



Remote Learning Policy

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Signed

Chair of Governors:
Headteacher:

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1. Aims

The school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Remote learning will be provided where:

- Individual pupils, in agreement with the school, have a covid-related period of absence (i.e. awaiting test results), or absence related to established, longer term circumstances. The rest of their school bubble are attending school and being taught as normal.
- A child's class bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- The whole school is closed for an extended period of time

Note: there is no obligation for the school to provide continuity of education to pupils whose parental guardian has absented them from school, in contravention to school or government guidance. This would apply if parents made the decision to absent their child from school 'as a precaution', against official guidance.

2. Remote Learning Provision (for further details, see Remote Learning Provision contingency plan)

The primary platforms the school will use to deliver continuity of education are: Google for Education, Tapestry, Seesaw, Mathletics, Spelling Shed and Times Tables Rock Stars. The extent to which different platforms are used will be determined by the length of any school closure and the ability of both pupils and teachers to participate in remote learning. For all platforms, pupils will be provided with their own unique usernames and passwords.

a) Individual pupils

If there is an agreed covid-related period of absence, or absence related to established, longer term circumstances, the school will provide work for pupils who are unable to attend in person. The setting of work will be coordinated by the pupil's teacher after communication with the parent/carer.

b) In the event of partial or extended whole school closure

In the event of partial or whole school closure, the school will provide continuity of education in the following ways:

- Regular direct instruction from teachers

- The setting of work electronically for a range of subjects
- Feedback provided online for completed work in line with the school's teaching and learning policy
- Regular communication with parents

3. Roles and Responsibilities

It is the responsibility of all staff at Chase Bridge to maintain professional practice in line with the school's handbook.

3.1 Senior leaders are responsible for:

- Coordinating the remote learning approach across the school, including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through: regular liaison with Year Group Leaders; reviewing the consistency and quality of work set, received and feedback given across the school; pupil and parent voice.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.2 Year Group Leaders are responsible for:

- Coordinating the remote learning approach across their year group, including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through: regular liaison with their year group teams; reviewing the consistency and quality of work set, received and feedback given across their teams; pupil and parent voice.
- Organising the remote learning for a class in their year group in the event of teacher illness/being required to teach in school, including coordinating feedback for pupils.

3.3 Teachers are responsible for:

- Ensuring they have effective internet and phone connectivity at home. If teachers do not have a device for any reason, they can request a school device.
- Supplying lessons, setting work, and keeping in touch with pupils and parents in their class as outlined in the Remote Learning Provision contingency plan and as directed by the Senior Leadership team. All teachers should pay due care to the nature of tasks set, so that pupils have a range of activities to complete at home and are not exclusively working on a screen.
- Ensure that lessons are suitably and effectively differentiated to meet the needs of all pupils, including those with SEND
- Providing feedback to their pupils in line with the school's teaching and learning policy.
- Coordinate with their Year Group Leaders to ensure consistency across the cohort.
- Make provisions for pupils with limited access to devices/internet.
- Being contactable by colleagues and available to contact parents by their class email account,

phone (when phoning from personal devices, dialling 141 before the number), or via our online platforms during usual working hours. 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.

- Ensuring communication with parents occurs via official school channels, and not through personal accounts.
- Reporting any safeguarding concerns to the DSL in line with the school's policy; reporting any behaviour concerns in line with the school's behaviour policy.
- Attending staff meetings and training sessions as directed by the Senior Leadership team.

3.4 Teaching assistants are responsible for:

- Supporting teachers with the delivery of their remote learning provision.
- Providing additional support for specific pupils who aren't in school through liaison with the class teacher.
- Support teachers with providing suitable and effective differentiation to meet the needs of all pupils, including those with SEND
- Supporting their year group with providing feedback for pupils.
- Being contactable by colleagues and available to contact parents by their class email account, phone (when phoning from personal devices, dialling 141 before the number), or via our online platforms during usual working hours. 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.
- Ensuring communication occurs via official school channels, and not through personal accounts.
- Reporting any safeguarding concerns to the DSL in line with the school's policy; reporting any behaviour concerns in line with the school's behaviour policy.
- Attending staff meetings and training sessions as directed by the Senior Leadership team.

3.5 Pupils and parents are responsible for:

Pupils:

- Following the code of conduct for remote learning (see appendices)
- Checking their learning platforms daily
- Completing work set to the best of their ability
- Responding respectfully to feedback from the teacher
- Letting their teachers know if they are having any difficulties with the work set

Parents:

- Supporting their children with the responsibilities above
- Adhering to the Staff Privacy Protection consent (see Arbor account notification for details)
- Make the school aware if their child is unwell or otherwise unable to complete work
- Inform the school if they are having difficulties with accessing the remote learning
- Be respectful when communicating with staff

3.6 Designated safeguarding leads are responsible for:

- Managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.
- Ensuring that the school's Child Protection and Safeguarding Policy is being applied to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

3.7 SENDco is responsible for:

- Support teachers and teaching assistants with coordinating and providing additional provision for pupils with SEND, and other specific learning enhancement needs.
- Monitoring the effectiveness of the remote learning provision for pupils with additional needs.
- Maintaining contact with pupils/parents on their lists requiring regular support, by email or phone.

3.8 Governing board is responsible for:

- Monitoring the school's approach to providing remote learning 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.

3.9 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.

4. Data protection

Where education is now having to take place remotely, it's important for schools, teachers and pupils to maintain professional practice. When communicating online with parents and pupils, schools should:

- communicate within school hours
- communicate through the school channels approved by the Senior Leadership team
- use school email accounts
- use the secure school Google Drives and/or the school's secure network server
- Not share personal information

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will go via the secure school Google Drives, or the school's network server.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address or phone numbers 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.

On the shared Google Drive space, make sure there's nothing that can identify pupils in any resources provided, like their full names or comments addressed specifically to them, as anyone with the link can view what's in an open Drive.

All staff must take care not to share contact details when emailing multiple people; be careful when sharing usernames and other personal data for access to online resources, and provide access to school data systems and platforms safely.

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
- 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

5. Links with other policies/agreements/plans

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- The Chase Bridge Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Remote Learning Provision contingency plan

Appendix I – Remote Learning code of conduct for pupils

Code of conduct for pupils - *this code of conduct has been delivered, and agreed upon, with the class teacher in school.*

I will only use my school log-ins for school related things.

I will keep my usernames and passwords safe by not revealing them to others.

I will be responsible for my behaviour when using the internet and educational platforms.

I will make sure that all electronic communication with other pupils and adults in school are responsible, respectful and sensible.

I will follow the school approach to online safety and not record/video upload or add any images, video, sounds or text to materials provided by the school.

I will respect the privacy and ownership of others' work online at all times and not share resources or videos created by my teachers or peers on social media or other platforms

10 TOP TIPS

REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

1) Familiarise yourself with the relevant policies

Whilst remote learning might be uncharted territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.



2) Consider your surroundings

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.

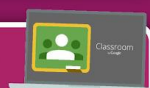


3) Create and disseminate a clear distance learning policy and guidance

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

4) Only use school approved platforms and communication channels

Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.



5) Maintain professional dress at all times

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.



6) Distribute a class timetable/schedule for remote learning

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.



7) Ensure you use the correct/ appropriate technology

Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.



8) Protect personal data

Only use appropriate systems and software that require email and password login. It's always best-practice to only use school-provided email addresses.



9) Consider the needs of SEND pupils and vulnerable learners

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.



10) Try to make lessons fun and engaging and encourage regular feedback

Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.



10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



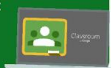
8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



