



Our mission: Valuing Potential; creating *opportunities*

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

DATE OF POLICY:	SEPTEMBER 2024	DATE OF NEXT REVIEW:	SEPTEMBER 2027
MONITORED BY:	SENIOR LEADERSHIP TEAM & TEACHING & LEARNING COMMITTEE		

OUR VISION

Children are at the centre of everything that we do. Decisions that we make around the curriculum and school life are carefully considered to reflect the current needs of the children. Mental health is balanced with their academic needs to nurture the whole child.

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.
- Ensure activities are age-appropriate and of sensible duration.
- As far as possible, use technology wisely to replicate the teacher ‘voice’ in the learning posted and to encourage and support motivation and engagement of the pupils in our care even when they are learning remotely.
- 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, if required.
- Upload the class timetable and topic webs to the website and/or Google Classroom as a support for parents.
- Use 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 for online meetings and Google Drive for accessing school resources.
- Word, Powerpoint, YouTube, Excel, Reading Eggs, Times Tables Rockstars, Oak Academy, BBC Bitesize and Espresso as approved teaching tools.

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. School will also remind parents of the following:

- 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.

INDIVIDUAL PUPIL ABSENCE

- Pupils will have access to similar class work (via the Google Classroom) that allows them to continue to progress while at home.
- Work will be uploaded on a daily basis until such time that the pupil returns to school.
- Submitted work will be reviewed and misconceptions addressed.
- Pupils who are sick should not complete work until they are well.
- Parents should use Google Classroom comments to maintain communication with teachers.

WHOLE CLASS/SCHOOL ABSENCE

- 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.
- All work submitted will be reviewed and up to five pieces of work will receive more in-depth 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 made via Google Classroom comments.
- Non-work-related queries should be submitted and responded to using parents@hartsbourne.org.uk as per usual.
- Telephone appointments between teachers and parents can be made depending on whether circumstances allow staff to be on site or not.
- If closure extends beyond one week, teaching staff will review the proportion of work completed and liaise with families where there are concerns.
- The school safeguarding team will also liaise with specific families where they feel needs might be greater.

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.
- E mails that teachers have sent to parents (via the Office Manager) 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. 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 also need to consider:

- Making it manageable: not overwhelming parents or pupils with lots of activities; pages of tasks and/or things to print.
- Parents are not teachers: They will need clear instructions of what to do and what is needed. Written instructions must be clear, accurate and easy to follow. This will also include linking to high quality videos and/or PowerPoints (as needed) to provide explanations and teaching points and regularly including teacher-made video and audio recordings each week.
- 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).
- Providing a broad and balanced curriculum: Over time to include all foundation subjects including PSHE, RE and class assemblies.
- Setting work that pupils can do independently (age-dependant), with materials they are more likely to have at home: try to set some activities that are not dependent on technology in case pupils do not have access to devices or the internet.
- Flexibility: making it clear that work and timetables are "suggested" and that pupils will not be sanctioned if work is not completed or handed in on time.

The main responsibilities of teachers will include:

- Planning, setting and assessing work daily.
- Monitor the amount of work completed each week.
- Adapt work where necessary to the needs of different children.
- Communicate digitally with parents in a professional manner.
- Contribute to any shared documents designed to collate concerns or communication with families.
- Attend virtual meetings with SLT, staff and other professionals as required (within normal working hours); for example, the weekly staff meeting.

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 if appropriate.
- 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:

- 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 DSLs via CPOMs if there is a safeguarding concern.

Staff will not give out any personal details, mobile numbers or e mail addresses (other than the 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.

HOW TO RAISE A CONCERN

Concerns about uploaded work:	Contact the class teacher in the first instance.
Concerns about Additional Needs:	Contact the class teacher in the first instance but copy in SENCo.
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 DSLs (Deputy Head and Office Manager) via e-mail and putting 'CHILD PROTECTION' in the subject bar.

DATA PROTECTION

Accessing Personal Data:

- All staff members have access to contact details via Arbor. Physical 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.
- 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.
- 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.