Broadfield Primary School Remote Learning Policy

1.Statement of Intent

At Broadfield Primary School we understand the need to continually deliver high quality education – including during periods of remote working – whether for an individual pupil or a whole class. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the support and learning resources they need to succeed.

Remote learning is available to:

- A pupil isolating after testing positive providing they are asymptomatic and well enough to learn.
- A pupil isolating following a positive test of a family member in their household.
- A year group isolating as a result of positive cases and advice from public health.
- The whole school is isolating in the event of a localised or institutional lockdown following government/public health advice.

In the event of the above we will ensure that our curriculum is accessible and inclusive to all. This policy outlines how we will deliver remote education during the ongoing pandemic.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as access to educational resources, data protection, safeguarding and online safety.

2. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning.
- Ensure provision is in place so that all pupils have access to high quality learning resources
- Set out expectations for all members of the school community with regards to remote learning
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain healthy, happy and supported during periods of remote learning.
- Provide appropriate guidelines for data protection.

3. Roles and Responsibilities

The Head teacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Ensuring that all computer programmes used for remote learning are compliant with GDPR and the Data Protection Act 2018.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote learning.
- Conducting reviews on a half termly basis of the remote learning arrangements to ensure pupils' education does not suffer.

The SENCO is responsible for:

- Ensuring that children with additional needs and EHC plans continue to have their needs met while learning remotely.
- Identifying the level of support or intervention that is required and liaising with teachers and support staff while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period e.g. via weekly phone calls.
- Supporting parents of children with SEND to ensure that remote learning takes place.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable for pupils and blend resources from a range of contexts to meet the needs of all children – live zoom lessons, Purple Mash, Google classrooms.
- Ensuring lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils.
- Liaising with the SENCO and other relevant members of staff to ensure pupils with SEND remain fully supported for the duration of the remote learning period.
- Liaising and effectively deploying their teaching assistant during periods of remote learning.

- Timetables to be emailed directly to the Head/Deputy Head before the work commences.

- Keeping in touch with pupils and parents. If the need arises, contacting parents if their child is not completing their school work or their standard of work has noticeably decreased. Any contact with parents should be recorded on CPOMs including any concerns.

- Reminding pupils about online safety whilst working remotely.

- Reporting any safeguarding incidents to the DSL.

- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary software etc.

- Keeping in regular contact with SLT to update on the progress of remote learning.

- Adhering to this policy at all times during periods of remote learning.

Teaching Assistants:
- Supporting pupils with learning remotely:
  - When requested by the SENCO.
  - Or by the class teacher.
- Attending virtual meetings with teachers, parents and pupils.

Parents are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Supporting pupils with independent learning at home.
- Ensuring their child is available to learn remotely at the times agreed with their class teacher, and that the school work set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

Pupils are responsible for:
- Ensuring that they are available to learn remotely during school hours and that their school work is completed on time and to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants
- Ensuring they use any equipment and technology for remote learning as intended.

The Governing Body is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.

Resources

Broadfield Primary School will use a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school will make use of:

- The School website
- Google Classroom
- Purple Mash
- Tapestry
- Educational websites (e.g. BBC Bitesize)
- Times Tables Rockstars
- Pre-recorded video or audio lessons
- Reading tasks
- Purchased work books or work booklets

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. SLT will continually review the DfE's list of online education resources and utilize these tools as necessary, in addition to existing resources. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning. Work packs or books will be made available for pupils who do not have access to a printer – these packs can be collected from school.

For pupils who cannot access digital devices at home, the school will, where possible, will provide appropriate technology. In addition, the school will utilize the support available through the DfE's 'Get help with technology during coronavirus (COVID -19) scheme.

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls, advice and support are in place to help pupils and their families use the devices safely.
- The devices have the apps and platforms used by school are easily accessible for pupils.
- The school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

All remote learning provision is dependent on the circumstances and staffing available to the school at any given time.

In any remote learning scenario an optional first day isolating pack for each year group may be accessed via the school website or a pack that can be picked up by a family member

Online safety

All staff and pupils using video communication must:

- Record all live sessions.

- Wear suitable clothing –this includes others in their household.

- Be situated in a suitable 'public' living area within the home – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.

- Use appropriate language – this includes others in the household.

- Maintain the standard of behaviour expected in school.

- Use the necessary equipment and computer programs as intended.

- Not record, store, or distribute video material without permission.

- Always remain aware that they are visible.

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues and scope for inappropriate use is minimized.

During the period of remote learning, Broadfield will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.

- Direct parents to useful resources to help them keep their children safe online.

Data protection

Accessing personal data

When accessing personal data, all staff members will:

- 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. Do not allow access to the site to any third party.

- Teachers are able to access parent contact details via the School Business Manager. Do not share any details with a third party.

- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Sharing personal data

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 this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

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