

# Chuckery Primary School

**Chuckery**  
Primary School



*Working Together*

## REMOTE LEARNING POLICY

**2020- 2021**

(Updated February 2021)

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## **1. Introduction**

Chuckery Primary School is committed to providing continuity of education where children are unable to attend school and will do so through a process of remote learning

Remote learning would apply particularly in a situation in which the whole school has been closed for an extended period or if specific year groups are isolating on the advice of Public Health England, but a high proportion of pupils and staff are healthy, and able to work as normal from home. This Policy does not apply in the event of short-term school closures (e.g. because of inclement weather) or a short-term pupil absence.

Remote learning may also be appropriate in situations when pupils, in agreement with the School, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or long-term illness, assuming pupils are able to complete schoolwork at home.

During any period of remote learning, pupils are required to follow the principles as set out in the Remote Learning Acceptable User Agreements (EYFS, KS1, KS2). They are also required to adhere to the School's Behaviour Management and Exclusions Policy whilst engaged in remote learning. All staff are required to follow the principles as set out in the Staff ICT Acceptable Use Policy and Staff Code of Conduct. All users are required to follow the principles of the Online Safety Policy.

## **2. Aims**

This remote learning policy for staff 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

## **3. Roles and responsibilities**

### **3.1 Teachers**

When providing remote learning teaching staff are expected to be working between 8.30am and 3.30pm (unless they are unavailable for work due to illness or have an agreed leave of absence).

Parents will be able to contact with class teachers via their school email address.

If teaching staff are unable to work when they are expected to provide remote learning, for example due to sickness or for medical appointments, they should report this using the normal absence procedure.

When providing remote learning for a whole class because of a class or school closure, teaching staff are responsible for:

- Setting three pieces of work each day for their pupils to complete on Google Classroom or via a worksheet pack.
- Matching work to the child's abilities wherever possible.
- Providing one live, blended learning session each day using Google Classrooms.
- Using other approved platforms such as Purple Mash, National Oak Academy to provide additional teaching
- Providing pupil feedback on work via Google Classrooms, Purple Mash, email or Marvellous Me where appropriate before the next session.
- Recording the 'attendance' of pupils for each task.
- Keeping in touch with all pupils in their class every 2 weeks via a telephone call when in school or from a withheld number during periods of extended closure where children have not joined live lessons
- Keeping a record of contact using the template Excel document to be sent to the DSL by Friday of each week during periods of extended remote learning.
- Recording any pastoral or safeguarding concerns on CPOMs immediately.
- Sending the timetable and activities to the IT technician each week for publishing on the class page of the school website.
- Working with their year group partners to ensure consistency across the year group.

Where individual children are isolating teachers are responsible for

- Setting three pieces of work each day for their pupils to complete on Google Classroom or via worksheet pack.
- Matching work to the child's abilities wherever possible
- Using approved platforms such as Purple Mash, National Oak Academy to provide additional teaching
- Providing pupil feedback on work via Google Classrooms, Purple Mash, email or Marvellous Me where appropriate before the next session.
- Recording the 'attendance' of pupils for each task.
- Keeping in touch with all pupils in their class every 2 weeks via a telephone call when in school or from a withheld number during periods of extended closure where children have not joined live lessons
- Keeping a record of contact using the template Excel document to be sent to the DSL by Friday of each week during periods of extended remote learning.
- Recording any pastoral or safeguarding concerns on CPOMs immediately.

All staff will follow Staff Code of Conduct by ensuring that whilst engaged in remote learning they will:

- Dress in an appropriate manner and wear the school lanyard
- When needed, Power Point presentations will be in present mode so staff and their backgrounds are not visible. When a teacher is not sharing their presentation, they will ensure the background is blank (against a plain coloured wall) or they have their background blurred.
- Ensure they are the last person to leave a session and close the link in Google Meet

- Ensure all communications are through an approved school channel such as Google Classrooms or a school email address.
- Ensure that they do not give any personal details to children or parents such as addresses or phone numbers.
- Ensure that, during Google meet blended sessions, children are asked to pin the teacher's screen so that the children should only see the teacher's screen. Children will be shown and reminded of how to blur their own backgrounds so children cannot see into each other's houses.

### **3.2 Teaching assistants**

Teaching assistants must be available between 8.30am and 3.30pm. If they are unable to work for any reason during this time, they should report this using the normal procedures. When assisting with remote learning, teaching assistants are responsible for:

- Preparing resources as directed by the class teacher.
- Sharing task of contacting children and families.
- Preparing the classroom, resources and equipment for when children return to school.

### **3.3 Designated safeguarding lead**

The DSL is responsible for

- Following up concerns raised on CPOMs
- Monitoring contact lists to ensure all children have been contacted by a staff member once every two weeks.
- Maintain contact with other agencies regarding the welfare of children with an allocated social worker.
- See addendum to Child Protection Policy

### **3.4 IT staff**

IT staff are responsible for

- Fixing issues with systems used to set and collect work.
- Providing laptops to children without access to learning platforms.
- Monitoring the safe use of laptops on loan.
- Review the security of remote learning systems and flagging any data protection breaches to the data protection officer.

### **3.5 Pupils and parents**

Staff can expect pupils learning remotely to

- Follow the school rules: be kind, be safe, be ready to learn
- Follow the rules set out in the Remote Learning Acceptable User Agreement
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they're not able to complete work
- Understand that their use of applications provided by the School will be monitored and logged and will be made available to their teachers

Staff can expect parents with children learning remotely to

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Monitor their child's use of the internet to keep them safe
- Be respectful when making any complaints or concerns known to staff
- Understand the school will monitor and log the activity on equipment provided.

### **3.6 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

## **4. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work - contact the relevant subject lead or SENCO, Sue Knight
- Issues with behaviour - contact the Inclusion Manager, Angela McMorro
- Issues with IT - contact the IT technician, Carol Perry
- Issues with their own workload or wellbeing - contact their phase leader
- Concerns about data protection - contact the data protection officer, Jane Collins
- Concerns about safeguarding - contact the DSL, Angela McMorro

## **5. Data protection**

### **5.1 Accessing personal data**

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

- Access school data via the school's secure server
- Access all platforms via the school's secure server.
- Use laptops and equipment provided by the school.

## **5.2 Processing personal data**

- Staff members may need to collect and use personal data such as email addresses
- and contact numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

## **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 (Windows + L)  
Not sharing the device among family or friends
- Keeping operating systems up to date

## **6. Safeguarding**

In the event of a school closure, pupils, parents and staff are reminded that the school's Safeguarding and Child Protection Policy still applies to all interactions between pupils and staff. Staff continue also to be governed the Staff Code of Conduct, which encompasses many of the principles and practices set out in the Safeguarding and Child Protection Policy. Any questions or concerns about safeguarding should continue to be raised with the Designated Safeguarding Lead, details of whom can be found in our Safeguarding and Child Protection Policy, available on our website.

## **7. Monitoring arrangements**

This policy will be reviewed at least annually to ensure that it complies with current guidance and to ensure that any changes in practices are accurately reflected. At every review, it will be approved by the governing board.

## **8. 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
- Online safety policy and acceptable use policy
- Online safety policy addendum
- Staff Code of Conduct

## **Appendix 1**

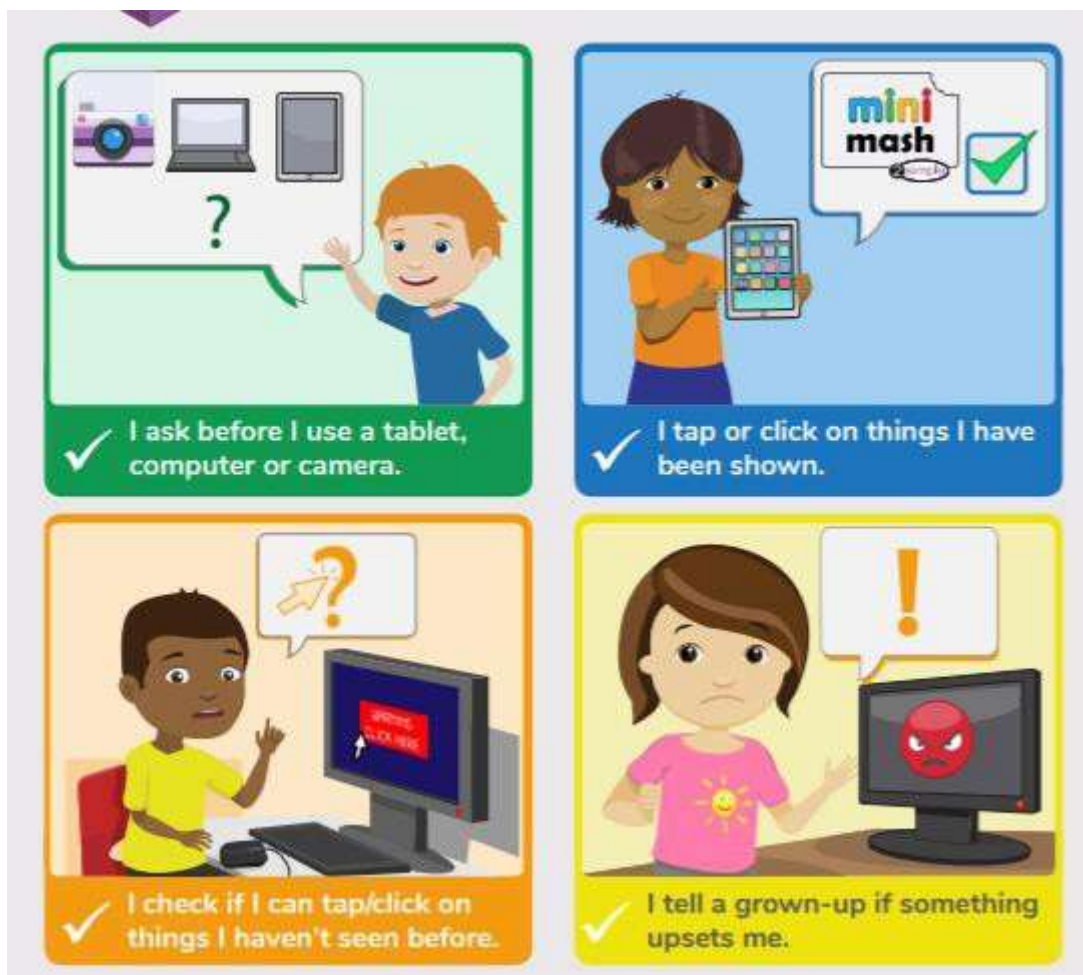
Resources to support parents and carers to keep their children safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services



## Appendix 2

EYFS



## Pupil Acceptable Use Policy Remote Learning Agreement

### Key Stage 1

### Key Stage 1

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that the teachers will record the live lessons and by giving consent for me to join a live lesson, my parents give consent for it to be recorded.
- I know that I should have my camera and microphone on in the live lesson so that I can join in. If I cannot do this, I will tell a teacher so they can sort some equipment out for me.
- I know that if I break the rules I might have to take time out from the activity or computer/tablet
- Under GDPR regulations, by joining Google classroom my parent or guardian agrees that my data and recorded live lessons can be shared with Google.

Signed (child):

Signed (parent):

Date:

## Pupil Acceptable Use Policy

### Remote learning agreement - KS2

- I will only access my own devices when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- I will always use my own username and password to access the school systems e.g. Google classroom and communication.
- In order to help keep me and others safe, I know that the school will check my communication and files whilst using the Google classroom.
- I understand that it is recommended and encouraged that I will have my camera and microphone on during the live lessons so that I can fully engage and participate in the lesson. I understand that if this is not possible, I will contact school so that they can sort appropriate equipment out for me.
- Myself and my parents understand that teachers will record the live lessons and by giving consent for me to log onto the live lessons, consent has been given for it to be recorded. Teachers will contact my parents/carers if an adult at school is concerned about me.
- I will use all communication tools carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.

Before I share, post or reply to anything online, I will T.H.I.N.K.

**T** = Is it true?  
**H** = Is it Helpful?  
**I** = Is it Inspiring?  
**N** = Is it Necessary?  
**K** = Is it Kind?

- I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.
- By joining Google classroom my parent or guardian agrees that my data can be shared with Google.

My name:

Parent:

Date:

**Signed**



**Print:**

**Mr. James Pearce**

**Date:**

**23rd February 2021**

**Headteacher**

**Signed**



**Print:**

**Mrs. Janet Jeffries**

**Date:**

**23rd February 2021**

**Chair of Governors**

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