Remote Learning Policy
Badgerbrook Primary School

Approved by:	Ms Meyrick Headteacher	**Date:** 29 September 2020
Last reviewed on:	12 January 2021 by the Senior Leadership team	
Next review due by:	April 2021	

1. Aims

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic. It 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

In the event of a whole school isolating, a bubble isolating, or government contingency plans being put in place, remote learning will be provided.

The school's usual online safety procedures and acceptable use agreements still apply at this time.

During periods of government restricted opening pupils accessing remote learning will be taught broadly the same curriculum as they would if they were in school. We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage 1   3 hours per day
Key Stage 2   4 hours per day

We understand that circumstances at home will be different for every family and this will include the number of children at home, the number of devices available and the amount of time parents have to support their children with remote learning.

At present the staff remote learning leads are Mrs Price and Mrs Toon and any questions, concerns or feedback can be communicated with them via email to office@badgerbrook.leics.sch.uk marked **Remote Learning Query**

2. Roles and responsibilities

2.1 Teachers

Remote learning approaches used at Badgerbrook:

- Work will be set through class email communication, Microsoft Teams or uploaded on Seesaw - which may include short recorded clips/ introductions to sessions.

- Teachers will provide some streamed lessons through Microsoft Teams where possible and these sessions will also be recorded so they can be watched at other times if more convenient for families
- Recorded teaching (eg Oak National Academy lessons, video/audio recordings made by teachers)
- Textbooks and reading books sent home
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

When providing remote learning, teachers are responsible for:
- Setting work for the pupils in their class or bubble
  - Co-ordinating with other teachers to ensure consistency across the year/subject
  - Communicating the learning plan with information on how the learning will be delivered and details of any planned streamed lessons.
  - Arranging to send home physical resources where appropriate ie PowerMaths books
- Providing some live learning (where this is appropriate to the age of the pupil and content of the lesson)
- Recording live streamed lessons to enable pupils to watch these at a different time
- Talking to pupils about the remote learning expectations to ensure that everyone can engage in a positive way
- Providing feedback on work:
  - Feedback can take many forms and exclusive written comments for individual children will not be appropriate during remote learning
  - Where appropriate verbal feedback will be given daily in live lessons through whole class feedback in line with our Marking and Feedback policy
  - Where appropriate teachers and support staff will comment on work submitted in Seesaw and Microsoft Teams – this may take the form of whole class feedback or responses to individual assignments/pupils. This feedback will be at least weekly
- Keeping in touch with pupils who aren't in school and their parents:
  - Regular contact will be made by the class teacher by monitoring engagement with live lessons and work set on Seesaw or Teams and through the class emails. Any concerns should be escalated to the Senior Leadership Team who will follow up through a phone call or, if necessary, a doorstep visit to ensure all is well
  - If necessary, the class teacher will email or phone the parent to discuss ways that the pupil can be supported to be successful.
  - Teachers will not be expected to answer emails outside the parameters of a working day and they will not be expected to communicate at weekends.
  - Any complaints that are not resolved by the class teacher will be escalated to SLT then the Headteacher.
- Attending virtual meetings with staff, parents and pupils:
  - Usual professional work wear is expected
  - The background must be appropriate for the meeting.

Where individual pupils need to self-isolate but the majority of their peer group remains in school, the delivery of remote education will differ from the approach for whole groups. Details will be advised to individual parents in this situation.

If a pupil is not in school due to self-isolation they will receive a two-week unit of work through class email. Work completed will need to be uploaded onto seesaw. The two-week unit will link to the Maths and English work for that half term's curriculum and other aspects will link to the half term's Big Picture question.

If a 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 to the Senior Leadership Team using the normal absence procedure. Where possible another member of staff will set the work.

2.2 Teaching assistants/ learning support assistants

When assisting with remote learning, teaching assistants and learning support assistants must be available where possible during the working day to support the class teacher where needed.

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 assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils who aren't in school with learning remotely –
    - They will be assisting the teacher and supporting pupils by giving verbal feedback and reassurance.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Alerting teachers to resources they can use to teach their subject remotely

The SENDCO will support class teachers and support staff with the appropriateness of work set for SEND pupils.
- All SEND pupils have been offered a place in school during the National Lockdown beginning in January2021 to ensure they can access the best possible support.
- Where parents/carers have elected to keep the child at home the SENDCO will work with the class teacher to encourage engagement with remote learning and live lessons where appropriate.
- Some remote learning support may be delivered through smaller breakout rooms in Microsoft Teams.

EYFS pupils will not have access to Teams at the moment. Our EY Team will continue to send learning daily via emails and will also record videos for the children to watch. At the moment we feel this approach, supported by Seesaw, meets the children's needs best.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
- Monitoring the effectiveness of remote learning –through regular communication with Middle Leaders and Subject Leaders.
- Monitoring and reviewing the security of remote learning systems, including data protection and safeguarding considerations
- Being aware of the virtual learning timetable and ensuring they have the capacity to join a range of lessons for safeguarding reasons

2.5 Designated safeguarding lead

The DSL is responsible for:
Please see our Child Protection Policy.

2.6 IT staff

The IT support company 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
- Assisting pupils and parents with accessing the internet or devices

During the National Lockdown the company is providing telephone and remote support to school

2.7 Pupils and parents

Staff can expect pupils learning remotely to:
- Use school registered email addresses to access Microsoft teams. These email addresses are limited so that they cannot send or receive emails – they are just for login purposes
- Access the live lessons where possible – either live or by watching the recording. Pupils do not have to have their cameras on if they feel uncomfortable
- Follow the remote learning code of conduct *(see Badgerbrook's Netiquette Guidelines for online working at the end of this document)*
- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:
- Support their child to engage with the learning and upload work to Seesaw on a regular basis. Teaching staff will refer any concerns about lack of engagement to the Senior Leadership Team who will follow up through a phone call or, if necessary, a doorstep visit to ensure all is well
- Decide whether they are happy for their child's camera to be on during live lessons
- Let the school know if they have problems with accessing the remote learning due to lack of internet connection or suitable devices
- Follow the remote learning code of conduct *(see Badgerbrook's Netiquette Guidelines for online working at the end of this document)*
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body
The governing body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Communicating with the headteacher to support the effective delivery of remote learning.

3. Who to contact
If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Issues in setting work – talk to the SLT

- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT staff through the 'Report IT' button
- Issues with their own workload or wellbeing – talk to their line manager and where this is not appropriate, the Headteacher.
- Concerns about data protection – talk to the School Business Manager
- Concerns about safeguarding – talk to the DSL

If parents have any questions or concerns they should contact the class teacher in the first instance (via the class email address) or Mrs Price or Mrs Toon if this is more appropriate (via office@badgerbrook.leics.sch.uk

4. Technology

We recognise that some pupils may not have suitable online access at home. We have applied to the Department for Education https://get-help-with-tech.education.gov.uk/ and the Local Authority for all the additional laptops we are eligible for. We have re-purposed some school laptops for remote learning. These laptops are being loaned to pupils with the most pressing need and will be collected back in when remote access is no longer required.

Where laptops are loaned to families, parents are required to sign an indemnity form for keeping the device safe and returning it in the same condition at the end of the loan period.

We have registered with www.donatealaptop.co.uk and Business2Schools in case companies locally are able to donate additional laptops.

The Department for Education has a pilot offer to increase mobile data allowances for children and young people. This scheme is open to children and young people who:

- don't have access to a fixed broadband connection
- cannot afford the additional data needed to access educational resources or social care services
- have access to a mobile device that uses a participating network
- are facing disruption to their face-to-face education, or have been advised not to attend school

As at January 2021 there are offers for people who are with **EE, Sky Mobile, Smarty, Tesco Mobile, Three and Virgin Mobile.** The school will apply for these offers on behalf of parents, however there is no guarantee that applications will be successful.

If increasing mobile data isn't a suitable option for some children, the school may be able to request a 4G wireless router.

It is possible to access the internet via an Xbox and or Playstation. Instructions have been shared with parents.

5. Data protection

The school has a lawful basis to use personal data to carry out remote learning and video meetings as we have a contractual obligation to provide education and care for our pupils. Remote learning helps us fulfil this contractual obligation as it facilitates the continuity of education and care. Therefore, remote learning is considered necessary for the performance of the parental contract. This means that we do not need to request consent and we have applied a uniform practice for online learning across the school.

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:
- Access pupils through their own personal school email.eg; for adding them to Teams for remote/streamed lessons.
- These should be accessed through the school email system.

5.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

5.3 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)
- Not sharing school laptop among family or friends
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

See addendum to our Child Protection and Safeguarding Policy during the COVID19 pandemic and Guidance for Safer Working Practices - Addendum April 2020

- Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled.
- School registered email addresses will be used to access Microsoft teams. These email addresses are limited so that they cannot send or receive emails – they are just for login purposes
- Virtual lessons should be timetabled and senior staff and Designated Safeguarding Leads should be able to drop in to any virtual lesson at any time – the online version of entering a classroom.
- Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents. The following points should be considered:
    o Background – think photos, artwork, identifying features, mirrors - ideally the backing should be blurred
    o staff and pupils should whenever possible be in living/communal areas rather than bedrooms
    o staff and pupils should be fully dressed
    o filters at a child's home may be set at a threshold which is different to the school
    o resources and videos must be age appropriate - the child may not have support immediately to hand at home if they feel distressed or anxious about content

7. Monitoring arrangements

This policy will be reviewed half- termly by SLT.

At every review, it will be approved by The Full Governing Body

8. Links with other policies

This policy is linked to our:
- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy
- ICT and internet acceptable use policy

This policy was adopted on 29th September 2020 and reviewed in January 2021.

Signed:

Mrs C Price
Deputy Headteacher

Badgerbrook's Netiquette Guidelines for Online Learning

At Badgerbrook we treat online learning as we would school based learning. This means that our time is structured and that online learners balance their approach between on screen tasks and offline activities. Seesaw and Microsoft Teams are very effective ways for learners to share their thinking. The Badgerbrook Netiquette Guidelines listed below are a guide to maximise the efficiency of an online learning community.

1) Please do not do anything in an online learning lesson that you would not do in school.

2) All Microsoft Teams conversations will be recorded by class teachers. This recording will be kept securely by the school for a period of time. No one to one meetings will be conducted by the school and never in a group of less than three including a staff member.

3) Be on time for your online learning and make sure that you are properly prepared. This includes being appropriately dressed.

4) When using the share screen in MS Teams please don't post or share inappropriate content. If you are sharing something with sounds, make sure that you tick the "include system audio" button.

5) Please make sure that you are in a quiet space and that there are no distractions in any meeting that you have on MS Teams. This includes noisy backgrounds so no television sounds/radio and no phones.

6) As this is new to both staff and pupils we are not expecting meetings to be absolutely perfect to start with, however it will be important for pupils to have a parent present at the first meeting so that children can familiarise themselves with how MS Teams works and also for parents to see how meetings will take place in future.

7) Be mindful of your camera. Only you can turn your camera on/off, but if you do everyone can see you. You should behave as you would have while at school. Where possible use the blur your background settings in MS Teams. If the feature is not available, make sure you have a neutral background behind you where possible. For example, you can ensure no family photos are visible. Children and parents can decide not to have the camera on.

8) Be respectful. It is a lot easier to say mean or hurtful things in the virtual world, but it is of paramount importance to remember that both your classmates and teachers are real people who are affected by the words you say and write. The feelings and opinions of others are important, even if they differ from your own. Badgerbrook operate a zero trolling policy. Think... Would I say it to someone's face? If not, please do not do it online either. In the
school we have a golden rule – If you can't say anything nice…..don't say anything at all! This applies in the virtual world too.

9) Be aware of strong or emotive language, using all caps to simulate shouting, and exclamation marks and use of emojis. It is easy for written text to be misread and misunderstood. Tip: Read everything out loud before you send it. Pupils and staff may

use emojis in their Seesaw work when commenting on Seesaw (as they would use stickers in class)

10) Be careful with humour and sarcasm. Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. But like mentioned above, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humour or sarcasm so that it is read correctly. (: -) - smile, : - D - LOL , : - / - Frown etc.)

11) Yes, grammar and spelling matter. While textspeak can b gr8 4 m8s Itz not wot U shud b UzN hEr. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect the proper writing style.

12) Respect others. Turn your microphone on only when you're speaking. Don't talk over others. If you want to contribute, use the sidebar message.

13) Be forgiving. Remember that not everyone will know these rules when they first join. Try to be understanding of others when they struggle with communication online. It is very different than simply talking to a person face-to-face.

The Online 4Ps - remember to be:

punctual (arrive on time and be ready to learn, in fact preferably 5 min early),

prepared (have all your equipment and resources ready),

productive (treat home learning like a normal lesson)

polite (be friendly and people will be friendly to you as well.)

Badgerbrook Primary School
Remote Learning Plan

The following is the plan for remote learning that must be supported by the detail in the 'Remote Learning Policy'

A bubble isolating or whole school closure	One pupil/or a small number of pupils isolating…

The teacher will communicate with the parents through the class email.

The parents will be notified of any planned streamed sessions for the next day.

Live sessions will vary in length dependent on the age of pupils and the content of the lesson; a start-up session- setting the children off on a piece of work and then a short session as a plenary to end the lesson.

All lessons will be recorded so that children have access at another time if they need.

The teacher will communicate with the parents through the class email.

Where appropriate more than one day's lessons/learning may be sent.
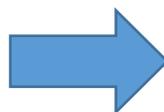
This will continue until the pupil is back in school.