



**Gallions Primary School
Distance (Remote)
Learning Policy
2020-21**



**NEW VISION
TRUST**
GOING FURTHER TOGETHER

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for all pupils, including SEND, who are not in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regard to delivery of high quality interactive remote learning
- Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- A child (and their siblings if they also attend Gallions) is absent because they are awaiting test results and the household is required to self-isolate.
- A child (and their siblings if they also attend Gallions) is absent because they are required to quarantine after returning from abroad
- A child's whole 'bubble' is not permitted to attend school because they, or another member of their 'bubble', have tested positive for Covid-19.
- A member of staff is absent because they are awaiting test results and the household is required to self-isolate.
- A member of staff is not permitted to attend school because they, or another member of their 'bubble', have tested positive for Covid-19.

3. Content and tools to deliver remote learning

- Google classroom
- Google meets
- Purplemash
- MyMaths
- TTRockstars
- Oak Academy
- Printed learning packs

4. Roles and responsibilities

4.1 Teachers

When providing remote learning, teachers must be available between 8am and 4pm, with teaching time between 9am - 3pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure of telephoning the school at 7am in the morning.

Staff have different household circumstances (for example, very young children either isolating or pre-school age who require closer supervision) and in some cases it will be necessary to make adaptations to timings and school day expectations. In such cases, teachers should approach Wing Senior Leaders for advice.

When providing remote learning, teachers are responsible for:

- Setting work
- Providing feedback on work
- Keeping in touch with pupils who are not in school and their parents
- Following up with pupils who are unable to engage with on-line learning
- Attending virtual meetings with staff, parents and pupils
- Provide live lessons

Details in remote learning procedures and guidelines

4.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.15am and 3.15pm (or as per their contractual hours if different).

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure of telephoning the school at 7am in the morning.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely
- Attending virtual meetings with teachers, parents and pupils
- Following up with pupils who are unable to engage with on-line learning

Details in remote learning procedures and guidelines

4.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers who are teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent with deadlines reasonably spaced.
- Monitoring the remote 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
- Alerting teachers to resources they can use to teach their subject remotely

4.4 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 receiving feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

4.5 Designated safeguarding lead

- Ensure continued contact with vulnerable children and families if they are self-isolating

4.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadlines set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 and cannot complete work
- Seek help from the school if they need it
- Be polite when sharing any complaints or concerns with staff

4.7 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

5. Data protection

5.1 Accessing personal data

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

- Store all work on the google drive, password protected

- Use school laptop or iPad

5.2 Processing personal data

Staff members should only communicate using their school email address. Pupils should only communicate with teachers through google classroom.

5.3 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
- Please refer to additional guidance for distance teaching (parents and teachers)

6. Safeguarding

- See coronavirus addendum in the Safeguarding Policy

7. Monitoring arrangements

This policy will be reviewed termly.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy - including coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Safeguarding policy



Parent/Carer Safeguarding Guidance:

Off- site learning

This guidance is being sent out to keep our children safe when using online learning tools and to safeguard our staff and their families whilst working at home. Many online tools are amazing and we want to use them to their full capability during this time and in the future. For all on-line or distance teacher-pupil interaction, children and families must follow the set guidelines below – this will ensure that everyone engaging in on-line learning (both adults and children) are fully safeguarded.

Google Classroom

For the majority of our pupils who are isolating, daily learning will be delivered through Google Classroom.

Each day, we set:

Physical Education - a suggested movement break or link to an online workout or challenge

Maths - we continue to follow our school scheme: Maths No Problem. Children can work in their maths book and may be asked to journal their answer to a problem or complete a set of questions in their Workbook.

English (Reading and Writing) - this may vary between activities to improve knowledge of spelling, grammar and punctuation to short or more extended pieces of writing. This may also include reading comprehension as the main or additional activity.

Children are expected to submit outcomes by completing activities directly onto the Google Slide, writing onto a Google Document or taking photos/ videos of their outcomes in books

Google Meet

What is Google Meet?

Google Meet, also known as Google Hangouts, is designed to let dozens of people join the same virtual meeting, and speak or share a video with each other from anywhere with internet access. It will be useful for our teachers to use this tool as they can answer questions from the children, model learning and have discussions with lots of children at the same time.

Will my child have to take part in Google Meets?

No, learning is set through Google Classroom. However, Google Meets support learning considerably and allows children to join their teacher and class community.

There will always be a teacher present, the children cannot meet without being asked in advance and the meetings will be short and focussed.

What are the Procedures for meetings?

- Meetings will always be between the school hours of **9am – 3pm, Monday- Friday in term time only.**
- Meetings will be for a maximum of 20 minutes long
- Meetings will be scheduled before hand so that children know when to be online.
- Children will be invited to the meet in groups. The adult will **always ensure there are 3 or more children invited into the meet.**
- **Meetings will be recorded** – these will save automatically to Google Drive in case they need reviewing at a later date.
- Children must be in a public space, not in their bedroom or anywhere else alone.
- Children and other visible people in the house must wear suitable clothing. If a child or adult in their house is not dressed appropriately the meeting will be ended.
- Language used must be professional and appropriate – the same as it would be in school. This applies to all people in the household.
- Children must conduct themselves (language, behaviour and general conduct) in a sensible way, just like they would in school.

Children in the EYFS and Year 1 may be asked to take part in Google Meets but we recognise that to do so they will need an adult's support. The same procedures above will apply to the younger ages.

Other forms of contact

Phone calls

There may be times when we feel it is appropriate for school staff to phone children at home. This may be to share good news, to praise work, to discuss learning or to talk about next steps. This will always be through the first contact we have at school saved on our School Information Management Systems (SIMS).

What are the Procedures for phone calls?

- Adults may be calling from home phones, in which case they will withhold phone numbers, so that pupils cannot call them back.
- If talking to a child directly then they will be asked to be put onto speaker so that the adult present can hear the conversation.
- Children must use sensible language as they would in school.

All use of personal details by staff off-site will be in accordance with relevant school Confidentiality and GDPR procedures ensuring the data you have entrusted to us is used safely and appropriately.

YouTube

Teachers will be uploading videos from YouTube as a learning tool. These videos will have been verified as being appropriate by the adult setting the work. Please do not allow your child to browse you-tube unaided as there is a lot of very inappropriate content on it including adverts which often pop up.

General guidance on use of online tools

During this time it is highly likely that children will want to be using online tools to keep in touch with their friends. We fully support the use of apps which allow them to interact with their friends and help keep those relationships strong, however, there should be some careful monitoring of this.

Key questions for you to consider:

Is your child using Apps which are age appropriate?

Tik tok - must be 13 or above

Facebook - must be 13 or above

Instagram - must be 13 or above

WhatsApp - must be 16 or above

- 1. Are they able to talk openly to strangers in these Apps?** If so, we do not advise use.
- 2. Are conversations with their friends monitored? Are they happy to share conversations with you or are they evasive and private with the phone/ipad?**
- 3. Do you have set screen times?** Children need time to wind down before bed and have time away from a screen in the day.
- 4. Do they take their device to their bedroom to use or to bed?**
- 5. We advise always using devices in a public place and not taking to their bedroom.**
- 6. Do you have a security setting on the devices which prevent the children accessing things which are not suitable?**

Please do call us if you have any questions about any of the advice above or if you would like to talk about your child. We have staff in school on all week days and are always ready to help. You can also find further information about on-line safety from the NSPCC via the website:

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Online safety websites

<https://saferinternet.org.uk/advice-centre/parents-and-carers>