

# Remote Learning Policy



**BASSETT GREEN**  
PRIMARY 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 are not in school.
- > Set out expectations for remote learning for all members of the school community. > Provide appropriate guidelines for data protection.
- > Ensure pupils unable to attend school remain fully included within the school community.
- > Continue to ensure that every child receives the best education the school can provide them.
- > Ensure the effective integration of remote education into the curriculum alongside usual classroom teaching, or in the case of a local or national lockdown.

## **2. Roles and responsibilities**

### **2.1 Senior Leaders**

Senior Leaders will be responsible for:

- > Coordinating the remote learning approach across the school with careful consideration of the selection of online tools and approaches that will be used consistently across the school to provide learning, interaction, assessment, feedback and other communication.
- > Considering the needs of the community and individuals when planning for remote learning.
- > Monitoring the effectiveness of remote learning.
- > Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- > Remote learning provision should the class teacher be unwell and unable to lead remote learning. Remote learning and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.
- > Checking and supporting disadvantaged and vulnerable children with access to technology.

### **2.2 Teachers and Teaching Assistants**

When providing remote learning, teachers must be available from the current start to the finish of the school day.

If they are 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.

## **Provision**

When providing remote learning, teachers, supported by teaching assistants, are responsible for:

- > Providing remote learning for their current class or set through live-learning, online learning tasks and additional paper packs for those families who request this. Teachers may support across a year team at the phase leaders discretion.
- > Setting meaningful and ambitious learning reflective of the curriculum, including:
  - Daily maths
  - Daily English
  - Daily phonics/spelling as appropriate to need
  - Additional learning across the week for the wider curriculum
- > Provision of live lessons in the core subjects, additional online learning for the wider curriculum and paper-packs reflective of online learning content, with a minimum provision of 3 hours for key-stage 1, and 4 hours for key-stage 2 a day remote learning.
- > Ensuring parity of provision between children learning at school, online and those without access to devices by providing matching paper packs.
- > Make reasonable adjustments for younger children and those with SEND, ensuring IESPs are adapted for home learning.
- > Adapt teaching to ensure the statutory provision detailed in EHCPs is adhered to.

## **Feedback**

- > Teachers will provide feedback to children regarding their learning and engagement. Children can email work to their class teachers or upload onto the school's remote learning platform (e.g. Seesaw, Tapestry and Google Classroom).
  - All work submitted will be acknowledged by the class teacher with positive praise to increase engagement. House points may also be given and will be added by the teacher to the class online system.
  - Specific feedback will be given for English and Maths on an individual basis, where appropriate and in line with our feedback policy.
  - Group feedback may also be given (with due regard to the self-esteem of children concerned) through smart-slides, addressing common misconceptions, modelling, and by providing verbal feedback in live lessons.
  - Engagement in the supplementary remote learning platforms the school subscribes to ( Accelerated Reader, Times Table Rockstars, NumBots) will also be recognised and feedback to children using the school's agreed reward systems. Teachers are responsible for monitoring engagement for their own classes.

- Postcards may be sent home to recognise and reward effort for demonstration of the Bassett school values: Respect, Challenge, Resilience, Teamwork.

## **Communication**

- > Maintaining communication with pupils who are not in school, and their parents.
  - Daily phone calls to be made to children who have not accessed online learning that day.
  - Vulnerable children to be prioritised.
  - In the case of a national or local lockdown, teachers will call pupils/parents every week.
  - If teachers do not get an answer, they may email.
  - All phone calls and emails should be logged using the shared data logs.
  - Any parent concerns raised regarding their child's remote learning provision should be shared with SLT.
  - Any teacher concerns over inappropriate behaviour during remote learning should be shared with SLT.
  - Any concerns over well-being or safeguarding should be recorded and reported to the Designated Safeguarding Lead in a timely manner.
  - In addition, Phase Leaders will compile a weekly list of any child who has not accessed any online learning and whom they have not been able to contact and submit this to SLT.
  - Vulnerable children, including disadvantaged and those with SEND, will also be contacted by the DSL, SENCO and/or ELSA as appropriate
  - Emails received from parents and pupils are to be checked between 9am and 3pm, Mon – Fri. Teachers should not respond to any communication outside of working hours.

## **E-safety**

Teachers should ensure children are taught how to keep themselves safe online by teaching the relevant e-safety elements of the computing and PSHE curriculum as planned for in the whole school progression guides and medium term planning.

## **2.3 Subject Leaders**

Alongside their teaching responsibilities, subject leads are responsible for:

- > Providing support to teachers with adaption and provision of their subject to accommodate remote learning, including in the event of a local or national lockdown.
- > Monitoring the remote learning teachers set for their subject and ensuring a well-sequenced remote learning curriculum.

## **2.4 Designated Safeguarding Lead**

The DSL is responsible for:

- > Ensuring children and their families are remaining in regular contact with the school.
- > Responding to safeguarding concerns reported by parents and staff when delivering remote learning.

## **2.5 Cantell IT Support**

Cantell IT support staff are responsible for:

- > Ensuring appropriate computing and technical systems are in place to enable online remote learning to take place.
- > Assisting pupils and parents with accessing the internet or devices and supporting staff and parents with any technical issues they are experiencing.
- > Fixing issues with systems used to set and collect work.
- > Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

### **The schools business manager is responsible for:**

- > Keeping up-to-date with the latest technology and IT good practice, and keeping SLT informed on this.
- > Maintaining a record of devices and related IT equipment available and on loan.

## **2.6 Children and Parents**

Staff can expect **children** learning remotely to:

- > Be contactable during the usual hours of the current school day (Monday to Friday) with an understanding that children will not be in front of a device the entire time.
- > Engage in remote learning and complete tasks set by teachers.
- > Seek help if they need it from teachers or teaching assistants delivering the remote learning.
- > Alert teachers if they are not able to complete work.
- > Follow the expectations for live-learning outlined in the pupil protocols – see appendices 1 for Zoom protocols and 2 for Google Classroom protocols.
- > Take care of any devices which are loaned to them.

Staff can expect **parents** with children 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 by:
  - Emailing the class teacher using the year group email.
  - Emailing the school using [info@bassettgreen.net](mailto:info@bassettgreen.net).
  - Phoning the school.
- > Be respectful when making any complaints or concerns known to staff.
- > Support their child to adhere to the expectations for live-learning outlined in the Online Learning Parent Information Guide (appendix 3), including being present whilst online learning takes place.
- > Take care of any devices which are loaned to their children.
- > Support their child to access remote learning by communicating needs with the school and encouraging their child to engage with the learning provided.
- > Report any safeguarding concerns to [safeguarding@bassettgreen.net](mailto:safeguarding@bassettgreen.net)

## **2.7 Governors**

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.

## **3. Staff - 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 phase leader, subject leader or SENCO
- > Issues with behaviour – talk to the phase leader
  - > Issues with IT – talk to Cantell IT support [helpdesk.itsupport@cantell.co.uk](mailto:helpdesk.itsupport@cantell.co.uk)
- > Issues with their own workload or wellbeing – talk to their phase leader or line manager
- > Concerns about data protection – talk to the data protection officer
- > Concerns about safeguarding – talk to the DSL

## **4. Data protection**

### **Accessing personal data**

When accessing personal data for remote learning purposes:

- > Teachers are able to access parent contact details via Arbor. They will not share these with any third parties.

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils. **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**

- > Staff and parents must adhere to the Safeguarding and Child Protection policy and report all safeguarding concerns to a Designated Safeguarding Lead.
- > When delivering remote learning, staff, parents and children must dress and be a role model, as they would in school, and ensure that their background is appropriate.

#### **6. Monitoring arrangements**

This policy will be reviewed as and when updates to remote and home learning are provided by the government.

#### **7. Links with other policies**

This policy is linked to our:

- > Positive Behaviour Policy
- > Safeguarding and Child Protection Policy and Coronavirus Addendum to our Child Protection Policy
- > Data Protection Policy
- > Home-school Agreement
- > ICT and Internet Acceptable Use Policy
- > Online Safety Policy
- > Feedback policy

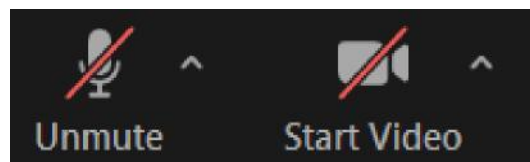
# Zoom Pupil Protocols

1. Use your first name as your name on zoom. We are keeping a register and would like to know who is in our lesson!

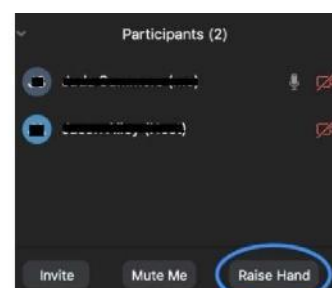


2. Make sure your video is turned on.

3. Plain backgrounds only – it's too distracting otherwise!
4. Mute yourself when asked and when you have finished talking – this lets everyone hear.

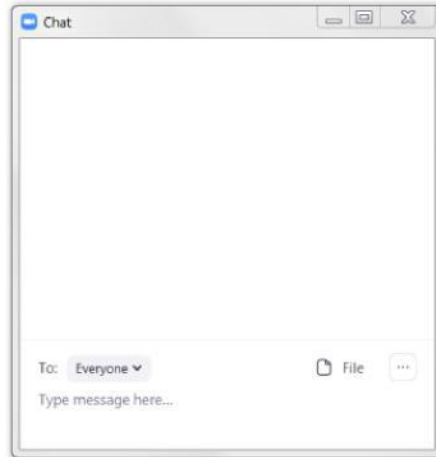


5. Raise your hand when you would like to speak.



6. If you are stuck or finding the work too challenging, let the adults know using the private chat function.

7. Do not use the chat function to talk about other things. It is there to share our answers and for the teacher to be able to help you with the work!



8. Demonstrate the school values - Respect, Challenge, Resilience and Teamwork – and show the same high standards of behaviour expected for usual school lessons.

**By using zoom you agree to keep to these protocols.**

# Google Classroom Pupil Protocols

1. Keep your login safe and private
2. Mute yourself when asked and when you have finished talking – this lets everyone hear.
3. Raise your hand when you would like to speak or use the chat option.
4. Do not use the chat function to talk about other things. It is there to share our answers and for the teacher to be able to help you with the work!
5. If you are stuck or finding the work too challenging, let the adults know using the private comment function.
6. Demonstrate the school values - Respect, Challenge, Resilience and Teamwork – and show the same high standards of behaviour expected for usual school lessons in the things you do, say or write online.

By using Google Classroom you agree to keep to these protocols.

# Bassett Green Primary

## Online learning

### Parent Information Guide

#### **We promise:**

- to provide daily live learning in English and maths.
- to follow the curriculum and maintain a high provision of teaching and learning.
- to provide feedback to children on their learning (this may be whole group feedback).
- to respond to parent feedback and continue to look for ways to improve our provision.
- to contact you, should we have concerns about your child's behaviour whilst attending a live learning session.

#### **Safeguarding:**

We recognise that this is a different way of working and that you may have some questions regarding your child's online safety. We have taken the following steps to safeguard the children whilst participating in online lessons:

- Children cannot enter a lesson without first being accepted by the teacher.
- The teachers have control to 'mute' all of the children without them being able to unmute themselves.
- The teachers can remotely remove a child/pupil from a live lesson if there is any inappropriate behaviour.
- Only the teacher can share their personal screen.
- Two members of staff will access each session.
- No 1:1 lessons will take place, groups only.
- We ask parents to supervise the online session.

To receive and join a Zoom video call, you will need:

- Internet access.
- A laptop with a web browser, or a tablet with the Zoom Cloud Meetings app installed. This app is free to download from the App Store or Google Play. It can also be accessed via some games consoles.
- For those parents/children using a laptop, no app is required; you will simply need access to the weekly timetable which is emailed out to parents. Once you have clicked the link for the scheduled lesson, you will be taken to the Zoom call where you will see and hear the teacher. Please ensure that your microphone is enabled at the start of each session, so that the teacher can hear your child's comments. The teacher will then ask children to be muted at the appropriate time.
- Alternatively you can join Zoom sessions using the meeting ID and passcode which can also be found on the home learning timetable.

PLEASE NOTE: You do not need a Zoom account, nor do you need to sign into the Zoom app.

### **Supporting your child to be successful in their online learning:**

- Where possible, create a quiet space in the house. We appreciate this may be difficult with several children at home and your own home-working commitments but try to minimise distractions (TV off, no games consoles etc).
- We acknowledge that from time to time, due to internet peaks and interferences, some connections may be patchy; please try not to let you or your child become unduly stressed by this if it happens. You may feel it is best for your child to temporarily exit the session should this happen and to try again at the next opportunity.
- Once you have supported your child to join the session, you need to supervise. However, you do not need to be part of the lesson!
- Please encourage your child to complete set learning and return to their class teacher via Tapestry, Zoom or Google classroom, via email or by returning paper copies to the office.
- If you have any questions, please contact your child's class teacher via the school office or the year group email.

### **Online Expectations**

- Both staff and children must wear suitable clothing, as should anyone else in the household.
- For safeguarding purposes, children should be supervised by a parent/carer.

- Children should ideally be situated in an area of the house where they can concentrate with little distraction and where possible be set against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- If your child or other children in the household become unsettled or cause a disruption, either the school or the parent may mute the session or turn the video off.
- Please note, if you are late for the lessons, you can still join. The teacher that day will be delivering the input for approximately the first 20 minutes of the lesson and also taking feedback or questions for the last 15 minutes of the lesson.
- Children should follow the same behaviour expectations that are in place in school lessons.
- For safeguarding reasons we ask that videos are on. Please speak to your child's class teacher if you have any queries around this.

We hope that these live lessons will be useful in supporting you and your child with the challenge of remote learning.