



# Remote Learning Policy

## St Mark's CoE Primary School



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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 safeguarding, child protection and data protection

## Objectives

When providing remote learning, staff will be available during normal school hours. A cover timetable will be put together to enable staff to provide remote learning as well as being able to teach in school so that all of our pupils will receive a quality education at all times.

All staff responsible for pupils' education will provide their expertise and knowledge to enable every pupil to have the best learning experience that can be provided.

## Responsibilities

When providing remote learning, teachers are responsible for:

## **Setting work:**

- Work needs to be set for their own class or year group, appropriately set to the children's needs.
- Work needs to be provided on a daily basis consistent with school based learning.
- Work should ideally set the night before, unless in rare exceptions.
- Consideration needs to be given to any aspects of the subject curriculum that might need to change to accommodate remote learning - for example art, D&T, PE. This includes the resources that would be available at home.
- Working with subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Alerting other teachers to resources they can use to teach their subject remotely.
- Any child/children who have limited access to devices will be provided with paper copies of the work and this will be delivered to the family home.

## **Providing Feedback**

- Completed work is submitted using google classroom
- Comments should be positive, supportive, and in-line with what would be expected of in school.
- Feedback can be shared with pupils using google classroom
- Answers to parent/carer enquiries need to be made within reasonable time
- Response to completed work will be given within 48 hours, excluding weekends. Work submitted very late may not be responded to.
- Staff are not required to give feedback after 5pm on weekdays, although they may choose to do so. Feedback at the weekend is not required.

## **Keeping in Touch**

- Email communication can be made between parents/carers and pupils using the class email address and Tapestry (EYFS) between the hours of 8am and 3.30pm. Staff will always respond as soon as possible.
- Safeguarding concerns will be managed in accordance with the safeguarding policies.
- Pupils struggling or failing to complete work will be contacted by class teacher/Senior Leader Team initially by phone to offer support and guidance. Our desire is to support families and children, in order that home learning is as successful as possible, and ensures a continuity of education.

## **Virtual Meetings**

- Whether at home or school, staff will adhere to the school 'Dress Code'
- Staff will make sure that the environment is appropriate

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders will:

- Co-ordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set , feedback from pupils and parents/carers
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.

## **Safeguarding**

All staff will follow the school's Safeguarding and Child Protection policies.

Pupils and parents

## **Expectations of pupils learning remotely**

- Be contactable during the school day as far as possible
- Complete work to the deadlines set
- Seek help if needed
- Alert teachers if they're not able to complete work
- Behave online in the same way as we would do at school.

## **Staff can expect parents/carers with pupils 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
- Be respectful when raising any concerns with staff

## **The Governing Body**

The governing body is responsible for:

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

## **Data protection**

Google Classrooms will be used in a way that is GDPR compliant.

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

### **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 with a strong password. Strong passwords are at least 8 characters long, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- 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

## **Monitoring and Review**

This policy will be reviewed by the Headteacher and governors on a regular basis

**Policy Revised: January 2021**

**Next Review: As Needed**

# Appendix 1 - Remote learning – frequently asked questions

## **How will the school provide remote learning?**

Remote learning will be provided to the children via google classrooms. Parents will be issued with a user name and a password which will enable their child to access the work in school. Google classrooms can be accessible via a variety of devices.

## **When will we provide remote learning?**

Remote learning will be added onto google classroom by the class teacher (or year team member) whenever there is a child away from school as a result of having to self isolate. Parents must notify the school that they are keeping their child at home due to a need to self-isolate so that the school can then add work onto the website for the first day of absence. Teachers will then add additional work onto google classroom which will cover the period of time that a child is having to self-isolate. During extended periods of closure or partial closure, remote learning will be provided for all pupils as appropriate.

## **What work will be provided to the children who are having to self-isolate?**

The class teacher will provide work which is in-line with the work that is being completed in school. This will include work in English, maths and at least one other subject area each day. There will be teaching videos to accompany the work in order to make it easier for children to access the work.

## **How will teachers provided feedback?**

Children who are self-isolating and completing work at home will be able to upload completed work onto google classroom. The teacher will then look at the work that has been completed at home and provide the child with appropriate feedback and next steps for their learning. Feedback may vary depending on the number of children who are not in school.

## **What will happen if a class bubble has to be shut down?**

If a class bubble has to be shut down then the school will provide work for all of the children in a similar manner via google classroom. A timetable will be produced to ensure children and parents know of the learning schedule for their class. If the class teacher is unwell and unable to remotely work alongside the children, then the school will arrange for another member of staff (subject to availability) to complete this role. Marking of work that the children have produced may take place during the school day or after the day has ended. Teachers will endeavor to respond to all submitted work within 24 hours.

## **Is there any guidance when it comes to creating videos for the children in their learning?**

- Please adhere to the school 'Dress Code'
- Make sure you are in a space that is private and there are no background images visible
- Where possible model to the children the process that you want them to work through in your video so they can see what is expected of them.

## **What is the guidance around using videos, including pre-recorded and live teaching.**

- To support learning, teachers will provide videos (pre-recorded or live).
- Whilst live streaming is helpful and has many benefits; it is however optional for teachers.
- The Google Meet System will be used for live lessons.

- Where children are at school, parents will be asked to give consent for their child to appear on video (as this would be shared with children at home). Where consent is not given, teachers should ensure the child is not in range of a camera during live lessons. The consent includes ensuring that children will adhere to the code of conduct, and the sanctions that may happen should it not be followed.
- Videos, whether live or recorded, may be shared on Google Meet/Classrooms. However, they should not be downloaded or shared outside of the Google Classroom system.
- Videos may be recorded for safeguarding purposes, and stored securely in line with the safeguarding and data retention policies.
- In agreement with the teachers, videos may be recorded and shared on Google Classroom for children to watch at a later time. The videos will be available for a limited time. These videos should not be shared/downloaded/used outside of the Google Classroom.
- Staff should alert a DSL should they be concerned about an incident or conduct issue.

## Appendix 2 - Google Classrooms Registration - Online Form

This form is to provide information and consent for using Google Classrooms. We use Google classrooms across St Mark's because it's much more suited to home learning. GC is a school learning environment where we can set activities, meet as a class online, and much more.

Google Classrooms has an inbuilt tool called 'Meet' which we will use for video meetings. It can be used on a mobile, tablet or computer. It's very similar to Zoom.

Please also see [www.stmarksprimary.net/gc](http://www.stmarksprimary.net/gc) for help videos, password reset options and more.

The key benefits we see of Google Classrooms are:

- Work is posted and handed in on the same website, removing the need to send an email in with attachments.
- Tasks can be presented in a more user friendly way, with attachments and Youtube videos next to the task.
- Feedback can be attached directly to the piece of work.
- Google Classrooms has a shared 'stream' where staff can post messages and stay in touch, and children can respond.
- Google Meet is built into the service so class video meetings can be arranged much more easily and will not require codes and passwords emailed out by the office. Meets may be recorded for safeguarding purposes, but will only be stored on the Google Drive system.
- No need for printing resources, or reduced need.
- Note that GMail will be disabled as messaging can be done within Google Classrooms.

**By completing and submitting this form, you agree that:**

- Your child can use GC
- You will support your child in using GC, and doing so safely.
- Your child will use GC in appropriate ways, and misuse will result in consequences, including being banned from GC, or otherwise.
- When using Google Meet, turn your camera off if you don't want to be seen! Meets will be recorded for safeguarding purposes, but will not be shared elsewhere.

## Appendix 3 - Consent for Appearing on Class videos - Online Form

Win your class teacher an Amazon voucher!

Google Meet is a tool within our secure “Google Apps for Education” learning environment. Google Meet allows for staff and classes to meet together online, safely. This can be for teaching purposes (pre-recorded or live teaching), check-in sessions, information sharing, and more. Google Meet is our ‘Zoom’, but in our secure environment.

We are updating our parent consent form (from when registering for Google Classrooms originally).

Please complete this form asap - the first KS1 and KS2 class to complete the form will win their teacher an Amazon voucher!

PLEASE COMPLETE 1 FORM PER CHILD

### **SECTION 1**

#### **Consent for when your child is at school**

We are keen the children in class and at home are still able to learn together, and continue to feel like a class, year group, and school community. Therefore, the children who are physically at school may appear on the Google Meets. These Meets will of course be visible to children at home who are logged into the secure Google Meet system.

Further, recordings of online teaching sessions may be used to share on Google Classroom at a later date, for learning purposes. This enables children at home to watch the lessons at a later date. It is not possible to share or download these recordings; they can only be watched on Google Classroom, and will be taken down after 1 week.

- I agree that my child, when at school, can be on the Google Meet video according to the details above.
- I do not want my child, when at school, to be on the Google Meet video. They will be moved to a location in the classroom where they will not be in view of the camera.

### **SECTION 2**

#### **Consent for when your child is at home**

The staff leading the Google Meet lesson/session will also record the Google Meet. This is for safeguarding purposes. Videos may also be shared on the secure Google Classroom system for their class to watch at a later time for learning purposes, for a fixed period of time.

- I understand that when my child is at home, the Google Meets will be recorded and used as above. I have a choice as to whether to turn off the video on my own device so that my child won't be visible on the camera, or recorded during online lessons.

### **SECTION 3**

Videos made for specific purposes

From time to time, we may produce videos for Worship, and other school events. These videos may be shared on Google Classroom, on our website or on Youtube. Note that Youtube videos are ‘unlisted’ so not widely available. The videos may or may not be password protected, but we will always consider the audience and use carefully.

- I agree for my child to appear in these videos, and that the videos may be shared as above.
- I do not want my child to appear in these videos.

## **SECTION 4**

### Online Behaviour

#### Children must:

- Manage themselves online in a way that we would expect of them at school. This includes kind words, behaviours and attitudes.
- Wear appropriate clothing, and be in an appropriate environment for learning.
- Use the online resources and videos for the purposes of learning, and not share them outside of Google Classroom.

It is imperative that children use the system in a way that follows our school ethos and Relationships and Behaviour Policy. All of our expectations for behaviour in school are transferable to online learning; if students misbehave in online learning activities then school sanctions will be applied. Teachers will undertake any action that is needed to keep children safe, including removing a child from Google Classrooms/Meets. The teacher and leadership team may consider removing a child's Google account, as well as other consequences as set out in our Relationships and Behaviour Policy.

- I understand that we will ensure our children adhere to this code of conduct.