

# High Street Primary Academy

## Remote Learning Policy

### Overview

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

It sets out the systems and technology that staff at High Street Primary Academy will use to ensure children's learning is consistent and in line with DfE expectation, and details how they can be used effectively and safely, while allowing for the differing needs of our families.

This remote learning policy for staff and parents:

- Aims to ensure consistency in the school's approach to remote learning
- Sets out expectations for all members of the school community with regards to remote learning
- Provides appropriate guidelines for data protection

### Section 1: In the event of children self-isolating

Should a child have to self-isolate, or is awaiting test results, the school has a responsibility to offer immediate remote education; children are also expected to access and engage in this educational provision using IT. High Street Primary Academy offers a range of contingency plans to reflect the different age groups.

Children should access provision for their year group on the High Street Google Classroom. Teachers will be available via Google Classroom or email to discuss the learning and give further guidance if required.

If a bubble or class group are required to isolate, teachers will upload daily work to Google Classroom to enable children to successfully complete their learning. Completed learning can be 'handed in' virtually for feedback from the teacher.

### Section 2: In the event of a class bubble closing or a full school lock-down

#### Reception Class

The following lessons will be uploaded daily via Google Classroom:

Maths

Phonics

Activities linked to the weekly text

Daily active videos

Children will be expected to follow the learning sequence and send their completed tasks to the class teacher using Google Classroom.

#### Key Stage 1

The following lessons will be uploaded daily via Google Classroom:

English

Maths

Phonics

Wider Curriculum

Children will be expected to follow the learning sequence and send their completed tasks to the class teacher using Google Classroom. Learning packs will be distributed to support learning where needed including additional materials e.g. magnets.

#### Key Stage 2

The following lessons will be uploaded daily via Google Classroom:

English

Reading (ERIC)

Maths

Spelling

Wider Curriculum

Children will be expected to follow the learning sequence and send their completed tasks to the class teacher using Google Classroom. Learning packs will be distributed to support learning where needed including additional materials e.g. magnets.

## **Teachers**

Teachers will be responsible for:

- Providing learning for subjects from across the curriculum via Google Classroom.
- Setting daily work
- Following the daily learning timings
- Providing learning that accessible for SEND children
- Provide feedback to children via Google classroom.
- Responding to any queries from parents/children within 24 hours
- Make contact with all pupils in their class each week. Via Google Classroom or phone calls.

Teachers must also provide education for those children learning on site in line with the schools normal procedures.

## **Teaching Assistants:**

Teaching assistants must be available for their contracted hours. 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:

Teaching Assistants are responsible for:

- Work with individual children or small groups of children using Zoom or Google Meet. Teaching assistants will then be expected to report back to the Class Teacher/SENCO.
- Supporting pupils learning remotely when requested by the class teacher, SLT or SENCO
- Attend training sessions, as organised by SLT
- Make contact with children when requested and report any safeguarding concerns using CPOMs
- Provide 1:1 support with SEN children where necessary

## **Subject Leaders**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring work set by teachers in their subject
- Reviewing your current subject and evaluating what changes may need to be made to address any gaps in in the curriculum

## **Senior Leadership Team (SLT)**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning across the school
- Monitoring the effectiveness of the remote learning through analysis of work, feedback from children, staff and parents
- Monitoring the security of remote learning, including data protection and safeguarding consideration

## **Designated Safeguarding Leads**

The DSLs will monitor CPOMS and address needs as they arise. See Child Protection Policy

## **Pupils and Parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am-3pm although we do not wish for children to be in front of a device the entire time.
- Complete the learning provided on Google classroom.
- Follow as minimum the suggested learning timings provided by the school.
- Seek help from teachers or teaching assistants via Google Classroom, school phone or email or via the High Street Facebook page.
- Alert teachers if they are not able to complete the work

- Speak with teachers on the phone as part of the learning/welfare calls

### **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 systems are appropriately secure, for both data protection and safeguarding reasons

### **Governing board**

The governing board is responsible

#### **Who to contact:**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

Issues in setting work – SB or LM

Issues with IT – AG

Issues with their own workload or wellbeing – SLT

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to a DSL

### **Data protection**

#### **Accessing personal data**

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

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers can access parent contact details via Arbor using a secure password. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

#### **Sharing personal data**

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

#### **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 unattended
- 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

### **Safeguarding**

[Link to safeguarding policy.](#)

### **Monitoring arrangements**

This policy will be reviewed periodically

## **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 and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

## **Safeguarding and remote learning**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their children about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Any online safety concerns should be reported to Miss Merriman or Mrs Blake.

The following websites also offer useful support:

Childline - <https://www.childline.org.uk/>

CEOP - <https://www.ceop.police.uk/safety-centre/>

Net-aware - <https://www.net-aware.org.uk/>

Thinkuknow - <https://www.thinkuknow.co.uk/>

Uk Safer Internet Centre - <https://www.saferinternet.org.uk/>

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly.

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