



Grosvenor Road Primary School

Remote Learning Policy

September 2020

(Updated Jan 2021)

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
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers should be available between 8.30am – 4.30pm. However, there is an understanding that flexibility may be needed due to staff's own family circumstances. Staff should take their usual allocated PPA time.

If staff 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 – send a text to phase leader and leave message on school telephone before 8.00am.

When providing remote learning, teachers are responsible for:

- Setting work

NB: This does not apply to individual children awaiting their own test result or awaiting the result of a member of their family (unless this exceeds 5 school days due to delays in testing).

1. Where an individual child is self-isolating for 10 days following their own confirmed positive test or is self-isolating for 10 days due to a confirmed positive test in their household:
 - Teachers will set work for pupils in their own class or for pupils in a different class in the same year group/same phase
 - EYs – Two activities to be set daily based on CLL, Number or Topic
 - KS1 – Two pieces of work to be set daily: one maths task plus one reading/writing/foundation subject
 - KS2 – Two pieces of work to be set daily: one maths task plus one reading/writing/foundation
 - EYs activities will be uploaded to Tapestry for 9.00am daily

- KS1&2 work will be set on Google Classroom - scheduled for 9.00am daily and 'due in date' set for the same day at 3.15pm
- The Home Learning Page on the school website will provide a direct link to these learning platforms and all children will have their login details in their reading diary / school planner for all our online learning platform
- Work set will be co-ordinated across year groups to ensure consistent provision for all pupils in a year group. Adapted activities will be made available for individual pupils with additional needs eg. SEN/EAL

2. Where a class bubble or year group is self-isolating due to a positive case within school or a partial school closure:

- Teachers will set work for pupils in their own class or for pupils in a different class in the same year group/same phase
- EYs – Two activities to be set daily based on CLL, Number or Topic
- KS1 – Three pieces of work to be set daily: reading/writing, maths and one foundation subject
- KS2 – Three pieces of work to be set daily: reading/writing, maths and one foundation subject
- EYs activities should be uploaded to Tapestry for 9.00am daily
- KS1&2 work will be set on Google Classroom - scheduled for 9.00am daily and 'due in date' set for the same day at 3.15pm
- The Home Learning Page on the school website will provide a direct link to these learning platforms and all children will have their login details in their reading diary / school planner.
- Work set will be co-ordinated across year groups to ensure consistent provision for all pupils in a year group. Adapted activities will be made available for individual pupils with additional needs eg. SEN/EAL

Where pupils are known to have no internet access or no access to a suitable device to access Google Classroom / Tapestry, parents will be contacted via email / telephone by office staff to arrange a suitable alternative.

➤ Providing feedback on work

- Staff will access 'handed in' work via GC / Tapestry or via school email
- Where appropriate, feedback will be provided to pupils via the same platforms. KS1&2 work will be 'marked' by posting a private comment and 'returning' the work to each pupil. At least one piece of writing per week

will be annotated by the teacher, highlighting 'effective features' and suggesting areas for improvement.

- Feedback will be provided within 2 working days of the due date for a piece of work.
Eg. work due 3.15pm Mon – feedback given by 3.15pm Wednesday; work due 3.15pm Friday – feedback given by 3.15pm Tuesday. Where work is handed in late, this may extend to five working days.
- Where work is submitted via school email and forwarded to teachers by office staff, feedback should be sent back via the office within the same timescales.

➤ Video Communication with pupils

- **Teachers in Y1-5** will provide a daily Teaching Video Call to all pupils each morning - via Google Meet. Two 30min sessions will be scheduled, to enable all children to join ONCE
- **Teachers in Y6** will provide TWO 30min sessions – children to join BOTH (one for their maths class, one for their English/foundation class)
These will comprise - instruction, teaching points, modelling of methods etc for the day's tasks
Pupils will be given the opportunity to ask questions regarding tasks via 'hands up' option
- **Teachers in Y1-6** will also provide a 15 minute video call – held at the end of the school day – to read a short story / class novel – via Google Meet.
- **Nursery & Reception** Teachers will provide a daily Video Call session at 2pm
This will comprise – activities and storytime
- All Google Meet sessions will be recorded and stored on school's secure network as per school's Google Meet Policy – in accordance with Pupil & Staff Safeguarding requirements
- Also see Google Meet Policy Jan 2021

Google Meet links will be posted on Google Classroom (on class stream) approx. 5 minutes before the scheduled session with instructions for pupils/parents. This will include Google Meet 'behaviour expectations' -

By joining a Grosvenor Road Google meet session the user(s) (Staff, pupil, parents/guardians, governors) agree to follow the school's behaviour policy and ensure that others, who may be heard and seen from their device, also follow the school's policy. Any user who does not follow school's behaviour policy will be warned and, if the behaviour continues, they will be removed from the chat - this is done at the host's discretion. Also, by joining the Grosvenor Google Meet, you are agreeing for the session to be recorded for quality assurance and child protection.

➤ Keeping in touch with pupils who are not in school and their parents

- Mrs Payne will contact identified vulnerable families via telephone and update Welfare Records, detailing contact made. Identified concerns will be recorded and escalated to HT/allocated social worker as appropriate
- Staff should not contact families directly, using their individual staff email account. Where an email message is required to be sent, this should be forwarded to GRPS email account to be forwarded by office staff/HT/DHT.
- Communication with parents / pupils on Google Classroom / Tapestry is limited to working hours Mon-Frid (8.30-4.30) (outside of PPA Time- see above). There is no expectation on staff to reply outside these hours.
- Google Classroom should not be used to communicate concerns/complaints. These should be communicated directly to the school via email and will be dealt with following the usual procedures. Safeguarding concerns will be referred to DSLs via CPOMS in line with usual school procedures
- Inappropriate behaviour on learning platforms will be dealt with in line with school's ICT Acceptable Use Policy and Behaviour Policy
- Where pupils are persistently failing to complete work set, parents will be contacted via school office. Staff should report this to their phase leader.

➤ Attending Video Call meetings with staff, parents and pupils:

- All Google Classroom 'Meets' will be held in line with school's Google Meet Policy
- Dress code for staff will be in line with usual school policy and meetings should take place with a neutral background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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.

When assisting with remote learning, teaching assistants may be required to:

- Work in school to prepare/collate learning materials for those not able to access online activities under the direction of class teachers/SLT
- Work across classes in school as required
- Undertake remote and /or online CPD training
- Attend video call meeting with colleagues
- Attending video call meetings with staff, parents and pupils:
 - All Google Classroom 'Meets' will be held in line with school's Google Meet Policy
 - Dress code for staff will be in line with usual school policy and meetings should take place with a neutral background

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including updating the school website and sending communications to parents/pupils
- Monitoring the effectiveness of remote learning and review as necessary
- Identify which families have no access / inadequate access to online learning provided and put in place alternative provision as appropriate
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Oversee the ongoing wellbeing and CPD of all staff

2.4 Designated safeguarding lead

The DSL's responsibilities are identified within the school's Child Protection Policy

2.5 IT staff

RM Support Staff are responsible for:

- Fixing issues with systems used to set and collect work
- Responding to staff requests re. technical issues they're experiencing via RM Support website (reported to DHT)

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day via Google Classroom (KS2 pupils able respond to staff)
- Complete work to the deadline set by teachers and inform school if this is not possible due to home circumstances
- Seek help if they need it, from teachers / from adults at home
- Alert teachers if they're not able to complete work
- **Nursery & Reception** - join ONE daily Video Call session at 2pm. This will comprise – activities and storytime
- **Y1-5** - join ONE Teaching Video Call in the morning - via Google Meet (Two 30min sessions will be scheduled, to enable all children to join ONCE) AND ONE video Call in the afternoon.
- **Year 6** – join TWO Teaching Video Calls in the morning - via Google Meet. (one with Maths class, one with main class) AND ONE video Call in the afternoon.

Morning Sessions:

8:45 – 9.15 Year 1 – Year 2

9:20 – 9:50 Year 1 – Year 2 – Year 3 – Year 4 - Year 6 Maths Meet

9:55 – 10:25 Year 3 – Year 4 – Year 5

10:30 – 11:00 Year 5 – Year 6 Class Meet

- These sessions will comprise - instructions & guidance from the teacher, modelling of methods etc for the day's tasks
- Pupils will be given the opportunity to ask questions regarding tasks via 'hands up' option

Afternoon Sessions:

2:45 – 3:00 Year 1 – Year 2

3:05 – 3:20 Year 3 – Year 4

3:25 – 3.40 Year 5 – Year 6

- During this session at the end of the school day a short story / class novel will be shared by the teacher– via Google Meet.

Staff can expect parents with children learning remotely to:

- Support their child(ren) as much as possible given their home circumstances, health, work commitments etc.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it - via Google Classroom private message, Tapestry or school email
- Be respectful when communicating with staff

NB: ALL Google Meet sessions will be recorded and stored on school's secure network as per school's Google Meet Policy – in accordance with Pupil & Staff Safeguarding requirements

NB: By joining a Grosvenor Road Google meet session the user(s) (Staff, pupil, parents/guardians, governors) agree to follow the school's behaviour policy and ensure that others, who may be heard and seen from their device, also follow the school's policy. Any user who does not follow school's behaviour policy will be warned and, if the behaviour continues, they will be removed from the chat - this is done at the host's discretion. Also, by joining the Grosvenor Google Meet, you are agreeing for the session to be recorded for quality assurance and child protection.

2.7 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 – contact year group colleagues, phase leader, DHT or HT
- Issues with behaviour – contact phase leader, DHT or HT
- Issues with IT – contact DHT to refer to RM Support
- Issues with their own workload or wellbeing – contact phase leader, DHT or HT
- Concerns about data protection – contact HT who will liaise with the data protection officer

➤Concerns about safeguarding – contact DSL or DDSL via telephone/report on CPOMS as outlined in Child Protection Policy

If **parents** have any questions or concerns about remote learning, they should email school – grosvenorroad.primary@salford.gov.uk

4. Data protection

4.1 Accessing personal data

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

- Connect to the school's network via RM Portico
- Only use school laptops rather than personal devices

4.2 Processing personal data

Staff members are unlikely to need to collect and/or share personal data

However, if it is necessary, 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

The school's Child Protection & Safeguarding Policy reflects the current situation

6. Monitoring arrangements

This policy will be reviewed bi-annually by the HT/DHT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus updates to our child protection policy
- Data protection policy and privacy notices
- Online safety & mobile technology and acceptable use policy
- Google Meet Policy