Cramlington Village Primary School

Remote Learning Policy 2020-2022

'Empowering everyone to achieve'

Policy Title	Remote Learning Policy
Policies that inter-relate	Covid 19 Risk Assessment Behaviour policy Child protection policy and coronavirus addendum to our child protection policy Data protection policy and privacy notices Home-school agreement ICT and internet acceptable use policy Online safety policy
Legal and Statutory documents linked	Guidance for Schools: coronavirus https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19 https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19
Governor Committee responsibility	Education Committee
Date of last review	N/A
Reviewer name and position	Amanda Milligan, Vice Principal Sarah Korazitis, STEM Lead
Date of next review	Continual review against revised Government Guidelines If Government Guidelines do not change, review in June 2021
Date approved by Governors	TBC
Audit file updated (date and name)	

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Contents

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1. Aims

This remote learning policy aims to:

- Outline a consistent approach to Cramlington Village Primary School's pupils that, from June 1st 2020, are unable to attend school, as a result of government guidance or due to continued shielding.

- Outline Cramlington Village Primary School's expectations for staff that, from June 1st 2020, will not be attending school due to government guidance or due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

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

- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teaching staff

2.1.a

If a teacher or assistant teacher is not able to attend their normal place of work due to government guidance, self-isolation or shielding

If a teacher or assistant teacher is not able to attend work due to government guidance or if they are self isolating or shielding but are otherwise fit and healthy, they are expected to provide remote learning. Unless alternative arrangements have been made with the Senior Leadership Team (SLT), full-time teachers and assistant teachers must be available:

- for school staff between 8:00 - 16:00, Monday - Friday
- for pupils and parents between 08:30-11:30 and 13:00-15:30 Monday-Thursday and 08:30-11:30 on a Friday

Part-time staff should be available on the above hours on their allocated days.

If a teacher or an assistant teacher is 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, please see the Attendance and Punctuality Policy for further details.

When providing remote learning, teachers and assistant teachers are responsible for:

- ensuring allocated tasks are supporting a broad and balanced curriculum aligned to the Teacher Standards
- setting one Guided Reading or RWI activity per day (approximately 30 minutes coverage)
- setting one literacy activity per day (approximately 60 minutes coverage)
- setting one numeracy activity per day (approximately 60 minutes coverage)
- setting one additional activity per day that focuses on either Science, Humanities, Computing, French, PSHCE, Music or RE (approximately 60 minutes coverage per activity)
- setting one PE activity per day (approximately 30-45 minutes coverage)

These tasks should be uploaded to their class Seesaw account or Google Classroom (a remote learning platform) daily. For further information on this, please contact Sarah Koratzitis.

All teaching staff are expected to complete activities in a professional manner according to the Teaching Standards and are expected to consider a professional dress code, background noise, and environment when recording videos, completing voice notes, taking pictures or live streaming for pupils.

Teachers and assistant teachers are responsible for contacting their line manager each day to provide an update on the work completed and are expected to maintain regular contact with other staff members.

In addition to uploading daily learning activities, teachers and assistant teachers are expected to:

- ensure that work is accessible for all groups of children to ensure progress and attainment can be maintained
- ensure that work provided for children on the SEND register and children with an EHC plan are carefully considered to ensure their specific learning needs are met
- work with the SEND team to ensure individualised risk assessments are completed for children with an EHC plan. This will include but is not limited to: individual health needs, agreed methods of remote learning and communication, alternative arrangements to support EHCP targets and a specific plan to detail support and resources between the school and parents.
- update the 'CVPS Covid-19 response - Home learning log' at the end of each day to track progress and work completed
- respond and comment on pupil work via Seesaw or Google Classroom between the hours of 08:30-11:30 each day. Each pupil is expected to receive feedback on at least 3 pieces of work per week
- take PPA time from 13:00 - 16:00 on a Friday
- coordinate and complete other duties and responsibilities as detailed on their job description

If a pupil does not engage with the remote learning after a consecutive 2 day period, it is the responsibility of the teacher or assistant teacher to contact the parents via the following methods:

- telephone (information available through Integris)
- email (information available through Integris)
- Facebook messenger (If parent is joined to the secure class Facebook group)

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It is the responsibility of the teacher or assistant teacher to update this communication on CPOMs and on the 'CVPS Covid-19 response - Home learning log'.

Any complaints or concerns should be reported to the relevant safeguarding leads or a member of the SLT immediately. Please contact Debbie Wylie, Principal and Designated Safeguarding Lead, Amanda Milligan, Vice Principal and Designated Safeguarding Lead or Lisa Brown, Designated Safeguarding Lead if you have any questions or concerns regarding safeguarding.

2.1.b

If a teacher or assistant teacher is able to attend their normal place of work, however is providing remote learning for a pupil who is not able to attend school to due to government guidance, self-isolation or shielding.

Teachers and assistant teachers are expected to provide remote learning for the pupil via Seesaw or Google Classroom. They are expected to:

- ensuring allocated tasks are supporting a broad and balanced curriculum aligned to the Teacher Standards
- setting one Guided Reading or RWI activity per day (approximately 30 minutes coverage)
- setting one literacy activity per day (approximately 60 minutes coverage)
- setting one numeracy activity per day (approximately 60 minutes coverage)
- setting one additional activity per day that focuses on either Science, Humanities, Computing, French, PSHCE, Music or RE (approximately 60 minutes coverage per activity)
- setting one PE activity per day (approximately 30-45 minutes coverage)

These tasks should be uploaded to their class Seesaw account or Google Classroom (a remote learning platform) daily. For further information on this, please contact Sarah Koratzitis.

This may be in the form of teaching slides uploaded once per week whereby the pupil is expected to work independently to complete the activities contained within the teaching slides.

All teaching staff are expected to complete activities in a professional manner according to the Teaching Standards and are expected to consider a professional dress code, background noise, and environment when recording videos, completing voice notes, taking pictures or live streaming for pupils.

In addition to uploading learning activities, teachers and assistant teachers are expected to:

- ensure that work is accessible for all groups of children to ensure progress and attainment can be maintained
- ensure that work provided for children on the SEND register and children with an EHC plan are carefully considered to ensure their specific learning needs are met
- work with the SEND team to ensure individualised risk assessments are completed for children with an EHC plan. This will include but is not limited to: individual health needs, agreed methods of remote learning and communication, alternative arrangements to support EHCP targets and a specific plan to detail support and resources between the school and parents.
- update the 'CVPS Covid-19 response - Home learning log' at the end of each day to track progress and work completed

- respond and comment on pupil work via Seesaw or Google Classroom between the hours of 08:30-11:30 each day. Each pupil is expected to receive feedback on at least 3 pieces of work per week
- take PPA time from 13:00 - 16:00 on a Friday
- coordinate and complete other duties and responsibilities as detailed on their job description

If a child does not engage with the remote learning after a consecutive 2 day period, it is the responsibility of the teacher or assistant teacher to contact the parents via the following methods:

- telephone (information available through Integris)
- email (information available through Integris)
- Facebook messenger (If parent is joined to the secure class Facebook group)

It is the responsibility of the teacher or assistant teacher to update this communication on CPOMs and on the 'CVPS Covid-19 response - Home learning log'.

Any complaints or concerns should be reported to the relevant safeguarding leads or a member of the SLT immediately. Please contact Debbie Wylie, Principal and Designated Safeguarding Lead, Amanda Milligan, Vice Principal and Designated Safeguarding Lead or Lisa Brown, Designated Safeguarding Lead if you have any questions or concerns regarding safeguarding.

2.2 Pupils and parents

Staff can expect pupils learning remotely to:

- be available between the hours of 08:30-15:30 Monday-Thursday and 08:30-14:00 on a Friday
- Complete work to the deadline set by teachers or assistant teachers and upload to Seesaw or Google Classroom
- Seek help if they need it, from teachers or assistant teachers
- Alert teachers or assistant teachers if they are not able to complete work
- Stay in regular contact with the teacher or assistant teacher
- Ensure photos, videos and live lessons are completed in appropriate clothing and children are supported by parents to consider background noise, and environment when recording videos, voice notes, taking pictures or live streaming.

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. They can contact the school through:
    - email info@villageprimary.org
    - telephone 01670 735177
    - through Facebook messenger on the secure class Facebook group
    - ensure that pupils in KS2 (Y3-Y6) log on and complete the work set
    - ensure that pupils in KS1 or EYFS are supported to complete the tasks set

2.3 Subject leads

Alongside their teaching responsibilities, subject leaders for Mathematics, English, Science and PSHCE as well as the SENCO are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- 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

- 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

- Monitoring the effectiveness of remote learning. They will do this by holding regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL has added an addendum to the Child Protection Policy to reference necessary adjustments.

2.6 IT staff

The IT manager (AH) is responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents 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

- Assisting pupils and parents with accessing the internet or devices

- Being respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

● Ensuring that staff are confident that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

● Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

3. Who to contact

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

- issues or questions about the work set - contact their line manager
- safeguarding - add to CPOMs and contact the relevant safeguarding lead: Debbie Wylie, Amanda Milligan or Lisa Brown
- Issues with IT equipment - please contact Angela Hall

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

- Issues or questions with work set – talk to class teacher or assistant teacher
- Issues with home IT equipment - talk to class teacher or assistant teacher
- Concerns about data protection – talk to the data protection officer, Angela Hall on info@villageprimary.org

4. Data protection

4.1 Accessing personal data

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

- access data using their @villageprimary.org email address
- access the CVPS Google Suite using their @villageprimary.org email address
- send school related emails through their @villageprimary.org email address
- Use school provided IT equipment for school purposes
- Use their school Facebook account to contact parents
- Use the school Seesaw account to upload work
- Be mindful of protected data and adhere to all principles and procedures included in the GDPR Data Protection Policy

4.2 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

- Adhering to other procedures as outlined in the GDPR Data Protection Policy and IT and Acceptable Use Policy

5. Safeguarding

We have created an addendum to our Child Protection Policy to reflect the current Covid 19 situation. A copy of this is on the drive and school website.

6. Monitoring arrangements

This policy will be continually reviewed against revised Government guidelines.
If Government guidelines do not change, review in June 2021. At every review, it will be approved by the Education Committee.