

Remote Learning Policy



Written by	A Reynolds
Approving Committee	Curriculum and Standards
Intended Audience	Staff, Parents, Pupils
Review date	Ongoing

Version	Reviewed by	Date Approved	Changes made
2	SS	12.11.20	Addition of supplementary policies Amendment of learning for individuals
2	SS	June 21	None
3	SS	July 21	Changes to individuals isolating from Sept 21

1. Aims

This remote learning policy for staff aims to:

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

2. Our Approach

At Lower Kersal, we appreciate the importance of keeping regular learning going during any periods of school closure. We are committed to ensuring that in the event of pupil isolation that we can continue to provide academic and emotional support to pupils working from home.

We also understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Due to this we are providing a flexible approach to remote learning. Class teachers will provide recorded lessons so that pupils can work their way through as much as they are able, at a time that suits them.

3. Remote Educational Provision for Individuals Who Are Self-Isolating

In the event that individual pupils are confirmed to be self-isolating due to COVID, Class Teachers will provide remote learning via Google Classroom using Oak Academy resources. This will link to our long-term curriculum plans and to the learning of those in school, while remaining manageable for staff to prepare on top of their usual weekly workload. Staff will endeavor to view and feedback on as much of student's work as they are able, whilst balancing their workload inside of school. These pupils will receive a phone call from a member of school staff regarding their home learning at least once per week.

4. Remote Educational Provision for Whole Class Closures

In the event of a whole class, Key Stage or the whole school having to self-isolate, Lower Kersal will continue to provide high-quality learning to pupils whilst at home. The roles and responsibilities of the school community are outlined below.

4.1 Class Teachers

When providing remote learning, teachers must be available during their normal working hours.

If they're 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:

Providing pupils with resources and login details

- Class Teachers will ensure that all pupils have their login details for Google Classroom
- Pupils will be provided with reading books, a pen, pencil and paper prior to closure

Setting work via Google Classroom

- This will involve a daily Maths and English lesson, one Science lesson per week, PE, PSHE and Wellbeing (see Appendix 2 for weekly timetable)
- Lessons will be available on Google Classroom from 09.30am each day, pupils will be encouraged to attend lessons at that time, however we appreciate this won't always be possible so lesson will be able to be viewed at an alternative suitable time.
- Pupils will submit work to their teachers via Google Classroom

Providing feedback on work submitted on Google Classroom

- Teachers can access work submitted by pupils on Google Classroom.
- Feedback will be given to pupils submitting work or comments via Google Classroom and pupils will be given feedback a minimum of twice per week.

Providing paper work packs for pupils without internet access

- Class Teachers will provide paper work packs for pupils who do not have access to the internet at home
- This work will be the same as work uploaded on Google Classroom
- Feedback will be provided to pupils over the phone at least twice per week.

Keeping in touch with pupils who aren't in school and their parents

- Teachers will be available to answer questions regarding work set during normal school hours and will not be expected to be available outside of this.
- If a teacher receives any complaints or concerns from pupils or parents, these should be shared with the HT/DHT. Please see section below regarding safeguarding concerns.
- If the Class Teacher has concerns that some pupils are not engaging with remote learning they should contact the family directly to resolve any issues and if the issue is still not resolved then refer on to the DHT & AHT.

Delivering virtual learning for pupils and attending virtual meetings

- Staff must continue to follow the school dress code whilst delivering remote learning
- When working from home staff should be mindful of where they choose to work and consider the amount of background noise and disturbance and ensure that nothing inappropriate is visible in the background.
- Class Teachers will have a weekly meeting with the AHT/DHT to monitor the effectiveness of online learning

Providing home learning tasks for Teaching Assistants

- Class teachers should be in regular communication with their teaching assistant and provide tasks to be completed whilst working from home.

4.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If they're 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
- Providing feedback to pupils via Google Classroom through comments or commenting on work submitted
- Liaise with the Class Teacher to identify pupils who may need extra support

Attending virtual meetings:

- Staff must continue to follow the school dress code whilst attending virtual meetings
- Staff should be mindful of where they choose to work and consider the amount of background noise and disturbance and ensure that nothing inappropriate is visible in the background.

Keeping in touch with pupils who aren't in school and their parents

- Teaching Assistants will contact all pupils in their class via telephone once per week

4.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through attending virtual lessons and feeding back to Class Teacher, regular communication with staff working from home, monitoring engagement with remote learning.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- The Head Teacher will contact members of staff isolating once per week to check on their well-being

4.4 Designated safeguarding lead

The DSL is responsible for:

- Ensuring Safeguarding procedures are continued to be adhered to whilst pupils are at home
- Making 2 additional phone calls per week to vulnerable pupils
- Coordinating the ordering and delivery of food boxed for families
- Keeping in regular contact with Social Workers of pupils who are at home

4.5 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

4.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although we appreciate the pupil may not always have access to a device
- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Ensuring school are aware of availability of devices and internet at home
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

4.7 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

6. Pupils without access to a device

At Lower Kersal we appreciate that not all pupils have access to a suitable device to access remote learning at home. As a school we have taken steps to ensure that this is not a barrier to pupils accessing their learning and are aware of pupils where this may be an issues. These children will be loaned a school device and a loan agreement will be signed on collection, where resources allow us to do so. (Appendix 1.1 & 1.2)

5. 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 D Rutter
- Issues with behaviour – talk to your Phase Leader
- Issues with IT – talk to RM
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to S Steward
- Concerns about safeguarding – talk to the M Rogers

6. Data protection

6.1 Accessing personal data

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

- Only use their school laptop and iPad and send emails through their Salford.gov.uk email

6.2 Processing personal data

Staff members may need to collect and/or share personal data such as contact numbers and email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

6.3 Keeping devices secure

All staff members will 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
- Keeping operating systems up to date – always install the latest updates

7. Safeguarding

Whilst delivering remote learning staff must continue to follow the Safeguarding and Child Protection policy.

8. Monitoring arrangements

This policy will be reviewed frequently with members of the SLT and will be shared with staff if changes are made

9. Links with other policies

This policy is linked to our:

- o Behaviour policy



Behaviour Policy.docx

- o Safeguarding and Child Protection Policy



Safeguarding
Children and Child Pr

- o Data protection policy and privacy notices



Data protection and
freedom of informati



Privacy_Notice.docx

- o ICT and internet acceptable use policy

- o Online safety policy

Lower Kersal Community Primary School

A School Where Everyone Matters



I-pad/Chromebook Loan Agreement

Lower Kersal Community Primary School is loaning equipment for the purpose of school work at home.

By signing this form, I agree to keep all equipment loans in good condition.

I agree to return the chromebook promptly when requested.

I am responsible for replacement costs if equipment is lost, damaged, destroyed or stolen.

If I fail to return the chromebook in good condition other than fair wear and tear the cost of repair or replacement will be due.

By my signature I acknowledge that I have received a copy of this agreement and the below listed item. I have read or heard the contract and understand the conditions of the agreement. My signature is my commitment to adhere.

Child's Name:

Class:

Teacher:

Chromebook Serial Number:

Parent's / Guardian's Name (Print):

Parent's / Guardian's Signature:

Date:

LOWER KERSAL COMMUNITY PRIMARY SCHOOL, ST AIDAN'S GROVE, SALFORD, M7 3TN.

Tel : (0161) 792 2726 Fax : (0161) 792 1152 Twitter : @lowerkersal
Email : lowerkersal.primary@salford.gov.uk Web : www.lkps.co.uk

Lower Kersal Community Primary School

A School Where Everyone Matters



Laptop Loan Agreement

Lower Kersal Community Primary School is loaning equipment for the purpose of school work at home.

By signing this form, I agree to keep all equipment loans in good condition.

I agree to return the Laptop promptly when requested.

I am responsible for replacement costs if equipment is lost, damaged, destroyed or stolen.

If I fail to return the Laptop in good condition other than fair wear and tear the cost of repair or replacement will be due.

By my signature I acknowledge that I have received a copy of this agreement and the below listed item. I have read or heard the contract and understand the conditions of the agreement. My signature is my commitment to adhere.

Child's Name:

Class:

Teacher:

Chromebook Serial Number:

Parent's / Guardian's Name (Print):

Parent's / Guardian's Signature:

Date:

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Appendix 2 – Remote Learning Timetable

Sticker with the following –

- Name
- RM Unify login + password

Whilst you are at home you must login to Google Classroom, using your login details, at the times on this timetable. Your teacher will be waiting to deliver the lesson then will set you off on an independent learning task.

Please look out for your teacher's feedback about your work each day and let your teacher know if you are struggling with anything.

	20 mins	9:30		11:00		1:00
Mon	Home reading	MATHS Google Classroom	BREAK (20 minutes)	ENGLISH Google Classroom	LUNCHTIME (1 Hour)	SCIENCE Google Classroom
Tues	Home reading	MATHS Google Classroom		ENGLISH Google Classroom		PE Google Classroom (Link to a PE video)
Wed	Home reading	MATHS Google Classroom		ENGLISH Google Classroom		PSHE Google Classroom
Thu	Home reading	MATHS Google Classroom		ENGLISH Google Classroom		WELLBEING Google Classroom
Fri	Home reading	MATHS Google Classroom		ENGLISH Google Classroom		

Pupils engaging in Live sessions:

Lower Kersal Primary School will consider whether one to one sessions could be appropriate in some circumstances. For example to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND). This will always be discussed and approved by the HT to assess any risks.

Staff will remain mindful of the importance of continuing to look out for signs a child may be at risk when interacting with children, including remotely. Any such concerns should be dealt with in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

Remote 'live' teaching should follow the same principles as set out in the school's Code of Conduct/ Staff Behaviour Policy.

Where live sessions are deemed to be appropriate, in addition to the guidance in the Remote learning Policy, the following guidance will be followed at all times:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any Computer/Tablet/Telephone used by staff to communicate with pupils, must be school or Local Authority equipment. **Under no circumstances** should staff use their personal equipment for communication with pupils.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the school's senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff record, the length, time, date and attendance of any group or individual sessions held.
- Do not interact on social media or add/ accept pupils or students to any social media accounts
- Do not direct pupils or students to third party websites other than those that are normally used in school for study
- Maintain professional language and boundaries at all times, particularly with regard to forms of address and sign-off. Staff will not encourage 'banter' – behaviour should replicate the behaviour of the classroom
- If communicating with a parent/pupil via email - Copy your Headteacher into all correspondence with the pupils to safeguard yourself.
- If a pupil raises a safeguarding matter or a pastoral concern via email please report to the DSL or senior leader as would normally be done in the school.

Live sessions will only commence after the parent of the pupil has agreed for this to happen and a set day, time and frequency has been agreed between the parent and school. Parents will also be sent a useful guide so that expectations can be shared and communicated to all parties.

