Parkhill Junior School Remote Learning Policy 2023-2024

Approved by: Parkhill Junior School Team

Next review due: September 2024

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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:

  o   For their own and other classes as agreed by the year group.

  o   The amount of work they need to provide – **see Appendix 1** (remote learning timetable)

  o   Teachers will plan learning together via Microsoft Teams, Google Meet or Zoom.

  o   Work will be uploaded at 9:00 am, the same day as the teacher 'live teaches' via Google Meet.

> Providing feedback:

  o   Pupils will upload completed work and receive feedback from their teacher, on Google Classroom within 24 hours.

> Keeping in touch with pupils, who are not in school, and their parents:

  o   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. Parent Evening is held through Google Meet.

  o   Any complaints or concerns shared by parents and pupils –are dealt with on a case by case basis. Teachers and the Admin Team contact 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 Learning Support 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.

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 – **Admin**

> Helping staff and parents with any technical issues they're experiencing: **Admin**

> 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**: Admin**

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 Gurjeet Uppal (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 **Nicole Reeves**

> Issues with their own workload or wellbeing – talk to their **Phase Leader or HT.**

> Concerns about data protection – talk to **Nicole Reeves**

> Concerns about safeguarding – talk to the **HT or 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.

	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		Reading *Whole class text*	English		Science	PE	Story time/ Circle time
Tuesday	Maths		Reading *Whole class discussion*	English		History or Geography	PE	Story time/ Circle time
Wednesday	Maths	Break	Reading *Comprehension*	English	Lunch	RE	PE	Story time/ Circle time
Thursday	Maths		Reading *Comprehension answers*	English		French	PE	Story time/ Circle time
Friday	Maths		Reading *Go through comprehension*	English Spelling test		PSHE	PE	Story time/ Circle time

Google Classroom Remote Learning Timetable (subject to change)

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 – French teacher to record videos.

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

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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.