIX 1.

### Google Classroom – Remote Learning

	9:00 – 10:00 30 mins live teaching input and then 30 mins learning activity	10:00 – 10:30	10:30 – 11:00	11:00 – 12:00 30 mins live teaching input and then 30 mins learning activity	12:30 – 1:30	1:30-2:30 30 mins input and then 30 mins learning activity	2:30-3:00	3:00 – 3:30pm End of day plenary
Monday	Maths	Break	Reading <i>Whole class text</i>	English	Lunch	Science	PE	Story time/ Circle time
Tuesday	Maths		Reading <i>Whole class discussion</i>	English		History or Geography	PE	Story time/ Circle time
Wednesday	Maths		Reading <i>Comprehension</i>	English		RE	PE	Story time/ Circle time
Thursday	Maths		Reading <i>Comprehension answers</i>	English		French	PE	Story time/ Circle time
Friday	Maths		Reading <i>Go through comprehension</i>	English Spelling test		PSHE	PE	Story time/ Circle time

Lessons to be 1 hour long, with 30 minutes with the teacher on a video (Google Meet) call, then 30 minutes to complete the lesson's activities.

French – Karine to record videos.

Art, Music, computing to be given as homework, in the short term – eg a 2 week closure.

## **APPENDIX 2.**

To ensure that the sessions run smoothly and effectively, please read the guidance below very carefully.

- Children must not be in their bedrooms during the **Google Meet** session.
- The background must be appropriate.
- Please make sure your child is appropriately dressed.
- Other than by the teacher, no videos, recording or photos of the video conferences will be allowed or shared on social media.
- Your child must follow the schools Behaviour Policy and Computing Code of Conduct
- Please be aware that all is shown on camera and heard through the microphone
- The area your child is seated in, must be as quiet as possible so that they can hear the audio clearly and see the image on the screen.
- Try to ensure that there are no distractions.
- Please ensure that only the child is visible in front of the screen – no adults or siblings.
- Please do not engage the teachers in conversation, as always email to our admin address or call the school if you have any concerns.
- Children should not use the messaging options- expectations should be clearly set out by teachers.