



Christ Church C of E Primary School

Have Faith...

"For nothing will be impossible with God" Luke 1:37

Aims of Remote Learning policy

- Ensure consistency in the approach to remote learning for pupils who are unable to attend school due to Covid-19;
- Set out expectations for all members of the school community with regards to remote learning.

Definitions

For the purpose of this policy, we define different types of learning:

- Homework– the learning set by school for homework including spellings, reading and homework learning log style tasks;
- Blended Learning – the combination of school learning being mirrored for remote learners;
- Remote Learning – the learning that is provided online for parents and pupils to access at home only when necessary.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8:45am and 3:45pm daily.

If teachers 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:

- Creating a weekly learning plan in line with the year group's personalised curriculum expectations which ensures the delivery of well-sequenced tasks so that knowledge and skills are built incrementally. This must include subjects from across the curriculum and indicate which platform the children must use to access the lesson;
- Ensuring that this work is uploaded to Google Classroom as agreed at a staff inset;
- The online platforms (Google Classroom, TT Rockstars, PurpleMash) are embedded in regular practice within school to ensure children are familiar with the programmes and are confident when accessing them remotely, enabling the ability to switch from classroom teaching to remote provision immediately;
- Using a blended approach so that learning in school is mirrored for remote learners;
- Setting work differentiated to children's needs;
- Providing feedback on work, giving next steps or clarifying misconceptions where necessary;
- Friday Celebration achievement and attitude certificates are awarded;
- Making contact with children who are working remotely will be through our online platforms;
- Any concerns to be recorded on CPOMS for the Headteacher / Deputy headteacher to action.

When communicating with parents, teachers are responsible for:

- Messages received via email from parents are to be checked between 8:45am and 3:45pm, Mon - Fri. Messages must be replied to within 48hrs;
- Any issues that are received via email are to be dealt with professionally by the class teacher and CC the head teacher into all correspondence. If necessary, teachers to contact the Key Stage Lead or Head teacher for advice;
- All meetings with parents will be via phone appointments unless a face-to-face meeting is in the essential interest of the child. Staff can ring from the school number or a withheld number if working from home;
- If a face-to-face meeting is essential, then parents and staff will be required to wear a face covering and stay 2 metres apart;
- Phone calls should be made from a private space with no one able to overhear confidential and private information.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours, Mon to Fri.

If teaching assistants 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:

- Assisting with remote learning, by continuing to support the teacher in delivering lessons within the classroom and in groupwork beyond the classroom.

Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns in line with Policy for Safeguarding Children.

Remote learning lead

The remote learning lead is responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring learning, monitoring correspondence between parents and teachers;
- Contacting children to support with remote learning at the class teacher's direction;
- Supporting staff in their use of online platforms.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time;
- Seek help if they need it, from teachers using the private comments function on Google Classroom;
- Alert teachers if they're not able to complete work via the private comments function on Google Classroom;
- Follow expectations as set out in the Google Classroom User Agreement. (Appendix A)

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise unable to complete work;
- Send their child to school if their class is open for them to attend;
- Support their child in their home and remote learning if they can't attend for any reason;
- Seek help from the school if they need it;
- Follow expectations as set out in the Google Classroom User Agreement. (Appendix A)

Governing body

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.

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 their team leader/phase leader, the relevant subject lead or SENCO ;
- Issues with behaviour – talk to the relevant phase leader/DHT/HT;
- Issues with IT – talk to DHT;
- Issues with their own workload or wellbeing – talk to HT;
- Concerns about data protection – talk to HT;
- Concerns about safeguarding – record on CPOMs and report to DSL.

Data protection

When accessing personal data, all staff members will: only use their official school email account and connect to the school network using their school laptop only. 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. All data collection will be compliant with GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates.

Safeguarding

Safeguarding remains key throughout this time and particularly in this new area of remote learning. The Child Protection Policy and any addendums added during this time of the pandemic, remain in place and should be followed at all times.

Online safety

Online safety is an integral part of safeguarding. Any issues and concerns with online safety must follow the school's safeguarding and child protection procedures.

Monitoring

This policy will be reviewed as and when updates to remote learning are provided by the government by Mrs Nicole Davison. At every review, it will be approved by the SLT and Governors.

Links with other policies

This policy is linked to our:

- Behaviour for Learning policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

Signed:

(On behalf of the Governing Body)

Date:

REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	December 2020
2	Updated to include 'This needs to be done daily' and 'report to DSL.'	January 2021

Google Classroom: User Agreement

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.”

1 Peter 4: 10

The purpose of Google Classroom is to provide a safe and secure online space to receive and share learning, and a place to connect with school staff and classmates. In Google Classroom, teachers can assign work to the children online. Google Classroom is accessible from any digital device with internet access and a web browser.

Class teachers will, where appropriate, assign homework learning tasks on Google Classroom. In the event of an individual needing to isolate, a class closure, or a school closure, class teachers will publish daily learning on Google Classroom. This will include English, Mathematics and another subject. The work will closely link to the learning which would have taken place in the classroom at school.

Parents/carers can login and view the assignments that have been set, when using Google Classroom and any feedback on these. Parents/carers and pupils are expected to read and adhere to the points outlined below:

Learning Responsibility

- Log-in daily to Google Classroom to view new assignments;
- Complete learning online on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or another file, such as video or sound clip, if required);
- Complete the learning set to the best of your ability;
- Remember to submit your finished work by clicking ‘Turn in’ on Google Classroom. This needs to be done daily;
- Check and respond to any marking comments and feedback your teacher has given you.

Keeping yourself and other safe

- Do not share personal information such as e-mail, home address or phone number;
- Only log-in using your own username/login and password;
- During ‘learning time’, you will be expected to use Google Classroom to access, complete and submit learning. You should not use this time to access other content on the internet unless it is related to the learning;
- Ask parent’s/carer’s guardian’s permission before accessing content on different websites or apps;

- When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with your parent/carer if you are not sure.

Respect

- Your Google Classroom account is to be used for learning and not for social purposes;
- Be polite, friendly and encouraging in any communication with school staff and other pupils;
- Send polite and responsible messages and think carefully about how online messages affect others.

Comments

- Comments by pupils may be enabled for you to comment or provide feedback on any learning tasks they have been set;
- Make sure your comments are about your learning and that they make sense. Be sure to check and edit comments if necessary;
- Be aware that any comments deleted by pupils are still visible to school staff.

Pupil and Family Use Agreement

I have read, understood and agree to this policy.

If I have any questions, I will speak to a trusted adult.

At school, my trusted adults include: _____

Outside school, my trusted adults are: _____

Signed (child): _____ Date: _____

I / We have read and understood the Google Classroom Pupil and Family Use Agreement. By using Google Classroom, I / we agree to abide by it.

Signed (parent): _____ Date: _____

Signed (parent): _____ Date: _____