# Remote Learning Policy

## King David Primary School

# KDPS Remote Learning Policy

Remote learning refers to times when children are unable to be in school. This could be due to having Covid (but being well enough to work), Covid in the household or school maintenance issues, such as no running water.

Children who are ill for any other reason and are kept off school, will not be provided work as it is best for them to rest and recover so that they can return to school as soon as possible.

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## 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

## Roles and responsibilities

**Teachers**

When providing remote learning, teachers must be available between 8.45am and 3.30pm or their contracted 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 and make contact with their line manager or the Head Teacher.

When providing remote learning, teachers are responsible for:

- Setting work – for their own class pupils both those in school in the Key Worker bubble and at home working remotely.
- It might be necessary for teachers to set work for those children in the parallel classes if the other teacher is incapacitated.
- The government guidance states Primary School pupils should be provided with the equivalent of 3 hours of school work each school day in KS1 and 4 hours in KS2.

- The work should be set and scheduled to be sent out in advance of the time it is to be done, preferably the evening before to ensure parents are aware of the tasks and have time to print off or prepare resources, but this may not always be possible.
- Information about live lessons on Zoom and the code for the meeting should ideally be sent out the day before. If this is not possible, Zoom links should be put on Google Classrooms on the morning of the school day.
- If only a few children are learning remotely there will be no Zooms, only set work. If a large proportion (> 1/3) of the class are off, then at least one Zoom a day is the expectation.
- Work should be uploaded to Google Classroom for the parents and/or children to access.
- Teachers should provide regular feedback and acknowledgement on work submitted.
- Completed work should be uploaded on Google Classroom by the due date.
- Teachers should share constructive feedback either verbally Zoom sessions or via Google Classroom in writing or audio form.
- Teachers should explain to pupils how they want to see work presented and this should reflect the expectations in school such as writing the date and Learning Objective on their work.
- Feedback to be given no more than 2 school days after the due date.
- Children with limited /no access to devices will be provided paper copies once a week.
- Pupils with no or limited access to electronic devices will be provided with a suitable device, particularly if the child receives Pupil Premium funding.
- JS teachers, like class teachers, may be working in school and also delivering zoom lessons daily for those children at home.
- Teachers should, if their school laptop disk space allows it, record all Zoom lessons for their own protection. These recordings should be kept for ten days.
- A register of attendance at each Zoom sessions should be collated.
- **EYFS** - Teachers will communicate with parents via email. Work will be posted on Google Classroom. Completed work will be sent to the teacher and the teacher will reply to parents with comments for child and next steps for parents as appropriate.
- **KS1** - Work will be set on Google Classroom and either live zooms will be arranged or recorded teaching videos will be shared on Google Classroom for children to access at a time most convenient for their families.
- **KS2** - Children will be set work to complete on Google Classroom as well as have a minimum of two live secular zoom lessons, covering English & Maths and one JS zoom lesson a day. These might be whole class or differentiated group sessions.
- If a pupil is not engaging with the remote learning, teachers should communicate with the parents and might offer, paper copies.
- The Head Teacher should be informed if a pupil is not engaging with the remote learning.


Keeping in touch with pupils:

- Teachers are expected to keep in regular contact via Google Classroom or email with parents of pupils who are not in school
- Teachers should reply to parents' emails within two school days of receiving them
- Teachers should not email parents or upload work or feedback to Google Classroom on Shabbat
- If parents are not satisfied with the teachers' response to any complaints or concerns they should be referred to the Phase Leader or member of Senior Leadership team.
- If a member of staff has any safeguarding concerns about a pupil, this should be shared with a DSL.
- Teachers should communicate and try to support parents of pupils who do not complete work set.


Teachers attending virtual meetings with staff, parents and pupils:

- Choose a place to teach remotely from that does not have background noise and doesn't have anything inappropriate in the background.

- Should adhere to the remote learning Dress Code expectations - Teachers should dress appropriately, as they would for school. Skirts are not a requirement unless teachers are in full view of their camera.
- Teachers may also be working in school on a rota basis and should coordinate with parallel class teachers to ensure continuity and that the quality of remote teaching remains consistent.

**Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.30pm or their usual contracted 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
- They should work with the class teacher to plan and differentiate for the children they usually work with
- Providing feedback or marking on Google Classroom if directed to do so by the class teacher
- Attending virtual meetings with teachers, parents and pupils when needed
- TAs should adhere to the school Dress Code as above
- Choose a place to teach remotely from that does not have background noise and doesn't have anything inappropriate in the background,
- Teaching assistants may also be working in school, under the direction of the class teachers or line manager.
- This could include covering break or lunch duties, working on a 1:1 with pupils, small groups or whole bubbles as required.
- Teaching Assistants should adhere to the guidelines listed for teachers above

**Subject Leads**

Alongside their teaching responsibilities, subject leads 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 leads 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'll 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

**Senior Leaders & Phase Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their department of the school
- Monitoring the effectiveness of remote learning eg. through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Reviewing the recorded Zoom lessons or joining live Zooms

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting colleagues with online teaching and technology trouble shooting.

**The SENCo**

- Providing weekly Spld lessons via Zoom
- Accessing resources for interventions online
- Supporting teachers and TAs, providing remote learning for children with SEND
- Organising the termly review of pupil's targets and setting new targets
- Liaising with parents
- Undertaking referrals to outside agencies
- Liaising with outside agencies; by telephone or virtual meeting

**Designated Safeguarding Leads**

The DSLs are responsible for:

- Ensuring all staff are aware of who the DSLs are and the procedures to follow
- Ensuring that all parents of pupils on the Safeguarding register are contacted regularly
- Assessing whether these pupils should be included in the list of vulnerable pupils attending the school provision
- Updating CPOMs with any relevant information   Sharing information with other DSLs
- Make relevant referrals
- Working with outside agencies
- Attending remote meetings for pupils on the Safeguarding register   Be aware of relevant training opportunities

**Technical Issues**

- Issues with collection and setting of work please liaise with your parallel teacher or phase leader.
- Parents experiencing technical issues should first contact their child's teacher.
- Any security or data security concerns should be reported to your phase leader and DSLs
- Management of school devices used by children is organised by the Head Teacher and the SLT.

**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 or attend live lessons
- Keep cameras on and follow the direction of the member of staff when on Zoom lessons unless previously agreed with the teacher, children will still be expected to participate verbally if called upon.
- Present their written work neatly and to a high standard. Written work should be scanned and returned in good time.
- Parents and pupils should not upload work to Google Classroom or email teachers during the hours of Shabbat or on Jewish festivals.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is ill or otherwise can't complete work
- Assist their child in uploading their work to Google Classroom and attending Zoom lessons as required
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff. Parents should firstly contact their child's class teacher before contacting the Phase Leader or Head Teacher.
- Not appear and communicate through the class Zoom session, but instead via email or phone call

**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
- Ensure that all pupils are engaged/participating in online learning.

# 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 relevant subject lead or SENCO

Issues with behaviour – talk to the behaviour coordinator or phase leader

Issues with IT – talk to High School IT staff if Primary staff are unable to rectify

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to the DSL

# Data protection

**Accessing personal data**

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

- It is preferable for staff to use the laptops or iPads provided by the school to access personal data, rather than using personal devices.
- Staff members will be provided with a class list of parental emails to make contact with parents
- School staff should always dial 141 before making telephone calls from personal or home telephones

**Processing personal data**

Staff members may need to collect and/or share personal data such as 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.

**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

**Safeguarding**

The Safeguarding Policy has been updated and an addendum added to reflect the Covid-19 pandemic situation. These are available on our school website.

# Online Safety

Online safety for us is about resilience and knowing what to do when they feel unsafe online. These are messages that we share constantly, throughout the year.

We have outlined our expectations of parents, children and staff so that everyone is clear on the expectations for online safety, positive learning behaviours and respect

We use Zoom and Google Classroom as our online platforms:

- Google Classroom - individual children have their own personal log ins and are reminded not to share this information with anyone else. Parents may also join the Google Classrooms.
- Zoom – children enter the waiting room, using their first names (not iPad01 or GalaxyNote or a parent's name)
- Children should keep their cameras on and mute their microphones unless directed otherwise
- Each year group studies online safety as part of their Computing Curriculum
- Parents receive online safety reminders via the Head Teacher's Newsletter or emails
- Our Computing Subject Lead shares updates and information with parents about any new apps, scams or items that could impact their children when online
- Any online safety breeches are recorded in our online monitoring file
- Please refer to our online safety policy

# Monitoring arrangements

This policy will be reviewed by the Head Teacher. At every review, it will be approved by the Co- chairs of Governors.

**Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy