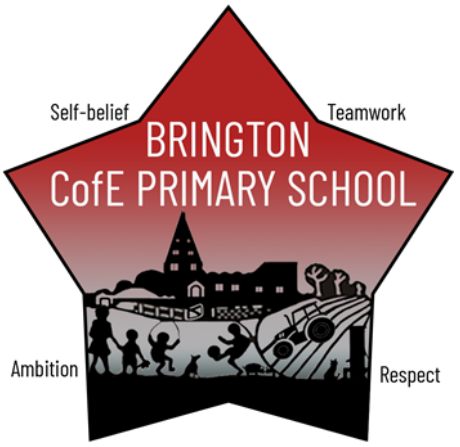


Remote Learning Policy

June 2021

Brington C of E Primary School

Overall Guidelines

The headteacher (Mark Farrell) is the Remote Learning Lead and will monitor provision and liaise with staff and parents to review the process to successfully meet the needs of all the children.

In the event of a partial or whole school closure teachers will be available for work between 8:30am to 4:00pm Monday to Friday. Staff cannot guarantee that all work related e-mails will be responded to outside of these hours. Teaching Assistants will be available their working hours.

If a staff member 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 procedures i.e. phoning the headteacher by 7:30am, explaining where the planning and resources can be found so they can be uploaded onto Google Classrooms by a member of the SLT.

If a teacher is self-isolating (and if they are well enough), they should liaise closely with school to provide learning opportunities for their class and possibly deliver online lessons to the children at school. They should also attend any staff briefings and meetings via zoom and daily check their emails.

The requirements for setting work for children and contacting children who are self-isolating are laid out in the next sections.

All school assemblies, including collective worship, are uploaded to the 'Assemblies' classroom on Brington's Google Classroom platform.

Teachers are required to carry out a daily register of the children within their class. A child can be marked as present through any means of contact such as a telephone call, attendance of a live lesson or a piece of work submitted. If a child is not 'present' during remote learning sessions for two days within a one week period, the headteacher is to be notified. The class teacher and/or the headteacher will call the child's parents to ensure that there are no issues or concerns in relation to their access to remote learning. If there are any safeguarding concerns they need to be reported following normal procedures.

Teaching assistants will be given tasks appropriate to that class set by the class teacher, these may include providing feedback for targeted children, supporting SEND children to ensure they have resources to access set tasks and supporting the class teacher with contacting children.

Subject leaders will monitor the remote learning provision and feedback on children's work for their subjects and provide feedback to staff to ensure consistency across the school.

Teachers will monitor what children complete and any messages they post to the class on Google Classrooms. Teachers will speak to individuals about inappropriate behaviour, if it continues then a member of SLT will speak to the child or if necessary phone the parents.

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)
- 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

The **Google Classroom Pupil Use Agreement** (appendix 1) will be shared and incorporated into the teaching of the e-safety curriculum within each class (annually). The contents of the agreement can be used as a reflection tool for members of staff when dealing with e-safety incidents.

Tier 1: Remote Learning for Homework

Homework at Brington C of E Primary School is issued weekly via our online platform, Google Classroom. Pupils are given subject specific tasks and set their own pace to complete the work over a week. The homework is carefully matched to our curriculum with the key function being to consolidate the classroom based learning. A variety of methods are used to deliver the class review content but it is all constructed and delivered by the class teacher. A suggested timeframe is given for each task set and pupils are encouraged to become more independent in managing their time as they progress through the school. We encourage parental support with remote learning but also understand that every family has time constraints, so pupils spend time in class learning how to access the platform, complete the tasks and work as independently as possible. We have created a 'Support Your Child's Learning' page on our school website: https://www.brington.org/supporting-your-childs-learning/

Our key aims for remote learning homework at Brington Primary are:

To echo the high-quality provision of our classroom teaching and the curriculum expectations

To consolidate classroom learning and build confidence in pupil understanding

To support parental engagement and offer a platform where families can access key teaching methods

To encourage independence and prepare pupils for the next stage of their education

Feedback on the weekly homework will be given on Google Classroom by the class teacher and parents will be informed if the homework hasn't been completed or is overdue. Gaps in pupil understanding will be addressed through classroom teaching the following week.

Tier 2: Remote Learning for Individuals

In the event that a pupil cannot be in school and is learning from home, we will ensure a seamless

transition to remote learning via our online platform, Google Classrooms. The class teacher will be responsible for uploading daily teaching and learning material for English and Maths and two other foundation subjects, by 4.30pm of that teaching day and children have 24 hours to submit their work. PE activities will also be included for 2 hours of exercise a week. The material uploaded by teachers, will reflect the content taught by the teacher whilst at school.

Class teachers will monitor the work uploaded to Google Classrooms and give feedback where relevant. Should pupils wish to contact the school they can do so by sending a message on Google Classrooms. Any parent enquiries or requests should come via the school email on: **office@brington.cambs.sch.uk.**

Class teachers will also contact the individual pupils once a week via telephone which will be logged (together with any further notes) on their 'Remote Learning Pupil Contact Record' sheet'.

Tier 3: Remote Learning for partial closure

In the event that the school needs to close a class bubble will transfer to daily remote learning. The school will provide a daily timetable of work for pupils who are well enough to participate and where possible the work will be provided by their class teacher. The work will be uploaded by 9:00am each teaching day and the children will have 24 hours to submit their work. The timetable will include daily Maths and English lessons and two Foundation subjects covering the same curriculum expectations. Slides and videos for each lesson will be uploaded to Google Classrooms with tasks that can be completed online or on a piece of paper and a photograph of the work uploaded to Google Classrooms. Weekly PE activities will be uploaded to include 2 hours of exercise across the week.

School staff will monitor the work uploaded to Google classrooms and give feedback. When necessary, Maths and English will be marked with detailed feedback of what has gone well and areas for development. For the remaining Maths and English lessons, effort will be acknowledged with a score out of 10 for KS1 and out of 100 for KS2. The foundation subjects will all be given detailed feedback each week. Should pupils wish to contact the school they can do so by sending a message on Google Classrooms. Any parent enquiries or requests should come via the school email on: **office@brington.cambs.sch.uk.**

Tier 4: Remote Learning for Full Closure

The school will endeavour to remain open to pupils wherever possible, however should a full closure be necessary we will offer immediate remote education on Google Classrooms. The school will provide a daily timetable of work for pupils who are well enough to participate and where possible the work will be provided by their class teacher. The work will be uploaded by 9:00am each teaching day and the children will have 24 hours to submit their work. The timetable will include daily Maths and English lessons and two foundation subjects covering the same curriculum expectations. Slides and videos for each lesson will be uploaded to Google Classrooms with tasks that can be completed online or on a piece of paper and a photograph of the work uploaded to Google Classrooms. Weekly

PE activities will be uploaded to include 2 hours of exercise across the week.

School staff will monitor the work uploaded to Google classrooms and give feedback. When necessary, Maths and English will be marked with detailed feedback of what has gone well and areas for development. For the remaining Maths and English lessons, effort will be acknowledged with a score out of 10 for KS1 and out of 100 for KS2. The foundation subjects will all be given detailed feedback each week. Should pupils wish to contact the school they can do so by sending a message on Google Classrooms. Any parent enquiries or requests should come via the school email on: **office@brington.cambs.sch.uk.**

Each week, the children will receive a phone call from school.

Our key aims for remote learning in the event of full closure are:

To create a seamless transition to home learning through a familiar digital platform

To provide a curriculum offer of similar content and length to that in school and set high expectations for all pupils

To offer remote learning that allows pupil to work independently with support from their class teacher

To include teaching videos that deliver new content with high quality modelling from class teachers

Remote Learning: Provision for pupils with SEN

We will follow the same processes for remote learning as for all children. When tasks are set they will be tailored to the pupils' needs and extra resources provided where necessary. Families are encouraged to engage pupils daily in a range of tasks such as sensory experiences, practical tasks and attention approach based activities. The staff in our provision work closely with families to meet the needs of pupils and are happy to provide work packs when needed. We recognise the additional challenges that remote learning brings for our families and the importance of pupils making contact with their teachers. Therefore, teachers will provide regular correspondence through weekly phone calls and zoom with the class if they are individually isolating.

It is the responsibility of the SENCO to:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher, teaching staff and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required by pupils
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Remote Learning: Interventions

There may be occasions when members of staff have to work from home. It is our view that interventions for children who are at school (during school hours) can continue to receive additional support from members of staff who are working from home. The following measures must be implemented and planned for before any interventions take place.

- Remote interventions will take place during school hours using the Google Meets application via the school's Google Classroom learning platform.
- The Google Meet will be organised and created by the person delivering the intervention and the meeting will be given an intervention title to reflect intervention taking place. This will be automatically saved to the school's Google Calendar which can be viewed by all staff.
- The class teacher of the child receiving the intervention will organise a Chromebook device and a space in the classroom for the intervention to take place. The class teacher will assist the child in gaining access to the intervention. Headphones may be worn by the child.
- When only one member of staff delivers an intervention, they will record the session(s) using the recording application on Google Meets. This will be automatically saved to the staff members Google Drive when the intervention has ended. All staff are to be delivered training in relation to the recording function. Any intervention recordings will need to be saved for 6 weeks before they are deleted for GDPR and safeguarding purposes.
- The Headteacher will inform parents of children who will be receiving remote interventions of the processes outlined in this section of the policy.

Remote Learning: Safeguarding & Data Protection

Designated Safeguarding Lead	Mark Farrell
Deputy Designated Safeguarding Leads	Sarah Kennedy

The school will always follow the statutory safeguarding guidance 'Keeping Children Safe in Education' and if anyone has a concern about a child they should act on it immediately by contacting the school either by phone (**01832 710383**) or by e-mail: M Farrell (head@brington.cambs.sch.uk) or S Kennedy (skennedy@brington.cambs.sch.uk)

Teachers will only teach via 'live Google Classroom' sessions if a Teaching Assistant (or any other teacher) from Brington Primary is available to attend for the entirety of the lesson. It is the responsibility of the class teacher, who is delivering the live lesson, to organise the attendance of teaching assistants during live teaching sessions. All staff and children will be expected to dress appropriately for any live teaching sessions (following expected professional standards), for example children may wear their school uniforms.

For data protection all work will only be uploaded onto Google Classrooms which can only be accessed with account details.

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

Appendix 1

Google Classroom Pupil Use Agreement

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. In Google Classroom, school staff can assign work to the students digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers can login and view the assignments that have been set, whether their child has completed and submitted them, and any feedback that they may have received.

Parents/carers and pupils are expected to read and adhere to the points outlined below.

Responsibility:

• Complete your learning online by either completing it on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or other file, such as video or sound clip, if required).

• Complete the learning provided to the best of your ability.

• Remember to submit learning by clicking 'Turn in' on Google Classroom.

• Check and respond to any feedback you may have received from school staff.

Safety:

● Do not share personal information such as e-mail, home address or phone number.

● Only login using your own username/login and password.

● During 'learning time', you will be expected to use Google Classroom to access, complete and submit learning. You should not use this time to access other content on the internet unless it is for the learning that is being done.

● Ask permission of a parent/carer when accessing content on different websites or apps. Don't forget that most social media services require users to be at least 13 years of age to access and use

their services. This includes Facebook, Snapchat, Twitter, Instagram, Musical.ly and Skype.

● When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with you parent/carer if you are unsure.

Respect:

● Google Classroom is to be used for learning and not for social purposes.

● Be polite, friendly, and encouraging in any communication with school staff and other pupils.

● Send polite and responsible messages and think carefully about how online messages affect others.

Comments:

(Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.)

● Make sure your comments are about the learning and that they make sense. Be sure to check and edit comments if necessary.

● Do not share personal information.

● Do not use the class discussion board to chat to friends.

● Think carefully about the comment you are going to make. If you are confused or unsure of what to do, write a 'private comment' to your teacher in the assignment screen instead.

● Treat other people the way you want to be treated and think about the impact your words will have on others.

● Be aware that any comments deleted by pupils are still visible to school staff.

● Use appropriate language and proper grammar and spelling please see below for examples.

- ✔ Avoid using text language like 'u' for 'you', etc.
- ✔ Do not use strings of exclamation or question marks: one '!' or '?' will do.
- ✔ Try to correct your spelling mistakes.
- ✔ Use capital letters in the correct places: proper nouns (names of people and places, the beginning of a sentence, and for the pronoun, 'I'. Please don't use ALL capitals. ○ Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc.