

# Remote learning policy

Palfrey Infant School



**Approved by: GB**  
**Written by**

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NOTE : This is a quick changing policy as staff become trained in Google Classroom & other e Learning devices. Our main role is to support parents and pupils in being able to access remote learning during these challenging times.

Whole School CPD for Google Classroom took place Dec 2020, with roleout taking place during the Lockdown Jan-March 2021.

### 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection
- › **The work expectation is age dependent. EYFS 2-3 hrs daily, KS1 3-4hrs daily.**
- › **We recognise that parents will find remote learning with several children a challenge and are realistic in our expectations.**

### 2. Roles and responsibilities

#### 2.1 Teachers

**(School Lockdown or Pod Closures) from Day 2 of Closure**

**When providing remote learning, teachers must be available between 9:00 am and 3:00 pm to answer parent/child emails and upload work to Google Classroom & 2Dos via Purple Mash.**

**During closures staff offer Nursery: pre-set videos daily busy jobs, Reception- Year 2 : 2 x 30 minutes Live Lessons daily & a range of set tasks using Oak Academy, BBC bitesize, White Rose Maths**

If they're 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.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - Provide a paper based Learning Packs
    1. For those isolating with family
    2. For whole class isolation.
  - Provide an overview of work on school website in Class Pages/ Google Classroom

- Set reading books using the online platform – ensure children have at least one new reading book available for each week. (Rising Stars)
- Upload Maths videos and worksheets, from White Rose Maths, to the Purple Mash class blogs. To be set before 9:30 am each day.
- Set other work, including Phonics and Writing using Purple Mash. Set at least 1 piece of work daily. To be set before 9:30 am each day.
- Teachers should coordinate in Year group teams to ensure work set online is consistent across the year group.
- Liaise with Class Teaching Assistant to ensure they are aware of each task and have a target group.
- Ensure 2 x 30 mins daily live lessons via Google Classroom G suite is available for parents. Time dependant on number of classes self-isolating. Aim for maximum 30mins session. ( Take a daily register of pupils attending Live Sessions and updating Daily Register for HT)
- Ensure parents are offered 10 min 1-1 sessions if requested, via google classroom G Suite where required. (Co-ordinate with TA)
- **Pupils who are shielding : 1-1 sessions will be arranged via Google Classroom to ensure pupils feel included.**

➤ Providing feedback on work:

- Provide written feedback (comments), once a week, on work completed in Purple Mash/ google Classroom.
- Provide written feedback, once a week, to any work sent by email.
- Provide written feedback , once a week , on work completed via G Suite for Education (Google Classroom)

➤ Keeping in touch with pupils who aren't in school and their parents:

- Ensure 2 x daily live lessons via Google Classroom G suite is available for parents. Time dependant on number of classes self-isolating. Aim for maximum 30 mins session. ( During whole class closures)
- Offer at least 10 min 1-1 session weekly for parents
- Contact parents not accessing any home learning (after initial 48 hrs) to remind them
- Log use of Google Classroom, Purple Mash/ Rising Stars – 2Email, 2Blog and comments on 2Dos. Contact should be made at least weekly.
- Telephone contact is made if contact has not been made the previous week. (Mrs Adams/ Mrs Walsh/ Mrs Cleaver) Support is given to ensure parents are encouraged to join in learning.
- Answer parent emails between the hours of 9:00am and 3:00pm where possible. If parents make contact outside of these hours limit to one response e.g. in an emergency. Notify Headteacher if a parent is making out of hours contact too often.
- Notify Headteacher of any children not accessing online work or making contact each week.
- Notify Headteacher of any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer to normal safeguarding procedures and see addendum to the online safety policy.
- Notify Headteacher of any behavioural issues, such as failing to complete work
- Assist parents/children with any issues with logging in (refer to Computing Lead ( Tech support)where necessary Alex Lane)

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code: normal appropriate teaching attire
- Choose a quiet location where you will not be disturbed. Think carefully about what is in the background and ensure nothing inappropriate can be seen.
- Ask for a parent to be present during the session.

**If teachers will also be working in school, the expectation will be to provide some online work on a weekly basis (Google Classroom, weekly 2Dos via Purple Mash reading books via Rising Stars set on online platform).**

Home Learning Core Offer : Blended Learning		
Daily Practice Tasks to be available on school website in class pages/ workshops (Available for ALL pupils)	Daily Lessons throughout self-isolation period for whole class work.	Weekly Activity of
Live Lesson 30 minute x2 daily (During school closures Google Classroom G Suite)	Maths (Purple Mash)	Science
Number Bonds ( Rainbow Challenge)	Reading Platform Rising Stars	History or Geography
Spelling	Writing (Purple Mash)	
Phonics	PE/ Well Being Video ( via school website)	Oak Academy / BBC Bitesize 'Live Learning'
Handwriting		
Storytime/ Reading		
<p><b>School is using Google Classroom Platform.</b></p> <p><b>This will enable staff to follow a simple structure of:</b></p> <ul style="list-style-type: none"> <li>• <b>Building on Prior Knowledge (Review prior learning)</b></li> <li>• <b>Direct Instruction</b></li> <li>• <b>Guided Practice ( Video/ modelling)</b></li> <li>• <b>Independent Practice ( School will provide a home learning journal to record their work)</b></li> <li>• <b>Check for understanding ( via blog)</b></li> <li>• <b>A daily live lesson : phonics / class story time</b></li> </ul>		

## 2.2 Teaching assistants

Where Teaching assistants will be working from home they will be expected to assist with online learning, TA's should work in conjunction with class teachers and work with small groups directed by the class teacher.

Where this is not possible they may be directed to complete other duties.

HLTAs may have responsibility to set online learning, as appropriate, for individual children or small groups. Where this happens they should refer to the expectations set out for Teachers and liaise with year group leads where this level of work is not appropriate.

TA's should complete the Pupil Contact Grid to indicate what has been discussed, this should be emailed to the class teacher and Headteacher.

TA's may be asked to complete safeguarding calls if pupils have not joined in with home learning.

Safeguarding concerns should be discussed with Headteacher and added to CPOMS.

**If they're 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.**

HLTAs and TAs (if possible) should attend virtual meetings (via Teams) adhering to normal meeting expectations.

- Attending virtual meetings with staff, parents and pupils:
  - Dress code: normal appropriate teaching attire
  - Choose a quiet location where you will not be disturbed. Think carefully about what is in the background and ensure nothing inappropriate can be seen.
  - Ask for a parent to be present during the session.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – through regular discussion (virtual meetings or emails) with teachers, to support and advise, and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – provide an overview of home learning expectations.
- Monitoring the effectiveness of remote learning – monitoring weekly numbers of children accessing the online learning. ( Using the daily register)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Headteacher will be monitoring which families are not accessing the online learning and support and challenge them to move forward. (Phone calls will be made by Class Teacher , Mrs Adams, Mrs Walsh, Mrs Cleaver to help support online access)

## 2.5 Designated safeguarding lead

- The DSL is responsible for: Staff to contact Headteacher with any concerns and complete CPOMS database.
- Weekly meetings are conducted to identify support that has been put in place to help vulnerable families.
- See addendum Appendix at back of this document

## 2.6 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 remote learning systems and flagging any data protection breaches to the data protection officer

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers ( class teacher via : 2email) Headteacher via : support@palfreyinfant.co.uk
- › Alert teachers if they're not able to complete work

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 – if you know of any resources staff should point parents towards if they're struggling, include those here (support@palfreyinfant.co.uk)
- › Be respectful when making any complaints or concerns known to staff
- › Complete set work & return it to school after the lockdown ends so staff can monitor work.

## 2.8 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning, through Headteacher's report, 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

## 3. Who to contact

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

- › Issues with google classroom for education ( Passwords) : Class teacher
- › Issues with children unable to login to Purple Mash or online reading platform (Passwords) – Class Teacher
- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – Headteacher
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – Headteacher
- › Concerns about data protection – talk to the data protection officer (MS)
- › Concerns about safeguarding – talk to the DSL (Mrs Walsh )or Deputy DSL(Mrs Cleaver, Mrs Adams)

## 4. Data protection

### 4.1 Accessing personal data

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

- › Only access data through secure platforms (Google for Education ( G Suite), Purple Mash, Rising Stars reading platform, school emails)
- › Staff should use designated school laptops and not personal devices. (all devices are monitored)
- › Only use mobile phone to contact parents with prior knowledge of Headteacher and using the function to block personal phone number from being seen.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as, such as email addresses, as part of the remote learning system. 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.

## 4.3 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
- › 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

## 5. Safeguarding

See addendum at back of this policy & Safeguarding Policy 2020-2021.

## 6. Monitoring arrangements

This policy will be reviewed annually by Computing Lead and Senior Leadership.

At every review, it will be approved by the Headteacher and the governing body.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy [September 2020]
- › Online Safety Policy and coronavirus addendum to our Online Safety policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy

## **APPENDICES to Remote Learning Policy**

**Addendum to the Online safety during COVID-19 and Remote learning**

**Expectations for E Learning**

**Our Offer during Lockdown January - March 2021**



# COVID-19 PALFREY INFANT SCHOOL ONLINE SAFETY POLICY UPDATE

## Addendum to the Online safety during COVID-19 and Remote learning

This appendix should be read in conjunction with the following:

- School's Behaviour Policy
- [School's Online Safety Policy](#)
- [School's Risk Assessment](#)

## **Addendum to the Online Safety policy**

It is essential that children are safeguarded from potentially harmful and inappropriate communications and online material. As such, our school or hub school should ensure appropriate procedures, filters and monitoring systems are in place in accordance with the following policies:

- Online Safety.

Where students are using school equipment at home, the ability to filter access is limited. Filtering will be provided to the extent that is possible within the technological constraints the current crisis allows.

Pupils should be reminded of Internet Safety rules and parents will be expected to manage their children's safety whilst at home.

Staff delivering teaching online and any communication with families (e.g. phone calls or email/teams) should listen for any cues that indicate a safeguarding concern and report these to the DSL as soon as possible via CPOMs. These cues might include:

- Comments or questions about child abuse or neglect
- Inadequate supervision at home
- The impact of food poverty
- The health status in a family and any young caring responsibilities children have

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:

[Childline](#) for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

## **Interacting with pupils online that are not present in school**

It is important that all staff who interact with children, including online, continue to look out for signs that the child may be at risk of harm or experiencing harm. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

Online teaching should follow the same principles as set out in the staff code of conduct.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

When we are in contact with parents and carers, communications will additionally be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. The school will be using Purple Mash and Microsoft Teams. This includes Microsoft Teams video call, it is expected that a parent will sit with a child whilst they are remotely accessing the Microsoft Teams function. These videos will be recorded for safeguarding purposes.

Where staff are videoing at home they need to:

- Create a safe, quiet environment to video/stream
- Consider the background and what is visible from the camera
- Use a school device to create the video
- Consider where the video is stored
- Not share personal information
- Record the video for safeguarding purposes

## **Peer on Peer Abuse**

Our school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where our school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the School Child Protection Policy. Our school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded appropriate referrals made.

## **Concerns about an adult**

Where staff are concerned about an adult working with children in school, they should continue to refer their concern to the head. Concerns about the head should be directed to the Chair of Governors. If any of these people are unavailable due to the Covid-19 context then colleagues must refer the matter to Michelle Pinnock-Ouma (LADO). The matter will then follow usual safeguarding procedures.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

## **Safeguarding Training**

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. However, where the training does lapse it will be necessary to refresh DSL training as soon as possible after the Covid 19 situation is deemed over.

All existing staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead will communicate with staff about any new local arrangements and ensure that they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter our school, they will continue to be provided with a safeguarding induction including signing to say that they have read and understood relevant document.

The existing workforce may move between educational settings on a temporary basis in response to COVID-19. If we receive staff from another setting, we will judge, on a case-by-case basis, the level of safeguarding induction required. The minimum will include health and safety related to our school, contacts for the DSL/DDSL and leadership team and how to make a referral. Our school will seek assurance that the member of staff has received appropriate safeguarding training and undergone appropriate safer recruitment checks by checking their photo identification from their school.

## NATIONAL LOCKDOWN 5<sup>th</sup> January- 8<sup>th</sup> March 2021 Offer

In order to support our families who are sharing a device to access online learning we have scheduled a set timetable for live sessions with the teachers.

They will do some live teaching and then give instructions for the tasks to be completed via Google Classroom/ Purple Mash/ Rising Stars Reading as well as some paper based materials (These relate to the virtual lessons).

LIVE LESSONS ARE ACCESSED THROUGH GOOGLE CLASSROOMS		
Year Group	Morning	Afternoon
Nursery	Pre-recorded access at any time from google classroom	
Reception	10.15am- 10.45am	12-45pm-1.15pm
Year 1	10.45am-11.15am	1.15-1.45 pm
Year 2	9.30am-10am	1.45-2.15pm

sessions will be 30 minutes in length, with time for questions if required.

If you require some 1-1 advice/ support from the class teacher please contact them to schedule a session.

**Please bear in mind teaching staff will be teaching face to face whilst also offering support for remote learning, this will be a huge challenge. We ask for your support and patience.**

We will be monitoring who is accessing the home learning sessions, this is NOT an extended holiday. A daily register who is 'attending' live lessons will be taken.

If you wish to request a Keyworker/ SEND/ Vulnerable pupil place for face to face teaching please complete the forms on the school website.

<https://www.palfreyinfant.co.uk/contact-details/>

## **EXPECTATIONS FOR E LEARNING**

### **CHILDREN SHOULD**

- Be on time for your interactive session
- Be dressed appropriately ( e.g. no pyjamas)
- Show good sitting , good looking , good listening , good thinking
- Interact patiently and respectfully with your teachers and class mates
- Video conference from a quiet, safe place free from distractions. NOT from a bedroom
- You MUST NOT record the session, only a teacher can do this and they will tell you.
- Make sure you leave at the end of a session as soon as the teacher says to do so and DO NOT stay in the session after the teacher has left.
- **Complete my busy jobs** that my teacher sets either on Google Classroom, Rising Stars Reading & Purple Mash

**I understand these rules are designed to keep me safe and that if they are not followed I will be removed from the live teaching session by my teacher.**

### **Pupil expectation/ code of conduct for use of Google Classroom**

- I will not share the link with other people
- I will only take part in 'live' streaming if an adult knows I am doing it.
- I will show good learning behaviours when using Google Classroom.
- I will make sure that all communication with pupils, teachers and others using technology is responsible and sensible
- I will not record or take photos of my classmates or teachers.
- I will not share any school content on social media platforms.
- I understand that live teaching sessions may be recorded by my teacher for safeguarding purposes.

**When participating in live lessons remember this is an extension of the classroom and you should behave how you would when on your best behaviour at school.**

### **Parent expectation / code of conduct for use of Google Classroom**

- I will read the children's code of conduct to my child and check they understand the expectations.
- I will check my child will engage in the session in an appropriate place with minimum distractions.
- I will ensure my child is appropriately dressed for the sessions.
- Once the session begins and my child is connected to the live stream I understand I should not be visible on the screen whilst the meeting takes place.
- I am there to support my child with muting/ unmuting and remind them of good learning behaviours.

**I understand that these rules are designed to help keep my child safe and if they are not followed the teacher may be removed from the session.**

### **Staff expectation/ code of conduct for use of Google Classroom/ Microsoft Teams**

- I will host live lessons in an appropriate place.
- I will dress appropriately
- I understand that live lessons can only begin if there are at least three participants, I will terminate the session if at any point there are less than three.
- I will remain professional throughout live lessons.
- I will close the call to all when the session has ended.
- I understand that if any inappropriate language is heard, I will remove the person from the meeting.

