



The Brow Community Primary School

Draft Remote Learning Policy: September 2020

Author: Mrs J. Cousins

Date of review: Ongoing

Scope

At The Brow Community Primary School we recognise the children's entitlement to education and better life chances. We set out to ensure continuity of high quality education for all of our children during periods of lockdown, in particular those who are particularly disadvantaged, SEND and vulnerable, as well as those unable to attend on site.

This policy relates to the aspects of remote education provision which subsequently affects a child's entitlement to their education.

Authority

The Governing Body has a duty under the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction issued by the Secretary of State for Education on 30 September 2020 and which came into force on 22 October 2020.

The Direction makes clear the school's legal duty to provide remote education for school-age children unable to attend school due to coronavirus (COVID-19). Where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education.

The expectations on the quality of remote education placed upon schools remain those set out in the guidance for full opening published in July 2020.

The Direction will have effect until the end of the current school year, unless it is revoked by a further Direction.

Policy:

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

The staff remote learning lead is Joanna Cousins and any concerns, questions or feedback can be communicated with her via email at Joanna.cousins@thebrowcp.co.uk. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

The impact of the COVID-19 pandemic has necessitated many pupils within our community being out of school, and this will continue to be the case for some pupils, in line with the legal requirements and guidance in place to tackle the virus.

The Brow Community Primary School has responded to this with a strong and proactive commitment to providing remote education accessible for all children, in challenging and uncertain circumstances.

The key principles underpinning the school's remote curriculum planning are:

- Education is not optional
- The curriculum remains broad and ambitious
- Remote education is high quality and safe and aligns as closely as possible with in-school provision.

Aims

This remote learning policy for staff aims to:

- Set out expectations for all members of the school community with regards to remote learning
- Ensure consistency in the approach to remote learning for all pupils – in particular those disadvantaged, SEND, vulnerable, and those unable to attend on site.
- Provide appropriate guidelines for staff
- Provide appropriate guidelines for data protection

A flexible approach:

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we 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. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we have sought parental preference for online or traditional paper home learning packs to offer flexibility. However there is an expectation that all children will be visible online daily irrespective of which medium of home learning has been requested.

Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding:

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a daily timetable of remote learning activities. This will be shared through Google Classroom/Seesaw.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready-prepared high quality online materials

(drawing heavily on units from White Rose Maths that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

Where paper packs have been requested, these will be provided on request and should be returned completed at the end of the period of isolation or shielding. Verbal feedback will be given by a member of staff.

Remote Educational Provision For Whole Classes:

In the event of that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post daily timetables on Google Classroom/Seesaw for their class. This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Opportunities to join in with time-scheduled LIVE events will be highlighted in red, for example, Class Teacher led live sessions, Times Tables Rockstars Class competitions, Spelling Shed Hive Games, etc.

Throughout the day, further posts on Google Classroom/Seesaw will add extra detail or examples as necessary and assignments will be set to 'collect in' a piece of work. Staff will approve posts as soon as possible and give regular feedback on student's work.

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Interaction:

We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Google Meets tool to do so.

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, Spelling Shed Hive Games, etc.

While teaching a primary-age class this way is not practical, we are hoping to use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates. Please see the section further down regarding use of Zoom.

We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

Use of Video Conferencing technologies (Google Meets):

If whole classes are self isolating, we will arrange 1-to-1 and group meetings for children to connect and interact with their teacher and peers. Further details will follow through Google Classroom/Seesaw.

Whilst we strongly urge you to ensure that your child is visible for the morning meeting every day, like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. If you would like to but are unable to due to technology restraints, please get in touch in case we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Google Meets, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Google Meets, you agree to the following:

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school meeting you will need to briefly need to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- Communication between staff and pupils / families must be through the authorised school systems above and not through personal email or social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Google Classroom/Seesaw. If you need to contact staff for any reason you will do so through Gmail, Google Classroom or Seesaw as normal.
- Screenshots, photos or recordings of online meetings must not be made, and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Google Meets outside of any pre-arranged meetings and if they do need to contact you, they will arrange to do so with you using Google Classroom/Seesaw.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants may be removed from the room if rules are not being followed.
- Teachers will stay in the meeting until everyone has 'logged off'.

- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

By participating in these meetings with your child you are giving your consent and agreement to the above statements.

Protecting access to learning:

A password passport for each child will be sent home with them in preparation for home learning. This may also be emailed to individual parents if requested.

Wherever possible, passwords are different for individual children within a class/cohort to ensure children are unable to log on to others' accounts.

Passwords for individual accounts will never be posted on whole class/group streams.

<https://safeshare.tv> will be used to share links from YouTube/Vimeo and other similar sites as this removes external links and advertising.

Sites and services:

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Google Classroom and Seesaw are our main methods of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families. www.seesaw.com <https://edu.google.com/products/classroom/>

Any use of online learning tools and systems is in line with privacy and data protection / GDPR

Safeguarding & Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Joanna Cousins) as normal. Parents can do this by emailing Joanna.cousins@thebrowcp.co.uk

The following websites offer useful support:

- [Safer Internet Centre](#) - to report and remove harmful online content
 - [CEOP](#) - for advice on making a report about online abuse
- In addition, the following sites are an excellent source of advice and information:
- [Internet matters](#) - for support for parents and carers to keep their children safe online

- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on one of our Safeguarding Leads who will get in touch:

Mrs L. Webb – head.thebrow@halton.gov.uk

Mrs J. Jones – deputyhead.thebrow@halton.gov.uk

Mrs S. Geraghty – sarah.geraghty@thebrowcp.co.uk

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies:

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With Children Data Protection / GDPR Policy

Responsibility

The Governing Body is responsible for:

- Holding the Headteacher to account in meeting the statutory duty by monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that statutory duty for data protection and safeguarding is being met and not compromised.

The Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school ensuring it meets the statutory duty
- Monitoring the effectiveness of remote learning through regular meetings with teachers and Subject Leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Meeting all statutory safeguarding duty – namely reporting all concerns in regards to the safeguarding of children to the relevant agencies; sharing information with agencies when a child is perceived to be at risk; training all staff on safeguarding matters including online safety and safer working practices; ensuring statutory GDPR compliancy.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

- Assisting staff, pupils and parents with accessing the Tapestry, Seesaw, and Google Classroom platforms.

Some or all of these duties will be shared with senior staff and may be delegated.

Class Teachers are responsible for:

When providing remote learning, teachers must be available between 8.30am-3.30pm Monday-Friday. Teachers may be working in school as well as providing remote learning therefore there may be a delay in response to messages.

When providing remote learning, teachers are responsible for:

Setting work

- Deliver daily live registration sessions to their year group: teachers broadcast Google Meets in which they share their screen with pupils to show content or misconceptions. Pupils join from home, via Google Classroom on their home device
- Allow pupil interaction: lessons are more than just a one-way stream; they are a collaborative learning opportunity. Pupils must be encouraged to respond, ask questions and fully participate as though they were at school
- Record lessons and make them available to be watched: this particularly benefits siblings in different classes who have to share one device at home and may need to watch the catch-up videos later
- Use features of Google Classroom and Seesaw to set relevant, challenging and attainable learning opportunities.
- Set a range of independent tasks as assignments throughout the week, in addition to live teaching. Ensure that instructions are clear – use the audio record wherever possible. For children in the Early Years, teachers set activities that reflect the ‘learning through play’ approach of the Early Years curriculum.
- Children’s work will be saved using Google Classroom, Seesaw or Tapestry.

Providing feedback on work

- Teachers will be able to access pupil’s work via Google Classroom/ Seesaw/ Tapestry (EYFS). Feedback can be shared with individual children either by written text, emoji, or audio

Keeping in touch with pupils who aren’t in school

- Teachers will communicate with pupils via Google Meet calls. All conversations will be based around learning, progress and wellbeing.
- Parents will communicate with the school office in the event of a complaint or concern.
- If parents are unable to engage their child with the remote learning, teachers will telephone parents to offer further support.

Attending virtual meetings with staff and pupils

- Teachers code of conduct and professional standards apply. Teachers must be dressed professionally and must have neutral background to their video
- Teachers who are self-isolating at home must lead the remote learning and live calls from home
- Teachers who are delivering a virtual call from school must do so in a quiet location and

ensure other children are not in the background.

Health and Well-being

- Teachers are responsible for risk assessing their home learning environment, including their IT station risk assessment
- Teachers are responsible for the efficient management of their daily and weekly workload – planning, delivery, feedback / assessment
- Whilst responsible for delivering the daily timetable, teachers must manage their screen time effectively, taking regular screen breaks and move around
- Teachers must set their own deadline for turning off their screens each day.

Teaching Assistants are responsible for:

When assisting with whole bubble remote learning, classroom assistants must be available during their usual working hours.

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

- Supporting vulnerable pupils at the direction of the class teacher through telephone calls or Google Meet calls.
- Attending virtual meetings with teachers and pupils where possible and suitable
 - Code of conduct and Classroom Assistant professional standards apply. Classroom Assistants must be dressed professionally and must have neutral background to their video
 - Classroom Assistants who are delivering a virtual call from school must do so in a quiet location and ensure other children are not in the background.

Subject Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other Subject Leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely.

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 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:

- Make the school aware immediately of any safeguarding concerns
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – including pinpointing any resources that may help struggling parents
- Be respectful when making any complaints or concerns known to staff, recognising that staff are doing their best.

APPENDIX A: National Online Safety Agency Top Tips For Parents:

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



Appendix B: [Remote Learning Plan](#)

Appendix C: [Sample Timetable EYFS](#)

Appendix D: [Sample Timetable KS1](#)

Appendix E: [Sample Timetable KS2](#)

Appendix F: [Remote Learning Risk Assessment](#)