REMOTE LEARNING POLICY AND CONTINGENCY PLAN IN THE EVENT OF A FURTHER SCHOOL CLOSURE DUE TO COVID -19

Date Created: July 2020   **Date updated**: October 2023

1.0   AIMS

This Remote Learning Policy aims to:
- Ensure consistency in the school's approach to remote learning when it is needed
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Please note that this policy has been created with regard to advice and guidance received from Department for Education (DfE) and from Joint Unions

This policy is used in the event of a forced closure and acts as guidance for staff, parents and pupils around expectations of remote learning during a forced closure.

2.0   ROLES AND RESPONSIBILITIES

2.1 TEACHERS

Teachers should be available to work on Monday-Friday during usual working hours but this may need to be directed by their own personal family circumstances/situation. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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.

Teachers are responsible for:

Setting work:
- Class teachers will provide learning tasks every day that equate to at least 4 hours of work for KS2 and 3 hours for KS1. This will include some activities from Purple Mash or activities that can be uploaded using Purple Mash as the online learning platform.
- Activities should include one English (incorporating both reading and writing); one Maths; & one other curriculum subject.
- Daily reading should encouraged by teachers using a range of different text types and books. This can include the use of Serial Mash set by teachers and other interactive eBooks.
- Class teachers will upload, to Purple Mash, at least one teaching video each day. This will teach pupils through the concepts and lead on to independent activities that the pupils will complete in the event of a whole school or class bubble closure. This is not expected when school is open to all pupils.
- Instructions on tasks and teaching and learning should be clear and detailed enough for the pupil to be relatively independent when they complete it.
- In the event of a whole school or bubble closure, teachers will organise regular live lessons with pupils via zoom at least twice a week. Links to these will be sent via Purple Mash and School Ping.
- When school is open to all pupils, teachers will upload self isolation work **weekly** that can be completed if a pupil is isolating at home away from their year group.
- During a whole school or bubble closure, teachers will upload work daily to Purple Mash with an instructional blog post to explain the activities. This will be alongside the teaching video.
- Work will be supported by the Deputy Headteacher
- Best Practice Leaders along with the SLT will coordinate with other Teachers to ensure consistency of

approach and to try and ensure that pupils with limited access to computers/devices can still complete work.

- The website will continue to be updated with links to other websites that can be used or accessed by parents and pupils as part of an extended programme of home learning.
- In the event of a whole school closure, pupils' attainment will be assessed by teachers by both online quizzes and work submitted by pupils. This will be used in a measured way to support the learning of pupils and a more in depth assessment of pupil understanding will be carried out when pupils are back to school.

Responding as appropriate to parents and pupils:

- There is no expectation for Teachers to contact parents regularly, however the school email and telephone contact details will be made available to parents if they require support with home learning.
- Each year group has an email address that parents can send completed work to. In the event of a whole school or bubble closure, this will be monitored by the class teachers. If an individual pupil is isolating, this will be monitored by the Deputy Headteacher. Pupils should be encouraged to upload completed work directly to Purple Mash.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address)
- Parents and pupils who send a pupil's work and/or photographs/videos should receive an acknowledgement and praise from a Teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally. This will either be via Purple Mash or email.
- Parents should note that the government does not expect them to perform as Teachers nor expect a school's lockdown offer of remote learning activities to be 'education' as normal but ' from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges.
- If a Teacher receives an email or message from a parent with regards to a query or concern, then that email is sent to the SLT. Teachers may be asked to provide a comment on a response to a parental query, after it has been discussed with a member of the SLT. On most occasions a member of the SLT will respond directly to the parent.
- Teachers should provide individualised feedback to pupils on the outcome of learning activities and work submitted on a regular basis.
- Teachers will keep in regular contact and support pupils via the Purple Mash Blog and Zoom. They will also call pupils who are not regularly accessing remote learning, submitting work and participating in zoom calls.

Attending virtual meetings with colleagues:

- Teachers will be expected to attend online training and meetings as required
- Teachers will also take part in regular live online teaching lessons with pupils or parents via zoom. There will always be two members of staff present on these calls.

Making contact with parents or pupils (usually by phone) as part of the school's existing planned program of contact:

- Whilst it is not common practice that Teachers or the SLT make contact with parents via phone. We have realised that parents and pupils sometimes need a more immediate contact facility. Teachers will be expected to make contact with parents and pupils, in a designated time and within working hours. Those teachers who are working from home will withhold their mobile phone numbers when contacting parents. Relevant safeguarding protocols need to be followed.

2.2   TEACHING ASSISTANTS

BRENTSIDE PRIMARY ACADEMY
Putting Children First

Headteacher: Caroline Crosdale

Ofsted
Outstanding
2011|2012

Teaching Assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:
- Work in school for specific tasks as required by the Headteacher;
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues.

2.3   SUBJECT LEADERS

Alongside their teaching responsibilities, as outlined above,

Subject Leaders may:
- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Work with Teachers setting the curriculum subject to make sure work set is appropriate and consistent.
- Work with other Subject Leads and Senior Leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other.
- Monitor the work set by Teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set.
- Alert Teachers to resources they can use to teach their subject.

2.4   The SENDCo

The SENDCo is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure the SENDCo will continue to:
- Lead on liaison with SEND pupils at home and their families;
- Ensure completion of necessary SEND paperwork and/or applications;
- Ensure those pupils with EHCP are fully risk assessed and changes to their provision clear.
- Ensure that those on specialist programs of support for example those with SPLD receive additional programs and home learning opportunities.

2.5   SENIOR LEADERSHIP TEAM (SLT)

Alongside any teaching responsibilities, Senior Leaders are responsible for:
- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of the remote learning activities for example through contact with Teachers and Subject Leaders and reviewing the work set.
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by Teachers are made available to the parent for collection or delivery.
- Make decisions over ensuring that pupils have access to digital equipment that will ensure home learning is completed.
- Oversee the ongoing wellbeing and CPD of all staff.

2.6   THE DESIGNATED SAFEGUARDING LEAD AND DEPUTIES (DSL)

The DSL's responsibilities are identified within the school's Child Protection Policy.
- DSL and deputies to ensure that that pupils keep themselves safe online and when completing home learning in line with the safeguarding policy.

2.7   PUPILS AND PARENTS

Staff can expect pupils to:
- Try their best to complete all the activities that have been provided on a daily (weekday) basis.
- Complete reading each day.
- Seek help if they need it from a parent or the school if they need it.
- Receive motivational feedback from their Teacher and the school with regards to the work that they have completed.
- Behave responsibly and follow set guidelines for live lessons on Zoom: Being dressed appropriately, muted microphone unless speaking, video on and in a quiet space at home.

Staff can expect parents to:
- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc.
- Seek help from the school if they need it.
- Be respectful when raising any complaints or concerns known to staff.
- Confirm that they are happy for their child's work to be uploaded to the school website.

2.8   GOVERNING BODY

The Governing Body is responsible, including as advised by the DfE, for:
- Supporting staff and pupil wellbeing;
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only.
- Keeping monitoring to a minimum by focusing on safeguarding, health and safety, Headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils.
- Directing any approaches by parents made to them directly or indirectly to the school via email or telephone.
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:
  - ➤ **Exclusions** – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.
  - ➤ **Complaints** - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

3.0   WHO TO CONTACT

If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – contact the Deputy Headteacher or the Headteacher
- Issues with behaviour – contact the Headteacher or Deputy Headteacher
- Issues with IT – contact the Headteacher or contact Melanie bailey School Business Manager;
- Issues with their own workload or wellbeing – contact Headteacher or Deputy Headteacher
- Concerns about data protection –contact the Headteacher who will liaise with the Data Protection Officer
- Concerns about safeguarding – contact the DSL or DDSLs as set out within the school's Child Protection Policy
- If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher or a member of her SLT at school via admin@brentside primary.ealing.sch.uk

4.0 DATA PROTECTION

4.1 ACCESSING PERSONAL DATA

When accessing personal data, all staff members will:
- Only use their official school email account and never use personal messaging systems.
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

4.2 SHARING PERSONAL DATA

Staff members are unlikely to need to collect and/or share personal data.

However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online, password protect the information and to use a secure data pen store or share work between devices.

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.

5.0 SAFEGUARDING

The school's Child Protection Policy will be updated to reflect the current situation.

All live lessons via Zoom will be attended by at least two members of staff.

6.0 MONITORING ARRANGEMENTS

This policy will be reviewed regularly the HT and SLT in response to changes to national guidance and will be reviewed annually by the Governing body.

7.0 LINKS WITH OTHER POLICIES

This policy is linked to the school's following policies:
- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices
- ICT and Acceptable Use Policy
- Staff Code of Conduct

APPENDIX

LINKS TO PROFESSIONAL GUIDANCE, ADVICE AND SUPPORT

Safeguarding and remote education during coronavirus (UK Government)

https:///www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

'There is no expectation that teachers should live stream or provide pre-recorded videos. Schools should consider the approaches that best suit the needs of their pupils and staff'

Joint Union advice on COVID-19 (ASCL, NAHT, NEU)

https://neu.org.uk/media/9826/view

'We cannot home school the nation's children'

Coronavirus advice (NEU)

Distance teaching and learning for school leaders https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-school-leaders

'A maximum of two to three hours of 'work' per day is plenty'

Distance teaching and learning for primary teachers https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-primary-teachers

'Teachers should not live stream lessons from their homes, nor engage in any video calling unless in exceptional circumstances, with the parent. Online lessons are not desirable for primary children as the teacher-pupil interaction is not easily replicated'

Undertaking remote teaching safely (NSPCC)

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

Safe Remote Learning advice from the PHSE Association

https://learning.naht.org.uk/news-and-opinion/news/curriculum-and-assessment-news/safe-remote-learning-in-pshe-education-advice-from-the-pshe-association

Coronavirus: How do I home school my children (BBC)

https://www.bbc.co.uk/news/ewducation-52314856

Becky Francis, professor at the UCL Institute of Education: "What is more important, say educationalists, is maintaining a degree of normality, rather than worrying about a child's progress in English or Maths. Home schooling for now is about encouraging parents to help their children create regular routines and study habits'