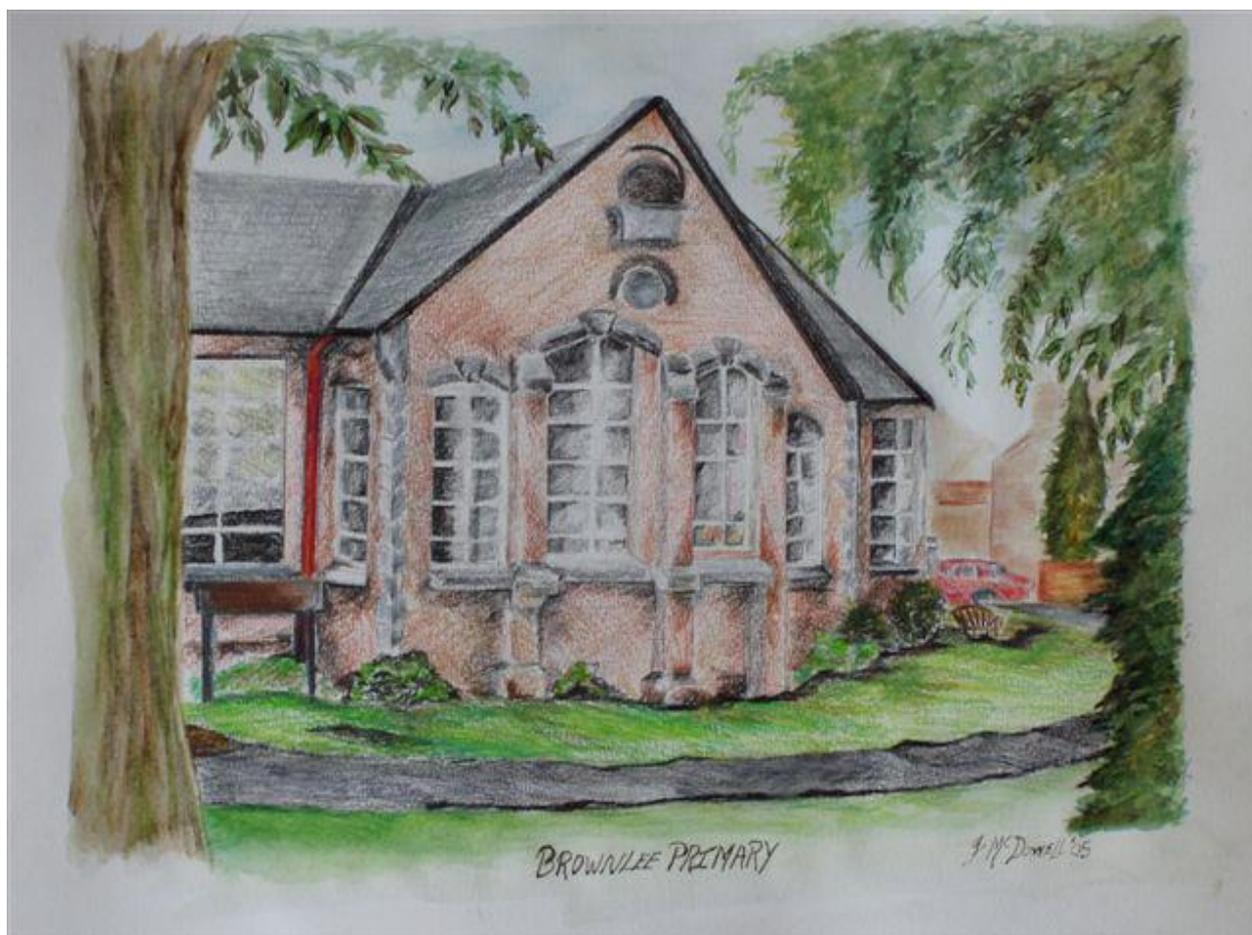


# BROWNLEE PRIMARY SCHOOL



## ***Remote Learning Policy 2020***

**This policy was adopted by the Board of Governors in November 2020**

**It will be reviewed by the Board of Governors in October 2022 or at such times as new guidance becomes available or relevant legislation is passed.**

## **Aims**

This Remote Learning Policy aims to:

Ensure consistency in the approach to remote learning for pupils who are not in school.

Set out expectations for all members of the school community with regards to remote learning.

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 that remote education is an integrated and essential part of the curriculum alongside classroom teaching, or if required, during a period of isolation or lockdown.

## **Roles and Responsibilities**

### **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.
- Monitoring the security of remote learning systems, including Data Protection and Safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership Team will ensure remote learning is still taking place in the affected class.

### **Designated Teacher for Child Protection**

The Designated Teacher is responsible for:

- Safeguarding concerns, including those related to Remote Learning. Please refer to Child Protection and Safeguarding Policy.
- Teachers
- When providing remote learning, teachers must be available between 9am-3pm on their working days. 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.

## **When providing remote learning, teachers are responsible for:**

### **Setting work –**

- Teachers will provide learning for their current class using the agreed online platform of Google Classroom.
- The remote learning activities will be set daily or alternatively planned in advance and timetabled to be released on a daily basis.
- The main focus of remote learning lessons will be on the continued development and embedding of Literary and Numeracy skills and key facts.
- Resources such as BBC Bitesize can also be utilised as well as other online resources recommended by the Education Authority, Department of Education or other education professionals.
- Pupil packs containing worksheets and other activities should be prepared and sent home to pupils in advance. This is to complement the online learning activities or be used if the online activities have been completed.

### **Providing feedback on work –**

- Pupils can send their work to their class teachers remotely using Google Classroom.
- All work submitted will be acknowledged by the class teacher.
- Feedback will be given for English and Maths on an individual basis and will be appropriate to the age and ability of the pupils. Feedback to pupils will also be in line with the school's Marking Policy and the strategies for Marking for Improvement.

### **Keeping in touch with pupils who are not in school and their parents –**

- In the case of a period of isolation or a national / local lockdown, teachers will keep in regular contact with children and their parents through ClassDojo. This is the main home / school communication tool used in Brownlee Primary School.
- Any issues or concerns raised by parents should be communicated to the Principal as appropriate.
- The Principal and Designated Teacher should also be kept informed if a family ceases to engage with remote learning for a period of time without explanation. Should this occur, the teacher or a senior member of staff should attempt to contact the parents by sending an individual message of ClassDojo or by telephoning.
- If telephoning parents, it is recommended that the teacher telephones from school, however, if circumstances do not make this possible, then the teacher should use the 'block number' facility on their personal phone or dial 141 before the telephone number they are calling. This should keep the teacher's number private.

## **Ensuring a work / live balance during remote learning –**

Working from home can provide its challenges especially when the working day is not as clearly defined as when teachers are working in school and have a tangible end to the school day. A work / life balance is important to ensure both sustainability and the physical and mental health of the teacher.

Below are some pointers to working from home effectively –

- Set a clear timetable for work and ensure that parents and other staff are aware of the times you are working and when you can be contacted.
- It may be advisable not to have ClassDojo or school email on your personal phone as it can be difficult to avoid answering messages when your working day has ended. Borrowing a school iPad or laptop may be a better solution.
- In the case of the Principal / Senior Leadership, it may be advisable for the school to purchase a dedicated phone for school business.
- It can be useful to set an 'out of office' reply to your emails so people know you will respond to them when you back at work.
- Set a definite working pattern and ensure you have appropriate breaks and leave the office at home. A walk in the middle of the day can also improve your mental health and also your efficiency as you have had a chance to recharge.
- Avoid answering messages or requests outside your normal working hours unless it is a matter which you feel is an emergency and cannot wait.

## **Classroom Assistants**

When assisting with remote learning, teaching assistants must be available between 9am-3pm. 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 are children of 'key workers' or who may be considered 'vulnerable'. This may include working in school to support these children. Classroom Assistants may also be required to create resources which will be used for home / school packs or online learning. Such work will be at the direction of the class teachers and Senior Leadership.

## **The Role of Subject Coordinators**

Subject Coordinators should liaise with classroom teachers to ensure that the agreed areas of focus in the Action Plans are still being taught. These areas may need to be reviewed during a lockdown period and any change of priorities will be made by the Principal / Senior Leadership in consultation with the Subject Coordinators.

## **Pupils and Parents**

Teachers can expect those pupils learning remotely to:

- Be contactable during the school day – 9am-3pm although they may not always have access to a device the entire time.
- Seek help if they need it from their class teacher.
- Alert teachers if they are not able to complete work.
- Teachers can expect parents with children learning remotely to:
- Make the school aware if their child is sick or cannot complete work for another genuine reason.
- Seek help from the school if they need it. This may also be a pastoral concern as opposed to educational.
- Always be respectful when making any complaints or concerns known to staff.

## **The Role of the Board of Governors**

The Board of Governors is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible. The Principal will keep the Board of Governors informed of how remote learning is taking place.
- Ensuring that staff are certain that remote learning 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:

- Mr Elliott, Principal and Senior Leadership
- Mrs McFarland, Designated Teacher for Child Protection, ICT Coordinator and Senior Leadership
- Mrs Lewis, SENCO
- Mrs Duffy, Deputy Designated Teacher for Child Protection and Maths Coordinator
- Mrs Cardwell, English Coordinator

In addition, if a member of staff has any concerns of a personal wellbeing nature they can also contact Inspire which is a free service to support teachers. Their number is 0808 800 0002

## **Data Protection**

### Accessing Personal Data

- If necessary, teachers be able to access parent contact details by contacting the Principal or Vice Principal.
- Teachers will not share any personal details with 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. This is the case with school computers and laptops.
- 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. This will require school computers and laptops to be brought to school and plugged in to the C2K system for updates.

## **Safeguarding**

Please refer to Child Protection and other Safeguarding policies.

## **Monitoring Arrangements**

This policy will be reviewed and updated in line with Department of Education guidance. It will also be reviewed in October 2022 by the school's Board of Governors.

## **Links with Other Policies**

This policy is linked to our school's Positive Behaviour Policy, Child Protection Policy, ICT Policy, Online Safety Policy, GDPR Policy, Acceptable Use of the Internet and Digital Technologies Policy, Mobile Phone Policy, Staff Wellbeing Policy, Code of Conduct for Staff, Staff Handbook and Good Practice Guide.

