

Remote Learning Guidelines- Lockdown 3 2021

Wooden Hill School



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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 throughout the full lockdown
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm (these are the same hours that critical worker and priority children are in school). Teachers should take a lunch break at the same time that they normally would and should not be available during this time. The remaining directed time can be used flexibly outside of the 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:

Setting work – running the year group Google Classroom

The roles of the year group teachers include:

- In Reception and Y1 a daily phonics session- this should be appropriate for the different groups in the year group and should be accessed both as a video and as a document for parents.
- In FS a set of activities for parents to complete daily must be made available- uploaded at the beginning of the week or, ideally, daily.
- In KS1 and KS2 daily maths, English and topic lessons must be available. In Y2-Y6, 3 reading lessons must also be uploaded each week. These should be either recorded lessons, documents or links to other providers (Oak National Academy, White Rose Maths). There is no expectation that lessons will be taught 'live'.
- Google Classroom must be organised so that the work for each day is clearly saved under the correct heading.
- In all year groups, a video which summarises the work for the week must be uploaded by 5pm on Sunday evening so that parents have an opportunity to organise themselves.
- It is not necessary to provide a set timetable for the week as families will be accessing the learning in a way that suits their circumstances and a timetable may add to anxiety.
- Work should be scheduled to upload at 3pm the day before to give parents an opportunity to prepare for the following day.
- In all year groups, a story should be read to the class daily. This can either be live streamed then recorded or just recorded where this is not possible. This should be saved in the Google Classroom.

- A teacher must be available on a live stream (Google Meet) from each year group for an hour in the morning and half an hour in the afternoon as a minimum; many year groups may extend these times in order to ensure availability and support to those who need it. The precise timings of these live streams can be set by the year group depending on their circumstances and these timings must be communicated clearly to parents.
- A pack of work must be made available for families who request it. This should reflect the learning on Google Classroom including PPT where necessary. In FS and Y1 additional activities and worksheets may be included. Families may request a full pack or just worksheets.
- Numbots, TimesTable Rockstars, Read Theory and Teach Your Monster to Read are set up and should be being used. Differentiate the access where appropriate.
- It is the responsibility of the teachers in the year group to support parents in accessing Google Classroom. It is **not** the responsibility of the office staff and we do not have Google classroom admin to do this.
- Report any concerns using CPOMS in the usual way.

Providing feedback on work:

- Children should submit work via Google Classroom. This can be by photographing the work or completing it using a Google Doc. They should be discouraged from doing this via the Stream.
- All work that has been submitted should be acknowledged. Where appropriate and when possible, feedback should be given either using the comments feature or voice recording. The use of voice recording is particularly effective for younger children.
- Work submitted past 3pm on a Friday will not be marked over the weekend. It will be acknowledged on a Monday morning but no feedback given. Work submitted after that will not be acknowledged. Parents have been notified of this but this may need reinforcing by teachers.
- Teachers should respond to the needs of the class by providing **additional** live streamed sessions for children who require support with a task. This can be organised via the Stream or through the messaging feature. Alternatively, teachers can make this the focus of their scheduled live feed for all. **A minimum of two children must be present for a scheduled intervention.**

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

- The expectation has been made clear to parents that children should attend the live feed daily to be 'registered'. The reality is that many are unlikely to but teachers should actively encourage parents to enable this. Teachers or support staff should monitor engagement on Google Classroom and make a phone call after two days of non-engagement (this includes non-attendance at the live feed, comments on GC or work submitted). This engagement should be continued to be monitored and calls recorded on CPOMS. Calls should be made from the school number (either by being in school or using the Unity app). Alternatively, if mobiles are used, the number must be blocked. These calls should be made by the teacher managing the remote learning. Repeated attempts must be made to make contact with parents who do not answer.
- Parents should be encouraged to use the year group emails. These should be monitored during normal working hours (8.30-4.00). Responses should not be sent outside these times.

2.2 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:

- SEN 1:1 will support the child that they work with in school- supported and monitored by the SENDCo.
- Other support staff may be asked to work with small groups of children on a specific programme or intervention.

2.3 Subject leads

We've used the term 'subject lead' here to refer to anyone co-ordinating subject provision, or a leadership aspect, across the school and includes the work of the SENDCo. 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
- Alerting teachers to resources they can use to teach their subject remotely
- The SENDCo will organise and monitor the provision for children on the SEND register and those supported 1:1. They will ensure the parents of these children have given written permission where a member of support staff will work 1:1 with them remotely.

2.4 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 regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for ensuring that the addendum to the Safeguarding Policy is adhered to whilst learning is happening remotely.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although it is acknowledged that 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 if their child is sick or otherwise can't complete work
- Seek help from the school if they need it. Parents should contact the class teacher in the first instance via the year group email or by calling the school. The FSA is also available to support parents and can be contacted via email or by calling the office. Be respectful when making any complaints or concerns known to staff.

2.8 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
- Ensuring that staff and leaders' wellbeing is a priority and that workload is manageable
- Actively and publicly supporting the school's efforts in providing a high quality remote education

3. 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 SENDCo
- Issues with behaviour – talk to the relevant KS leader
- Issues with IT – talk to Watermans
- 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

4. Data protection

4.1 Accessing personal data

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

- Use SIMS to gain contact information.
- Only use school devices for accessing personal data

4.2 Processing personal data

Staff are reminded to collect and/or share as little personal data as possible online.

4.3 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

See addendum to safeguarding policy

6. Staff protocol for remote live teaching (from home):

- Never conduct live streaming or videoing from a bedroom or a personal space. If this is unavoidable, position yourself so that a blank wall is in view and remove all personal items such as photographs etc, In addition, use the background function on Google Meet.
- Use the waiting room function to prevent strangers from entering a meeting. Do not admit anyone using anything other than a child's school email address to the Google Meet.
- Ensure that you are the last person to leave the meeting.
- Ensure that microphones are muted and that cameras are on.
- Dress appropriately, as you would in school.
- Set appropriate boundaries and behavioural expectations, and maintain the same professional standards as at school.

- Never make inappropriate jokes or comments online.
- Correspond professionally in tone and content at all times.
- Ensure that other members of the household are not present in the room when live streaming or videoing and that you are uninterrupted for the duration of the live stream or video.
- Give the meeting your full attention and avoid being distracted by sounds / events occurring within your home (for instance the doorbell ringing).
- Live pre-arranged meetings or interventions with only one child present- these should be limited to those organised by the SENDCo and written permission must be received by the SENDCo prior to these sessions taking place. These might be SEND support or SEMH support.
- By accessing the live stream, parents are giving consent for their child to participate. This can be 1:1 if appropriate.
- Arranged meetings between an adult (teacher or support staff) and children outside of the class live stream times, which is available to all, must have at least two children present at all times.
- Outside speakers or visitors (e.g. Maestros) are permitted to teach live to children in the class but the class teacher must be present throughout.
- Make clear when a session will be recorded to upload to Google Classroom.
- It is ultimately the responsibility of each member of staff to risk assess their own home working conditions and make decisions accordingly.

8. Child/parent protocol for remote live streaming:

- By accessing the Google Meet, parents are giving consent for their child to participate in live lessons and agree that they will not share screen shots or recordings of the sessions.
- This consent will include an understanding that some live sessions may be recorded. These will be stored on the schools secure Google Drive and uploaded to Google Classroom for no longer than a week.
- Parents must give consent to the SENDCo for pre-arranged 1:1 sessions to take place.
- Children are clear about the behaviour expected of them during live streamed sessions, e.g. taking turns to speak and not interrupting teachers or other pupils. This will be communicated by the teacher.
- Children should join the live stream with microphones off and cameras on (where possible).
- Children must be fully clothed when joining the live stream. Pyjamas are not appropriate.
- Ensure that the learning device is in a public space in the house. Keep the background neutral and avoid having any personal information visible.
- Not share screen content unless requested to by the teacher.
- Must access Google Meet using child's school email address.

Monitoring arrangements

This policy will be reviewed by Jane Critchlow at least termly or when required. At every review, it will be approved by the FGB.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy [insert if relevant:] 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

Google Meet Protocol

The purpose of Google Meet calls can include:

- Daily live stream sessions for teachers to talk through an overview of the day's learning with parents and/or pupils.
- Regular social calls to allow children to interact with each other e.g. games, quizzes and story time.
- Checking on pupil's learning and/or wellbeing.
- Opportunities to share achievements.

In FS and KS1 these live streams are for both parents and children. In KS2 the focus is on interacting with the children although parents are welcome to join to ask a specific question.

Pupils	Teachers and other school staff	Parents
<ul style="list-style-type: none"> • You must join the Meet on mute and only unmute if asked to by the teacher. • You should use your camera if you have one. • You must not share screen content unless requested to by your teacher. • You must wear suitable clothing, as should anyone in your home. Pyjamas are not suitable. • You should find a suitable quiet environment to access the Meet, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred or a background chosen from those in Google Meet. • You must talk to your teacher and your peers in the class in the same way that you would in school. • You must not attempt to join the Meet without your teacher present and must leave the Meet when your teacher asks you to. • You should get into the habit of closing your device when not using it. • You must not attempt to record or screen grab content from the video call. 	<ul style="list-style-type: none"> • Teachers will not allow attendees to join before host and they will keep a list of attendees. • Attendees without a school email address will not be allowed into the Meet. • Teachers need to only make the link live for scheduled live stream sessions. • Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and meeting conduct clear at the beginning of each meeting. • Teachers will ensure no one else is on view from the camera. • Teachers will wear suitable and appropriate clothing. • The teacher has the right to remove a pupil from a Google Meet if their behaviour is not in line with the school behaviour expectations. • Teachers will tell you if they are going to record the session to upload to Google Classroom. • Teachers will be the last person to leave the Meet. • Teachers and other adults will only arrange meetings outside of the class live stream times with a minimum of two children in the group. 	<ul style="list-style-type: none"> • By accessing the Google Meet, parents are giving consent for their child to attend. • Parents have ultimate responsibility to make sure pupils not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers. • Parents should be aware of what has been set for their child on Google Classroom. • Parents should help their child set up and access the Google Meet session daily. • Parents should make sure that their child is ready 5 minutes before the advertised start of the meeting, to ensure that they are on time. • Parents should ensure their child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day. • Parents must ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call. • Parents should discuss with their child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. • Parents must not film or screen grab the session on another devices this is a safeguarding and GDPR issue. • Parents should understand that some live sessions may be recorded to load to Google Classroom. The teacher will make it clear when this is the case.