



**Our mission: Valuing Potential; creating opportunities**

**HARTSBOURNE PRIMARY SCHOOL  
REMOTE TEACHING AND LEARNING POLICY**

To be read in conjunction with Computing Policy including Acceptable Use and Online Policy, Child Protection Policy, Behaviour Policy, Data Protection Policy, Privacy Notices, Equal Opportunities Policy, Teaching & Learning Policy.

**POLICY REVIEW**

This policy has been agreed by staff and Governors and will be regularly reviewed:

<b>DATE OF POLICY:</b>	SEPTEMBER 2020	<b>DATE OF NEXT REVIEW:</b>	SEPTEMBER 2023
<b>MONITORED BY:</b>	SENIOR LEADERSHIP TEAM	TEACHING & LEARNING COMMITTEE	

**VISION**

Hartsbourne Primary School is an inclusive learning community where we are:

Building a strong school **community**; inspiring pupils to gain the **confidence**, resilience and independence to become **life-long learners**, making the best **progress** possible and creating happy memories.

**RATIONALE**

This policy is to ensure the ongoing education of Hartsbourne Primary School pupils under unusual circumstances and for closures that could happen at any time due to illness epidemic and/or pandemic, localised lockdowns, extreme weather conditions, power-loss, heat loss, boiler failure etc. It also covers the ongoing education of pupils who cannot be in school for a legitimate reason (other than illness) and are able to continue with their education while the school remains fully open.

**AIMS AND OBJECTIVES**

This policy aims to ensure consistency in the school’s approach and sets out expectations for all members of the school community with regards to remote learning. It provides appropriate guidelines for data protection and reflects the school’s commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

Hartsbourne Primary School will:

- Provide appropriate opportunities for children to continue their education remotely under unusual circumstances (see above) by uploading work to their Google Classroom.
- Provide a range of appropriate activities across the whole curriculum (not just the core).
- Ensure activities are age appropriate and neither too long (and complicated) or too short (and disengaging).
- Link to videos and/or PowerPoints (as needed) to provide high quality explanations and teaching points.
- Provide consistency in the standard and amount of work set, bearing in mind the age and range of abilities of the year group.
- Use microphone headsets to improve audio quality for virtual meetings.
- Upload the class timetable and topic webs to the website as a support for parents.
- Use the Google Classroom to upload homework tasks in line with the homework policy and to help maintain involvement with the online classroom.



## **REMOTE LEARNING USE OF APPS, PROGRAMMES AND SOFTWARE**

Staff will make themselves familiar with the following apps and/or software:

- Google Classroom for pupils to engage in remote learning.
- Google Meets or Zoom, Google Drive for accessing school resources.
- Word, Powerpoint, Thinkyouknow, video links, Excel, Numbots, Tables Rockstars, Oak Academy, BBC Bitesize, SAM Learning and Espresso as approved teaching tools.

Teachers will generate their own meeting codes and pass them to the office for sharing with parents at least one week before they are needed. Teachers will share with other staff directly.

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event virtual meetings may have to be re-scheduled or dropping to just audio might be necessary.

## **CONTINUITY OF EDUCATION**

Parents and pupils will be made aware in advance of the arrangements in place for the continuity of education for different levels of closure.

All adults at home and school will be mindful of the challenges of operating in an unfamiliar environment and accept that:

- Remote learning operates on a very different dynamic and cannot fully replicate the learning that takes place in a physical classroom between pupils, their peers and the adults who care for them.
- Some subjects and activities do not lend themselves well to remote learning.
- All adults (parents and staff) will have different skills, levels and types of technology available to them.

### **LEVEL 1: SCHOOL IS OPEN, AN INDIVIDUAL PUPIL IS SELF-ISOLATING OR WAITING FOR TEST RESULTS, BUT OTHERWISE WELL:**

- Pupils will have access to similar class work (via the Google Classroom) that allows them to continue to progress while at home, using any of the programmes listed in this Policy.
- Work will be uploaded within 24 hours of notification, for pupils who are at home while a family member waits for test results.
- Submitted work will be reviewed and misconceptions addressed.
- Pupils who are sick should not complete work until they are well.

### **LEVEL 2: SCHOOL IS OPEN, A YEAR GROUP BUBBLE HAS TO SELF ISOLATE OR AN INDIVIDUAL PUPIL IS SHIELDING, BUT OTHERWISE WELL:**

- Pupils will have access to work via the Google Classroom that allows them to continue to progress while at home.
- A minimum of three daily tasks will be set, generally each task will be approximately 30 minutes and no longer than an hour.
- Parents will be contacted, and support offered, if no work has been posted at the end of the first week.
- All work submitted will be reviewed and up to five pieces of work will receive more in-dept feedback (depending on subject and type of work set).
- Teachers will respond to work-related queries within 24 hours of being posted on the Google Class wall.
- Specific queries relating to children or admin should be e mailed to the [parents@hartsbourne.org.uk](mailto:parents@hartsbourne.org.uk) e mail address and we will respond within 48 hours.



### **LEVEL 3: NATIONAL LOCKDOWN WITH PARTIAL SCHOOL CLOSURE (open for vulnerable and key worker pupils only).** We will make provision for remote contact in the following way:

- Pupils will have access to work via the Google Classroom that allows them to continue to progress while at home.
- A minimum of three daily tasks will be set, generally each task will be approximately 30 minutes and no longer than an hour.
- All work submitted will be reviewed and up to five pieces of work will receive more in-dept feedback (depending on subject and type of work set).
- Teachers will be available during their normal working hours and will respond to general work-related queries within 24 hours of being posted on the Google Class wall.
- Specific queries relating to children or admin should be e mailed to the [parents@hartsbourne.org.uk](mailto:parents@hartsbourne.org.uk) e mail address and we will respond within 48 hours.
- Telephone appointments between teachers and parents can be made if teachers are available in school. **Staff will not use personal mobile devices** to call parents.
- There is no expectation from school that the uploaded work must be completed during closure, (although we will be encouraging) as family circumstances may vary considerably.

Telephone calls may be made more regularly to parents in the following circumstances:

- Children/families who are designated as 'vulnerable' by the government or the school.
- Children who have not uploaded any work after one week (unless suffering from illness or other relevant personal circumstances) to encourage engagement.
- Where a parent requests a telephone call to discuss a concern or impart information.
- Where a teacher has a concern that needs further monitoring or support.

### **VIRTUAL MEETINGS**

Where virtual meetings have been agreed between parents and teachers, links will be sent out by the office approximately two days before the event.

### **ROLES AND RESPONSIBILITIES**

#### **The SLT**

The Senior Leadership Team are responsible for formulating and overseeing the Remote Learning Policy. Any queries about the operation of this policy should be addressed to the Head Teacher in the first instance.

The SLT will monitor:

- The security of remote learning systems, including data protection and safeguarding and report to the appropriate person as required.
- Google Classroom uploads etc for continuity and adherence to plans and policies. (Deputy Head for KS2 and Assistant Head for Reception and KS1).
- E mails that teachers have sent to parents (via the BCC facility) and report appropriately.

#### **Teachers**

During a closure, teachers must be available for work between 8.30am and 4.00pm. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal procedures between 8.00am and 8.30. If it affects the completion of any work required, they must ensure that arrangements have been made with a learning partner or member of the SLT to ensure cover and continuity.



Teaching staff will consider:

- **Making it manageable:** not overwhelming parents or pupils with lots of activities; pages of tasks and/or things to print.
- **Remembering:** parents aren't teachers and they will include clear instructions of what to do and what is needed.
- **Adapting the timetable and curriculum,** but keep some routines to help structure the day at home, and so that parents know what to expect. (E.g. suggesting that children do English and Maths activities in the morning and creative activities in the afternoon).
- **Setting work that pupils can do independently, with materials they are more likely to have at home:** try to set some activities that aren't dependent on technology, in case pupils don't have access to devices or the internet.
- **Flexibility:** making it clear that work and timetables are "suggested" and that pupils won't be sanctioned if work isn't completed or handed in on time.
- **Class context:** if there are many children with siblings and all needing to access online resources, liaise with other teachers and allow for flexibility.

Teachers will:

- Monitor the amount of work completed each week.
- Be responsible for setting differentiated work using the agreed websites and programmes.
- Respond to all queries and concerns professionally and share with a member of the senior leadership team (using the BCC facility when e mailing).
- Be polite, respectful and encouraging. There are no sanctions for incomplete work.
- Upload learning in good time and at least 48 hours before it is needed.
- Give feedback on up to five pieces of learning, within three days of receiving it.
- Send any work or photos for the Newsletter to the Head or Deputy Head in good time for inclusion in the weekly Newsletter.
- Only respond to parental e mails within the designated hours (or schedule the response within these hours).
- Use the shared Google document to record contact with parents, eg 'telephoned Mum and offered support for home learning. I spoke with child and clarified task. No other concerns reported.'
- Use the thinkuknow website for online safety lessons to support parents during the closure of schools.
- Attend virtual meetings with SLT, staff and other professionals as required (within normal working hours) for example the weekly staff meeting.

## Subject Leads

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

- Monitoring the curriculum in their subject as needed.
- Reviewing the subject in the light of home learning and evaluate changes to be recorded in the Subject Action Plan each September.
- Supporting staff to develop subject knowledge and use appropriate resources.
- Alerting staff to new resources that will support remote learning.
- Identifying online CPD in their subject and sharing with staff.
- Delivering/participating in virtual staff meetings and CPD as needed.

## Teaching Assistants

During a closure, teaching assistants must be available between their normal working hours. If they are unable to work for any reason during this time, eg sickness, they should report this using the



normal procedures between 8.00am and 8.30. If it affects the completion of any work required ensure that arrangements have been made with their class teacher to ensure cover and continuity.

Teaching Assistants will:

- Be able to access the Google Classroom and engage with pupils.
- Provide support for teachers with activities and encouraging feedback (especially where they work 1:1 with a pupil).
- Check work emails daily and be available when called upon to attend school or virtual meetings.
- Make specific resources at the request of the teacher (eg videos, PowerPoints and worksheets) and save/e mail as required. Print out resources at school as needed.
- Participate in online professional development opportunities as requested by the SLT.

### **Local Governing Board**

The local governing body are responsible for:

- Monitoring the school's approach to providing remote learning opportunities.
- Challenge and support school leaders to provide high quality education via this policy.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.
- Ensuring staff wellbeing (including that of the Head Teacher) and Health & Safety are considered during unusual circumstances such as school closure due to a pandemic.

### **IT staff**

IT staff are responsible for:

- Creating email addresses and providing access to programmes, mobile devices, laptops etc.
- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.

### **Pupils and Parents**

School can expect families to:

- Be generally contactable during the hours of the school day 9am – 3.00pm (while recognising they will not always be in front of a device and have other commitments).
- Seek help if they need it, from teachers, SLT or teaching assistants.
- Alert teachers if their child cannot or does not complete work.
- Use the school website for accessing supporting information during school closure.
- Read the weekly Newsletter and e mails for updates regarding closures.
- Be respectful when raising a concern with a member of staff.

### **CHILD PROTECTION, SAFEGUARDING AND ONLINE SAFETY**

The Designated Safeguarding Lead is responsible for maintaining contact, collating, passing on information and responding to any concerns. Staff must alert the Designated Senior Lead (DSL) or Deputy DSL if there is a safeguarding concern. In an emergency follow the flow chart issued to all staff.

Staff will not give out any personal details, mobile numbers or e mail addresses (other than the [parents@hartsbourne.org.uk](mailto:parents@hartsbourne.org.uk)). Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. When using Google Meets or recording videos staff will:

- Avoid areas with background noise, flashing lights, or similar.



- Check the background and foreground for any personal (or inappropriate) objects or items.
- Follow the same meeting protocols (eg arrive promptly, mute when listening to others, use appropriate language) as face-to-face meetings.

See the COVID-19 amendments to the Child Protection Policy and all other policies on our website.

## HOW TO RAISE A CONCERN

Concerns about uploaded work:	Contact the class teacher in the first instance.
Concerns about learning behaviour:	Contact the Deputy Head in the first instance.
Concerns about Additional Needs:	Contact the Senco in the first instance.
Issues with IT:	Parents: contact the school via e mail or telephone. Staff: Contact the BSJT helpdesk.
Concerns about wellbeing:	Contact a member of the SLT via e mail.
Concerns about Data Protection:	Contact a member of the SLT via e mail.
Child Protection:	Contact the DSL (Head) or Deputy DSL (Deputy Head).

## DATA PROTECTION

### Accessing Personal Data:

- All staff members have access to contact details via SIMS (in school only). Contact lists and other personal data must not be taken from the school premises.
- All staff 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.
- School laptops, desktops and iPads are the school's only preferred devices to be used when accessing any personal information on pupils.
- Do not allow access to the school intranet, work laptop and class I-pad by any third parties.
- SLT are not to share their access permissions with other members of staff.
- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.
- While it may be occasionally necessary, staff are reminded to collect and/or share as little personal data as possible.

### 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).
- Making sure the device locks if left inactive for a short period of time.
- Not sharing the device among family or friends.
- Ensuring hard drives (and flash drives) are 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.
- Inform the IT Helpdesk if anti virus software needs updating or the device requests you to install updates.

## CONTINUING PROFESSIONAL DEVELOPMENT FOR STAFF

Hartsbourne will ensure that staff:

- Are supported in the development of the above framework by using staff meetings (virtual or physical) or setting aside professional development time to develop skills and refresh knowledge of Child Protection procedures and Computing and related Policies.



- Provide opportunities for online CPD during closure or when travel to other sites is not permitted or feasible.
- Have access to a suitable device in their classroom or, in the event of full closure, supply them with a device during the closure period.
- Have access to key resources (not available online) at home; e.g. key textbooks.