

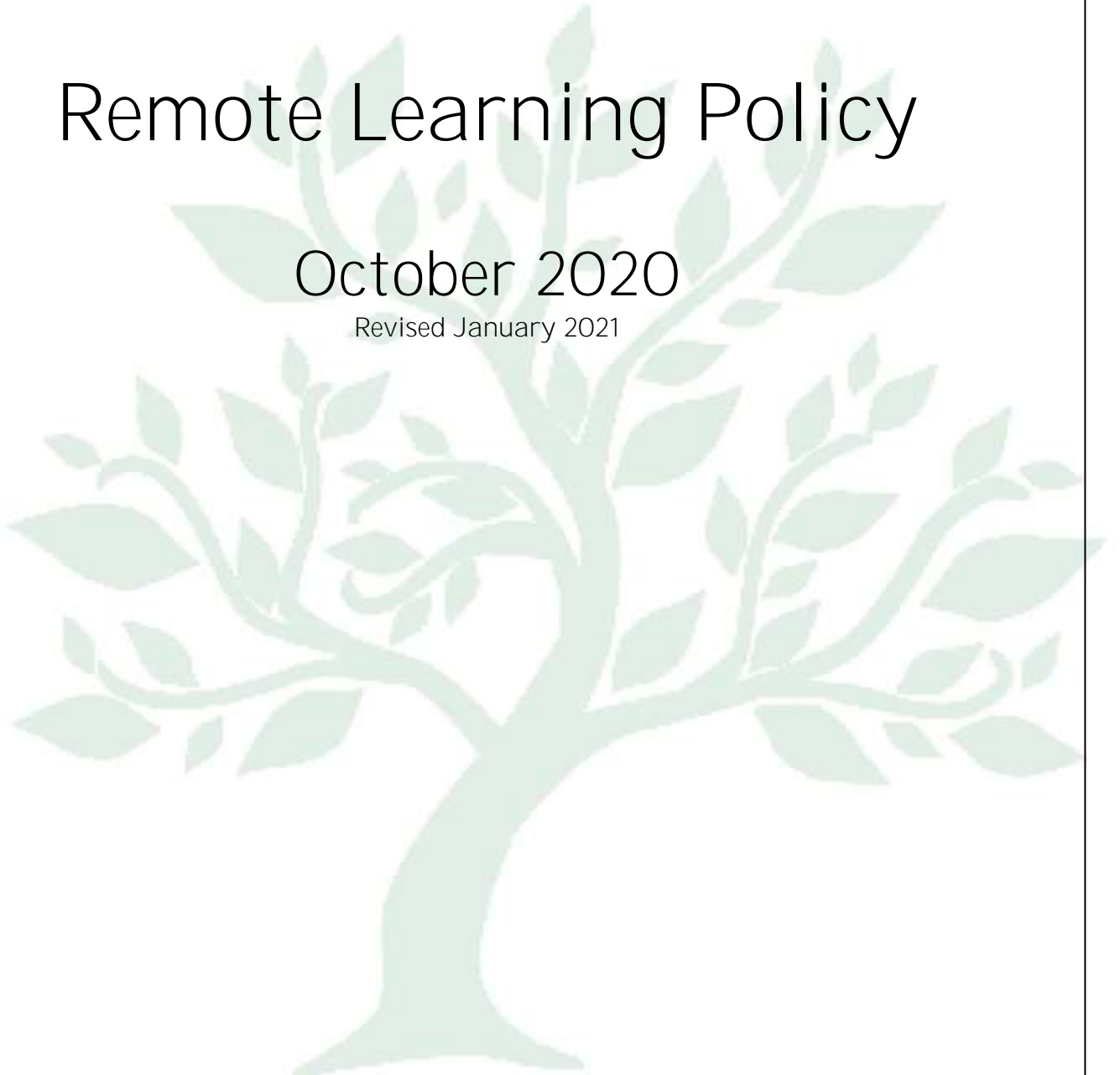


A lifelong love of learning;  
a love of life.

# Remote Learning Policy

October 2020

Revised January 2021



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

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning

### 2. Roles and responsibilities

#### 2.1 Teachers

When providing remote learning, teachers must be available during the school day (8.40-3pm)

If they are 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 learning tasks:
  - Learning should be set daily in English, maths and another subject area, trying to work as closely as possible to plans for in-school learning.
  - If a teacher in their phase is unable to prepare remote learning due to absence, teachers should provide learning tasks on Google Classroom that can be accessed by the pupils in that class. Supporting teachers are not expected to feedback on this learning.
  - Learning for the day should be uploaded to Google Classroom or the website by 8.30am on the day that it should be completed.
  - Learning should be uploaded to their classroom on Google Classrooms
- Providing feedback on work:

- Completed tasks will be uploaded by pupils to Google Classrooms.
- Teachers will feedback to pupils through Google Classrooms. This should happen at least once weekly for English and Maths tasks.
- Keeping in touch with pupils who are not in school and their parents:
  - As we use Tapestry in Reception and Google Classroom for the rest of the school, this will be the primary way in which teachers will stay in contact with parents and pupils.
  - Email or telephone calls can be used as an alternative.
  - For SEND children and parents, teachers may make additional phone calls or emails to ensure that the learning tasks are accessible and understood. Learning may be adapted for these pupils if necessary.
  - Teachers will only respond to emails and telephone calls within the school day, no later than 4pm and not before 8am.
  - It is expected that all pupils who are learning remotely be fully engaged in the lessons. They are not optional. Teachers will contact parents directly via email or telephone if a child is not completing the set tasks. Rewards will be given in the marking process for those who do fulfil all the learning requirements. (Appendix 1 – Pupil Agreements for using Google Classroom)
  - Although this will not usually be the required way of presenting learning, if teachers are working from home and using video conferencing, they must have adhered to the **school's dress code for staff** (please see the staff handbook) and present learning from a **'neutral' area of their home, preferably a blank wall behind them.**

## 2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.40-3pm. If they are 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 are not in school with learning remotely:
  - Class teachers will direct them to the children that they need to support. This may be 1:1 or small groups that the teacher will set up
  - **Teaching assistants may answer pupil's queries or monitor the learning that is being uploaded.** They may provide feedback if directed to do so by the class teacher.
  - If a class teacher is absent and unable to provide remote learning activities, teacher **assistants will monitor that class' learning activities** during the day. On these days, teaching assistants will be available to talk to parents or pupils via email or telephone during the school day (8.40-3pm).

## 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

- Working with teachers teaching their subject remotely to make sure all learning set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure learning 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 **by 'visiting' teacher's Google Classrooms** and monitoring planning and learning in books. They will also arrange to meet teaching staff to review the remote learning provision for their subject area.
- Alerting teachers to resources they can use to teach their subject remotely
- SENCO to ensure that the remote learning offer is accessible for all pupils.

## 2.4 SENCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required 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.

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school. The SLT will work together to do this. Our Senior Teacher, will monitor the remote learning provided via the website and Google Classroom.
- Monitoring the effectiveness of remote learning by looking at planning and learning in **children's books**. Discussing and monitoring the impact of remote learning during termly pupil progress reviews. The SLT will meet regularly with teachers to review the remote learning provision. Pupils and parent questionnaires will be evaluated for their thoughts on the remote provision.
- Ensuring that all pupils have equal access to the remote learning offer and provide support to those children who do not have access to appropriate technology at home.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Staff working remotely will be offered support through JSPC if experiencing technology difficulties at home. SLT and middle leaders will offer advice on curriculum delivery.

## 2.6 Designated Safeguarding Lead

The DSL is responsible for:

- Recognising and recommending external providers. Where possible, children will only be able to access external providers by using login details that have been generated by the school.

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, making alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.
- Monitoring excessive use of technology and to ensure that all our children get equal access to learning, many of our home learning tasks do not require time online. Many activities encourage physical exercise and fresh air, where possible.
- Signpost parents and carers to websites that offer support in keeping their children safe online.
- Reviewing our filters and monitors using appropriate tools from [UK Safer internet centre](#) and for our [Prevent duties](#).

Further details can be found in our Safeguarding and Child Protection Policy 2020 and our Safeguarding and Child Protection Covid 19 Addendum 2020.

## 2.7 JSPC – Technical Support

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are 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

## 2.8 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day. Although we understand that they may be learning away from their devices at some times during the school day.
- Complete work to the deadline set by teachers and understand that remote learning is a compulsory part of the curriculum and should be treated like a school day.
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it.
- Be respectful when making any concerns known to staff

## 2.9 Governing board

The 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. 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 relevant subject lead or SENCO
- Issues with behaviour – talk to a middle or senior leader
- Issues with IT – inform JSPC through the usual channels
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer, Nicola Phillips.
- Concerns about safeguarding – talk to the DSL or a DDSL.

## 4. Data protection

### 4.1 Accessing personal data

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

- We will only use Google Classroom, or Tapestry in Reception, and access the data via these.
- To contact parents we only use Teachers2Parents, which is a secure site.
- Staff members must always use a school issued device – school laptop or iPad. They must not use their own personal devices when delivering remote learning.

### 4.2 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 will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and are encouraged to avoid this as much as possible.

### 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 with strong passwords set by JSPC.
- 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

All details can be found in our Safeguarding and Child Protection Policy 2021. This is accessible to all staff via our intranet and to all parents and carers via the school website.

## 6. Monitoring Arrangements

This policy will be reviewed initially every three months by the senior leadership team and then from 2021 on an annual basis. At every review, it will be approved by the full governing body.

## 7. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Safeguarding and Child Protection Policy and coronavirus addendum to our Child Protection Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- Online Safety and Acceptable Use Policy



## Remote Learning Plan

[www.bramberprimary.co.uk](http://www.bramberprimary.co.uk)

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

<p>1. If a child has to be at home waiting for test results (no more than 3 days)</p> <p><i>What should my child expect from immediate remote education in the first day or two of pupils being sent home?</i></p>	<p><i>There will be remote learning activities on the school website: English, maths and an other subject that are in line with the learning that is happening in the classroom.</i></p> <p><i>Children will be also directed to appropriate tasks on the Oak National Academy website.</i></p> <p><i>EYFS: activities will be sent via Tapestry.</i></p> <p><i>If possible, any workbooks for spellings etc will go home with the child, including a reading book.</i></p>
<p>2. If a child has to self isolate</p>	<p><i>Daily tasks: English, maths and an other subject on Google Classroom. KS2 children will use their own log on details. KS1 children will use the link that is sent to their parents.</i></p> <p><i>During the day, class teaching assistants will check in on the learning and feedback where necessary.</i></p> <p><i>Class teachers will check learning via Google Classroom between 3-4pm. They will be unable to respond to parents and children's comment during the teaching day.</i></p> <p><i>Class teachers will respond to one maths, English and topic task weekly.</i></p> <p><i>As much as possible, learning will be the same as the learning that is happening in class. some activities will be adapted to be able to complete from home.</i></p>
<p>3. If a class bubble has to self isolate</p>	<p><i>Class teachers will set daily learning – maths, English and other subject.</i></p>
<p>4. If there is a whole school partial closure</p> <p><i>Following the first few days of remote education, will my child be taught broadly the</i></p>	<p><i>Teacher to feedback on English, maths and other subject at least x1 weekly for each area.</i></p> <p><i>Teaching assistants will be directed by class teachers to monitor and support the learning of particular children and give additional feedback on their learning. They will alert the class teacher if they have any concerns. The class teacher will then make further contact with the children's parents.</i></p>



same curriculum as they would if they were in school?	<p>EYFS – all learning directly through Tapestry. Video clips to guide parents to support children will be uploaded. There will be regular feedback via Tapestry and correspondence with parents.</p> <p>Classes will engage in face to face meetings through Google Meet regularly throughout the week. They will follow agreed protocol. EYFS will have phone calls with the class teacher and/or Zoom meets and story time.</p> <p>Lessons will have key teaching points delivered through Popoverpoints, Film Clips, 'Expert' teaching through recognised resources (WRMH, NCETM, Oxford Owl etc) Some voice recording by teachers where appropriate.</p>
5. Key worker and vulnerable children still in school in the event of a school closure.	<p>Learning will be set by the class teacher via Google Classroom.</p> <p>Teaching Assistants will support the delivery from the class teacher via Google Classroom / Tapestry.</p> <p>If needed, class teachers will reduce their remote learning time to support children in school.</p> <p>When teaching a bubble in school, the learning for their class will be monitored by the teaching assistants throughout the day and checked by the class teacher at a later time.</p> <p>Teacher to feedback on English, maths and other subject at least x1 weekly for each area.</p>
6. If the class teacher has to self isolate and able to teach from home.	<p>As point 4 from home if a supply teacher cannot be sought.</p> <p>This class will have access to laptops throughout this time and the work will be set via Google Classrooms. Class will be monitored by CK or SA and the class teaching assistants.</p>
7. If the class teacher has to self isolate and unable to teach.	<p>In all classes, the teaching assistants will monitor the learning throughout the day. As above, laptops will be allocated to that class bubble and CK/SA will be available to support in class.</p> <p>EYFS learning to be set by Year 1 teacher</p> <p>Year 1 learning to be set by EYFS or Year 2 teacher</p> <p>Year 2 – Year 3</p> <p>Year 3 – Year 4</p> <p>Year 4- Year 5</p> <p>Year 5 – Year 6</p> <p>Year 6 – Parallel Y6 teacher</p> <p>As per the COVID risk assessment and recovery plan, teachers will be given time to prepare this learning and TA's will cover their class.</p>
8. If a teaching assistant is self isolating and is a 1:1 support for a child.	<p>Class TA would become the 1:1 support.</p> <p>SA or CK may be called for other duties or to cover 1:1.</p>

## Remote teaching and study time each day

*How long can I expect work set by the school to take my child each day?*

Please refer to DFE guidance (Pg 52) which explains [minimum expectations](#).

Key Stage 1	Aim for <u>three</u> hours per day of remote learning. This is not all screen-based learning. This includes time practicing spellings/phonics; reading to an adult; playful learning activities away from the computer; PE/ physical activities; practical learning – baking, making, construction, crafting etc.
Key Stage 2	Aim for <u>four</u> hours per day of remote learning. This is not all screen-based learning. This includes time practicing spellings; reading to an adult or alone; completing Accelerated Reader Quizzes; TT Rockstars and other activities to practice multiplication tables; PE/ physical activities; practical learning – baking, making, construction, crafting, art etc.

## Accessing remote education

*How will my child access any online remote education you are providing?*

Reception Class will continue to use Tapestry, as they usually do as part of their normal school provision. The class teacher will post learning tasks on the school website (on the class page). Parents will upload comments, photographs, videos etc. Feedback will be via Tapestry from the class teacher and teaching assistants. This is a constant process. The class teacher will interact with the children via Zoom and make phone calls home to all children regularly.

Key Stage 1 and Key Stage 2 children will use Google Classroom. All children will have access to their Google Classroom and the Whole School Google Classroom. Learning will be set daily with explanations and teaching points to support these tasks. Children will have Google Meets (whole class, group or 1:1) to discuss this learning and ask questions. There will also be opportunities in these Google Meets to revisit learning. Feedback will be verbally or written via Google Classroom for at least two pieces of learning a week for all pupils. Some learning will be marked as a whole class, self-marked or marked electronically (online quizzes, Accelerated Reader, TT Rockstars etc). **The children will also be given a 'grade' for how successful their learning has been. This is age-specific.**

*If my child does not have digital or online access at home, how will you support them to access remote education?*

We have a limited number of devices that are set up to use Google Classroom. These can be loaned for the period of closure/remote learning. A loan agreement must be signed for before the device is taken from school and it must be returned on return to school. If more requests have been made than devices available, we will prioritise need. If we have no more devices available, we can also provide paper copies of the learning tasks which can be collected from school. Please contact the office to find out about the loan of devices or how to get access to paper copies.

If a parent/carer has limited or no internet connectivity, they must contact the office. We will make arrangements from there.

## Additional support for pupils with particular needs

*How will you work with me to help my child who needs additional support from adults at home to access remote education?*

For children with additional needs, teachers may make additional phone calls or emails to ensure that the learning tasks are accessible and understood. Learning may be adapted for these pupils if necessary. Additional resources (manipulatives, scaffolds etc) will be made available on request or on the suggestion of the class teacher / SEND team. We will supply additional resources to access the technology if this is needed. A member of the SEND team will be in contact with the families of children with additional needs to ensure that the provision is appropriate and accessible.

Further information on our remote learning offer is available in our Remote Learning Policy which is available on the school website.



## School device/laptop/device Loan Agreement

The Headteacher of Bramber Primary School has agreed that a device will be loaned to you while your child remains at this school or until the school requests it to be returned. This loan is subject to review on a regular basis, and can be withdrawn at any time

As parent / carer to whom a device has been loaned I have read and agree to the following terms and conditions that apply while the device is in my child's possession:

- 1 The device and any accessories provided with it, remains the property of Bramber Primary School and is strictly for the sole use in assisting with your child's school learning.
- 2 It remains the parent / carer's responsibility that the device is kept in a safe and secure place.
- 3 It is the parent / carer's responsibility to provide the device with the appropriate child internet filters, whilst the device is within your household. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
- 4 I agree that any telephone/broadband charges incurred by your child accessing the Internet from any site other than school premises are not chargeable to the school.
- 5 I agree to: treat the device with due care and keep the device in good condition, ensure that it has the case when transported and/or not in use, not leave the device unattended without being secured and avoid food and drink whilst using it.
- 6 I agree to only use software licensed by the school, authorised by the Headteacher and installed by the school's ICT staff.

- 7 I agree that Anti-Virus software is installed and must be updated on a weekly basis. ICT staff from the school will advise on the routines and schedule of this operation.
- 8 Should any faults occur, I agree to notify the school's office staff who will inform ICT as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or any one other than ICT staff, attempt to fix suspected hardware, or any other faults.
- 9 I agree to adhere to School and LA policies regarding the following, updated as necessary:
- Acceptable use,
  - Data protection,
  - Computer misuse,
  - Health and safety.

04 January 2022

**DEVICE Details**

DEVICE Make ..... Model. ....

Serial Number ..... School Code 938/2246

**Personnel Details**

Loan Authorised by Tracy Scott  
Head teacher

I have read and agree to be bound by the terms and conditions set out above.

Name of Child .....

Name of Parent / Carer.....

Signature: ..... Date .....

**Note on Insurance**

For devices to be covered automatically under the schools policies at no extra charge, they need to be included on the school's inventory. The standard All Risks insurance policy covers the devices for theft (where there are signs of forced entry), and accidental or malicious damage. Those Schools who have opted for the additional Buildings and Contents policy will also receive cover for flood/water damage, storm damage etc. All equipment in Schools is automatically covered for fire, lightning and explosion.

DEVICES are not covered by the school policy:

- Whilst in vehicles,
- Left unattended in a locked household over 48 hours.

Any theft should be immediately reported to the police and a crime reference number should be obtained and provided to ICT staff. If stolen or damaged from an employee's home, County would first ask for a claim under the staff member's household policy. Claims from the School policy will only be made if this were unsuccessful. Please note that regardless of the policy a stolen device is claimed under, a claim will not be considered unless there are signs of forced entry or assault.

For General Insurance enquiries and claims contact Sharon Andrews or Lydie Butler from the Insurance & Risk Management team on 01243 777909.

### Remote Meetings on Zoom and Google Meet

In order for everyone to feel safe and enjoy our Google Meets and Zoom meetings, please follow these simple rules:



Google Meet

#### ✓ Always remember our Bramber Values during the meeting.

- ✓ Find a quiet spot in a **shared** part of your home. Do not sit in a bedroom of your house.
- ✓ You may wear headphones if you wish.
- ✓ Mute your microphone as soon as you enter the meeting.
- ✓ Have a Google Meet background or a plain wall behind you.
- ✓ Wear appropriate clothes. Do not wear nightwear or hoods up on hoodies.
- ✓ Do not eat or drink during the meeting.
- ✓ Only use the chat facility if you have been told to by the class teacher.
- ✓ Avoid other members of your household being on screen with you. Your adults can be nearby.
- ✓ Do not arrive too early and leave the meeting before the teacher.

**Thank you 😊**