



Rise To Greatness

Remote Learning Policy

Overview

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff at Goosewell Primary Academy will use to ensure children's learning is consistent and in line with DfE expectation and details how they can be used effectively and safely, while allowing for the differing needs of our families.

This remote learning policy for staff and parents:

- Aims to ensure consistency in the school's approach to remote learning
- Sets out expectations for all members of the school community with regards to remote learning
- Provides appropriate guidelines for data protection

Section 1: In the event of children self-isolating

Should a child have to self-isolate, or is awaiting test results, the school has a responsibility to offer immediate remote education; children are also expected to access and engage in this educational provision using IT. Goosewell Primary Academy offers a range of contingency plans to reflect the different age groups.

Reception Class

Using Tapestry, teachers and teaching assistants will upload videos from the day your child is reported absent. Videos will focus on the following:

- Maths
- Reading
- Phonics

Children can respond to the teaching in class using Tapestry and send videos of what they have achieved back to the class teacher via this platform.

Key Stage 1

Using our Goosewell YouTube Channel, videos will be uploaded daily for the following subjects:

- Reading
- Writing
- Maths
- Phonics
- Topic

Videos reflect the slides that teachers use in class and are voiced over by a Key Stage 1 teacher. Children can access these videos on a variety of devices: iPads, tablets, laptops etc. Videos can be accessed throughout the school day at a time that suits the family as we are conscious that, for KS1 children, additional support from adults may be necessary.

Completed work should be uploaded for feedback from the class teacher using the assignment section on Microsoft Teams. Work may be scanned or photographed. Further work can be accessed on the year group page of the school website.

Key Stage 2

Children will have access to Live Lessons. This means that children will be invited to join lessons throughout the day using MS Teams via a calendar invite. It is essential that if your child is not coming to school that this is reported to the school office by 8.30am to allow time for the class teacher to make the necessary preparations. You will also be asked if you have the technology for your child to attend the Live Lessons. Please note, the child must join the lesson at the allotted time. If the child is more than 5 minutes late in joining, they will have to wait until the next lesson to join the learning.

Children will be able to access the following Live Lessons:

- Reading
- Writing
- Maths
- Topic where appropriate

Completed work should be uploaded for feedback from the class teacher using the assignments section on Microsoft Teams. Work may be scanned or photographed. Further work can be accessed on the year group page of the school website.

Safety measures

- After an initial hello between child and teacher, cameras must be switched off, unless working specifically with one to one (staff and children must wear appropriate clothing if cameras are switched on)
- Teachers reserve the right to mute live lessons
- Behaviour of staff and children on-line must follow behaviour expectations in school
- It is recommended that children wear headphones and switch microphones off – unless they have a question
- Live lessons are not to be recorded

Section 2: In the event of a class bubble closing or a lock-down

Reception Class

The following lessons will be uploaded daily through Tapestry:

Maths

Reading

Phonics

Topic

Children will be expected to follow the learning and interact with the class teacher using Tapestry.

Key Stage 1

Lessons will be uploaded daily by 9am to the Goosewell YouTube channel. Please go to the appropriate year group playlist. Daily lessons will include:

Reading

Writing

Maths

Weekly topic lesson/s

*Phonics will be delivered via a Live Lesson. This means that children will be invited to join lessons throughout the day using MS Teams via a calendar invite.

Weekly spellings will continue to be uploaded to MS Teams. Further work can be accessed on the year group page of the school website.

Key Stage 2

Lessons will be uploaded daily by 9am to the Goosewell YouTube channel. Please go to the appropriate year group playlist. Daily lessons will include:

Reading

Writing

Maths

Weekly topic lesson/s

Weekly spellings will continue to be uploaded to MS Teams. Further work can be accessed on the year group page of the school website.

Teachers

Teachers must be available between 9am and 3pm. 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 procedures.

Teachers will be responsible for:

- Subjects from across the curriculum taught using YouTube and MS Teams
- Setting daily work
- Creating a weekly timetable of work for their year group, which is sent to the class on MS Teams as well as the year group leader.
- Work is differentiated to include access for SEN children
- Provide feedback to children via MS Teams
- Pupils can send any completed work to teachers via the assignments section on MS Teams
- Teachers respond to any queries from parents/children within 48hrs
- Teachers must attempt to contact all pupils in their class each week. This contact may be made by a teaching assistant. If there are any safeguarding concerns, these will be recorded using CPOMS and our safeguarding team will be notified.
- KS2 teachers to meet with their class on Monday and Friday via MS Teams to offer an overview of the week and then celebrate what went well.

Teaching Assistants:

Teaching assistants must be available for their contracted hours. During this time, they are expected to check work emails and be available when called upon to attend 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 are responsible for:

- Working with individual children or small groups of children using MS Teams. Teaching assistants will then be expected to report back to the class teacher.
- Supporting pupils learning remotely when requested by the class teacher, year group lead or SENCO
- Attend training sessions, as organised by SLT
- Make contact with children when requested and report any safeguarding concerns using CPOMS
- Provide one-to-one support with SEN children where necessary
- Participating in their assigned year groups MS Teams page
- Attend their class meeting on Monday and Friday via MS Teams to offer an overview of the week and then celebrate what went well

Subject Leaders

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring work set by teachers in their subject

- Reviewing their current subject and evaluating what changes may need to be made to address any gaps in the curriculum

Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning across the school
- Monitoring the effectiveness of the remote learning through analysis of work, feedback from children, staff and parents
- Monitoring the security of remote learning, including data protection and safeguarding considerations

Designated Safeguarding Leads

The DSLs will monitor CPOMS and meet as a team fortnightly as a minimum. See annex of Child Protection Policy.

Pupils and Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am-3pm although we do not wish for children to be in front of a device the entire time
- Seek help from teachers or teaching assistants
- Alert teachers if they are not able to complete the work
- Ensure they know their login to MS Teams and contact the school if they cannot access their account

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 systems are appropriately secure, for both data protection and safeguarding reasons

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 SENCO
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Headteacher, James Gentile)
- Concerns about safeguarding – talk to a DSL or DDSL

Data protection

Accessing personal data

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

- Have access to CPOMS to record any parent contact or concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers can access parent contact details via Arbor using a secure password. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

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 unattended
- 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

Safeguarding

[Link to safeguarding policy and annex](#)

Monitoring arrangements

This policy will be reviewed periodically.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy 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

Safeguarding and remote learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their children about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Any online safety concerns should be reported to the class teacher or year group lead:

[Year 1 - Mrs Wilson](#)

[Year 2 - Mrs Nicholls](#)

[Year 3 – Anita Yates](#)

[Year 4 - Mr Leader](#)

[Year 5 - Mrs Clarke](#)

[Year 6 – Miss Warren](#)

The following websites also offer useful support:

Childline - <https://www.childline.org.uk/>

CEOP - <https://www.ceop.police.uk/safety-centre/>

Net-aware - <https://www.net-aware.org.uk/>

Thinkuknow - <https://www.thinkuknow.co.uk/>

UK Safer Internet Centre - <https://www.saferinternet.org.uk/>

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly where necessary.