

Malmesbury Primary School



Remote Learning Policy

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Committee responsible	Standards
Date ratified by Governors	Jul 26
Date for review	Jul 28
Signed (Chair of Governors)	
Signed (Headteacher)	

'Remote learning' is any learning undertaken outside school, is not restricted to digital online learning, and forms a part to the school's Home Learning Policy.

1. Aims

This remote learning policy aims to:

Ensure consistency in the approach to remote learning for two scenarios:

- 1) Remote learning used to enhance classroom learning and build digital literacy.
- 2) Remote learning necessary due to school closure.

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

Provide appropriate guidelines for data protection.

The aims of this policy have been designed and written to take into account the wellbeing of pupils, staff and parents. We understand that home circumstances are different for all and staff may have young children at home to supervise and teach during school closure periods.

2. Roles and responsibilities

Class teachers will:

- Upload the home learning to Google Classroom / Bug Club/ Busy Things.
- Check the uploaded home learning and offer feedback on your home learning.
- Remove inappropriate posts or 'mute' accounts temporarily if children misuse this platform and communicate with parents should this occur.
- Report any safeguarding concerns in the normal manner (by reporting to the DSL/My Concern).
- Arrange paper home learning to be sent to families where access to devices is a concern.
- Be available for school contact during normal school hours.
- 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. In this event, the phase leader and SLT will support the remote learning process.
- Keep a record of those children not accessing or completing remote learning and will contact parents.
- Ensure all pupils have log in details for Google Classrooms/Busy Things/Bug Club and liaise with office staff to obtain these.
- Support any parents struggling to access/use the platform.

Phase Leaders will:

- Monitor home learning on Google Classrooms/Busy Things/Bug Club to ensure accuracy and pitching.
- Offer feedback to staff where and when appropriate to ensure high quality home learning.

Curriculum Leads/Deputy Headteacher (DHT)

Alongside their teaching responsibilities, subject leads will:

- Monitor home learning on Google Classrooms/ Busy Things/Bug Club to ensure accuracy and appropriate 'pitch'.
- Offer feedback to staff where and when appropriate to ensure high quality home learning.
- Monitor feedback from staff and parents and make amendments where necessary to ensure high quality learning.
- Liaise with School Business Manager (SBM) and Headteacher (HT) to access internet-enabled devices.
- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.

- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent and provide supportive feedback via email/Google Meet etc.
- Work with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Monitor the remote work set by teachers in their subject.
- Alert teachers to resources they can use to teach their subject remotely.

SENDCO (Special Educational Needs and Disabilities Coordinator) will:

- Offer personalised suggestions/resources for pupils with Education Health Care Plans (EHCPs)

Senior leaders including SBM and SENDCO

Alongside any teaching responsibilities, senior leaders will:

- Co-ordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning – Phase Leaders to feedback to Senior Leadership Team (SLT) weekly.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.

Information Technology (IT) staff - Information Communications Technology (ICT) Lead, SBM and MMIT (the school's IT support provider)

- ICT Lead will provide 'how to' guides for parents and will offer support to staff.
- SBM/MMICT are responsible for reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

All staff

Setting work

Staff must ensure that work is:

- Clear and checked for errors
- Accessible for **all** learners
- Based on the curriculum delivered in school.
- Continually adapted and improved based on phase leader/subject leader feedback.

Providing feedback:

Staff must ensure that:

- Feedback is clear, developmental and personalised.
- Feedback is 'timely'.
- Adapt home learning as a result of feedback on pupils' learning.

Communicating with parents:

- Staff must only phone parents during working hours (8:15 – 4:15pm) and should return calls to parents within 2 working days.

3. Pupils and parents

Expectations for parents and carers:

- Encourage and support their children with remote learning

- Monitor your child/ren's computer screen time.
- Contact school for queries regarding Google Classroom/Busy Things/Bug Club and logging in.
- Continue to work with your child/ren to establish a routine for remote learning that works for everyone.
- Support your child/ren to upload their own work to Google Classroom and access the feedback– KS2

Expectations for pupils:

- To treat the Google Classroom as an **actual** classroom. Use the correct standard English when writing or uploading;
- To follow our school rules:
 - We are honest.
 - We listen and follow instructions the first time.
 - We are respectful, kind and gentle.
 - We look after property.
 - We work hard.
 - We call people the name they wish to be called.

4. 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

5. Who to contact

- Concerns about technical issues - including logging on, setting and scheduling home learning and feedback, please speak to ICT lead.
- Concerns about Data Protection including sharing of log in details - talk to the data protection office or SBM.
- Concerns about safeguarding including inappropriate posts, times etc. – talk to the Designated Safeguarding Lead (DSL) via e-mail or MyConcern.
- Concerns with workload or wellbeing – talk to your Phase Leader or any member of SLT.

6. Data protection

Accessing personal data

When accessing personal data for remote learning purposes (eg. email address, online log in credentials etc), all staff members will:

- Explain how they can access the data, such as on a secure cloud service or a server in your IT network
- Explain which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system – please check this with the school's SBM/Data protection manager. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, 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 (eg 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
- Reporting missing devices as soon as possible to SLT/SBM (data protection manager)

7. Safeguarding

All staff are responsible for:

- Identifying and removing inappropriate comments on the platform -
- Reporting to DSL team and My Concern including screenshots
- Upholding the school's Safeguarding and Child Protection Policy as found on our StaffShare and website.

Parental expectations are to monitor their child/ren's computer screen time and not use the platform late at night.

For the protection of all children, anything posted on Google Classroom must not be shared or posted elsewhere eg on social media platforms. Parents must also check ensure that children log out of their Google Classroom accounts once they have finished their session. This is for the safety of all users.

Pupil log in details (usernames/passwords) can only be given out in paper form or via email. Passwords and usernames must be emailed in two separate emails and never together.

8. Monitoring arrangements

This policy will be reviewed by the Standards Committee on a biannual basis. At every review, it will be approved by FGB.

9. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Home Learning Policy
- Online safety policy

What ‘remote learning’ can I expect from Malmesbury Primary School?

‘Remote learning’ is any learning undertaken outside school, is **not** restricted to digital online learning, and forms part to the school’s Home Learning Policy.

This information is to be used as a general guide and parents can expect further details of remote learning for their child as and when it is required.

Remote learning
• EYFS – Activities from the Home Learning page on the website and activities on Bug Club (Reception only) specified by the class teacher. • KS1 – Activities from the Home Learning page on the website and activities on Bug Club specified by the class teacher. • KS2 - Activities from the Home Learning page on the website to be submitted (via Google Classroom) for feedback from the class teacher weekly. • ALL - Any other learning set by class teachers on Busy Things, Bug Club or Google Classroom. Any children who do not have internet access will be provided with paper copies of all relevant learning.