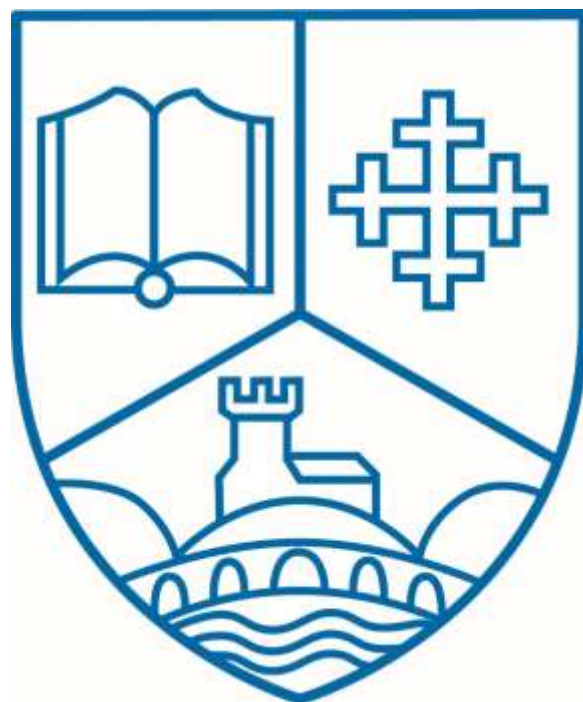


**BIDFORD ON AVON
CHURCH OF ENGLAND
PRIMARY SCHOOL**



Remote Learning Policy

Dec 2020

Review date – Dec 2021

Bidford on Avon C. of E. Primary School Remote Learning Policy.

Contents

1. Aims	2
1.1. Remote Education for Individual Learners	2
1.2. Remote Learning in the Event of Partial or Full School Closure	2
1.3 Live Sessions	2
2.Roles and Responsibilities	3
2.1. Expectations of Parents/Carers and Students	3
2.2. Expectations of Teaching Staff	3
2.3. Expectations of Senior Leadership Team (SLT)	4
3. Support for Individuals	4
4. Data Protection, Information Security and Online Safety	4
Appendix 1 – Resources	5
Appendix 2 - User Guides for Parents/Pupils.....	6
Appendix 3 Reporting Concerns.....	6

1. Aims

The school is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of the school to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how the school will support staff and students with the provision of remote learning.

Staff and students will be briefed and trained on the contents of this policy to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, acceptable use of IT policy, behaviour policy and in line with our safeguarding policies and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

1.1. Remote Education for Individual Learners

If a student is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the student is feeling well enough to work, the school will provide lessons/work for students who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the class teacher. This will be in collaboration with the student's parents/carers and dependent on pupil's access to the internet. Ways in which the continuity of education would work in these circumstances are as follows:

- Paper based work provided for pupils to complete in English, maths and topic work.
- Topic sheets (paper/ electronic) with activities and internet links.
- A timetable of termly online video lessons delivered by the Oak Academy Trust.
- Regular contact with the class teacher.
- Weekly reading book delivery where required.

1.2. Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Replicate the classroom experience so far as is possible by delivering scheduled live/ pre-recorded lessons using Google classroom online teaching sessions: a range of face to face whole class and group sessions (10 pupils) timetabled over the day to support pupils learning, along with work to complete independently.
- Teaching staff will set regular work via Google classroom to ensure learners have meaningful independent work each day in a number of different subjects.
- There will be daily teaching sessions, ranging in length from 20 minutes to an hour long and work for children to complete independently.
- Breaks may be added in between group sessions in order to release group invitations to the meetings and set up resources.
- The teaching provided by staff will be age appropriate, ranging from story reading/ phonics in EYFS, Y1 and Y2, to whole class English and grouped maths sessions. Maths teaching is more effective in a small group.
- At the start of an isolation period your child's class teacher will contact you and provide you with a timetable for the week, indicating when your child would need to be available to work online. The timetable will indicate when links to Google classroom sessions will be released.
- As an isolation period may occur quite quickly, we will provide children on the first days with a topic sheet, as experience from the lockdown showed that it can take 1 or 2 days for the online teaching to be fully organised and functional with all families.
- If the school goes into a full lockdown teachers will need to be available in school to teach key worker children, but work will be made available online and a daily face to face session with pupils will be provided.
- A crib sheet advising parents on how to use the software will be sent out as appropriate.
- Learners will be able to ask staff questions and receive feedback within face to face lessons and review sessions.
- Learners will be able to submit completed work online via the submission function within Google classroom.
- Paper based work will also be provided for pupils to complete in English, maths and topic work. Topic sheets (paper/ electronic) contain activities and relevant internet links.
- A timetable of termly online video lessons delivered by the Oak Academy Trust will also be provided.

1.3 Live Sessions

Live sessions are a useful way to replicate the classroom experience and allow for students to ask questions in 'real time'. Google classroom allows for the setting of assignments, sharing of resources and for teachers to schedule and deliver lessons virtually yet in a similar way to how they would in the classroom. To ensure that Google classroom is a safe environment for staff and pupils to interact we have a code of conduct, drawn up inline with Warwickshire Safeguarding policy, which we expect all users to comply with:

- Learners will use their school email address/ password which are recorded in their reading journals, to avoid any issues with data protection. Parents and students will not be required to provide their personal email addresses.

- The school has consulted with their IT support and safeguarding team to ensure the use of a safe and secure platform.
- The school has consulted with the school's Data Protection Officer to ensure GDPR compliance.
- Children should be appropriately dressed e.g. not PJs.
- An adult should be physically present in the room to supervise a child during the session and to provide technical support, but should not engage in the lesson.
- Children should work in an appropriate area, for example not in bedrooms and the background should be appropriate to a classroom. This includes photographs, artwork, identifying features, mirrors etc.
- Language must be appropriate, including that used by any family members in the background.
- All sessions will be recorded and saved for three months, so that they can be reviewed if necessary, after which point they will be deleted. The purpose of recording sessions is for safeguarding reasons and to support pupil's learning. Recordings will be stored on a secure cloud platform and will require user authentication to access them. Such recordings will not be uploaded to any publicly available area.
- In allowing your child to take part in online sessions you are providing consent for lesson and video conversations to be recorded.
- Children or parents should not record a lesson or conversation without prior consent, the lesson will be brought to an end or the child will be logged out immediately if this occurs.
- Children are expected to follow the usual school behaviour code and behave as they would in the classroom.
- Staff members delivering lessons or communicating with children online/virtually will raise any issues in respect of inappropriate dress, setting, behaviour e.t.c with the child and/or parent immediately and will end the online interaction if necessary.
- Live classes will be kept to a reasonable length of time so that children do not have too much screen time and in order to minimise disruption for the family.

2. Roles and Responsibilities

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taken in accordance with appropriate policy listed in Section 1.

2.1. Expectations of Parents/Carers and Children

- Registered students are requested to engage in all scheduled lessons and complete tasks promptly. Parents should make the school aware if your child is sick or for any other reason your child cannot complete the work/participate in lessons.
- Students should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents/carers are requested to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required.
- Parents/carers should seek support quickly from the school if their child is struggling to access the resources or understand what is expected of them by contacting the school at admin3011@welearn365.com.
- Staff will work their usual daily working hours and will not be available to respond to requests on weekends and evenings.
- Parents and pupils must not record the lessons on any device as this would contravene the school's Safeguarding policy for all children.
- A parent/ carer must be present during live lessons, but should not engage in the lesson.
- Students are expected to comply with the school's behaviour policy at all times, behave as they would within the classroom and follow the online code of conduct and safeguarding guidance.
- Guidance on using Google classroom can be found in Appendix 2 for parents and pupils.

2.2. Expectations of Teaching Staff

- Staff will only use school devices for the purposes of remote education.
- Staff will record the attendance of any sessions held.
- Staff will provide parents with a daily timetable outlining face to face and independent work sessions.
- Staff are responsible for planning and teaching a well sequenced curriculum as guided by the senior leadership team.
- Staff will gauge how well learners are progressing by using questioning, tests and quizzes to assess individual's learning.
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand.
- Staff will provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate in accordance with the individual learner's needs.
- Staff will provide feedback to students in a timely manner.
- Staff are responsible for delivering and recording virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will contact parents directly where appropriate to support children in their learning, either by phone, email or through an arranged Google classroom invitation.
- When broadcasting a lesson or making a recording, staff should ensure that the background environment used is appropriate or where possible blur it.
- Staff will discuss how they will provide pastoral care with a member of the SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.
- Staff are expected to follow the online code of conduct and safeguarding guidance.

2.3. Expectations of Senior Leadership Team (SLT)

- The SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- The SLT will monitor the effectiveness of remote learning through regular meetings with teachers and phase leaders, reviewing work set or reaching out for feedback from pupils and parents.
- The SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- The SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary.
- The SLT will ensure that the workload of staff is manageable by providing a range of bespoke resources and support.
- The SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning.
- The SLT will ensure that the school's reporting procedures are communicated to pupils, parents, staff and carers so that any safeguarding concerns can be raised effectively.
- The SLT will discuss and approve any steps to be taken with the provision of pastoral care, which may involve the need to meet with pupils on a 1:1 basis.
- The SLT will periodically review the arrangements set out in this policy to ensure they remain suitable and effective.

3. Support for Individuals

All staff and students will receive training on how to use Google classroom. This will be regularly reviewed and refreshed as appropriate. Parents/carers will be provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons planned to be delivered. The school will ensure there is regular communications with parents/carers.

The school will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are unable to engage in online lessons paper based work and a timetable of recorded lessons by the Oak Academy will be provided.

Where students do not have access to a device, the school will look to provide devices suitable for participating in remote education by applying for support through the relevant local authority/government schemes. Where it is not possible to provide support with obtaining access to a suitable device, the school will provide hard copies of materials and ensure they regularly communicate with individual children and their parents/carers to assist with the student's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may require adaptations/ differentiation to the work they are provide with.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety.

4. Data Protection, Information Security and Online Safety

When engaging a third-party data processor to provide us with a platform to deliver remote education, the school will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk.
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, the school will:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are up to date with data protection training.

When implementing a platform where students are required to engage in online activities, the school will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who is likely to engage with pupils online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.

Appendix 1 – Systems and resources that will be used for remote learning:

- Google classroom
- Purple Mash
- Sway
- Powerpoint
- Oak Academy Teaching videos
- White Rose Teaching videos

Appendix 2 - User Guides for Parents/Pupils

HOW CHILDREN CAN ACCESS THEIR WORK ON GOOGLE CLASSROOMS

STEP 1:

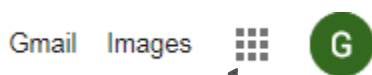
- Go to www.google.com
- Click 'Sign-In' in the top right-hand corner and log in with your school computer log on and password.

My username is: _____

My password is: _____

You must ensure that @welearn365.com follows you username e.g. f.name@welearn365.com

STEP 2:



WAFFLE ICON


- Click the 'waffle icon' (as shown above)
- You should then see the Google Classrooms logo (as shown on the right).
- Selecting this icon will take you to the screen below.

STEP 3:

At the time of your lesson, 'meet' link will appear underneath the title of Google Classroom. Click this link to enter the lesson.



Meet link

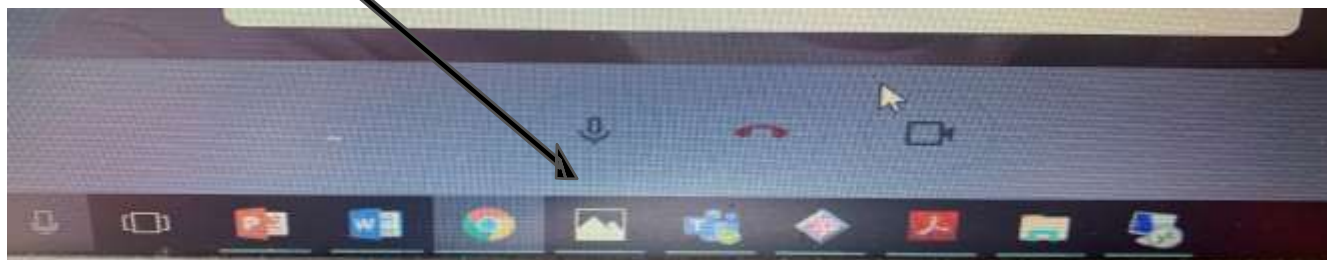
If you are in the classroom before this time, and the link has not appeared you may want to refresh your page by clicking F5 on your computer keyboard or the refresh button (the curved arrow)  next to the address bar on your tablet.

Extra tips:

If you are on a tablet and you are struggling to get into the classroom, check your welearn365 school email account, (by going to www.welearn365.com, selecting your school, entering your school computer log in and password, then click 'my mail') your teacher will also send you an email invitation to join the classroom. Open the email and accept the invitation to join the classroom.

As soon as you join the classroom, it is important that you mute yourself and only unmute if you are speaking.

Mute button



Appendix 3 Communications.

All interactions with pupils are covered by the procedures outlined in our Safeguarding policy, behaviour policy and code of conduct.

All questions, concerns or comments should be directed through the school office via phone or the admin3011@welearn365.com email address.

