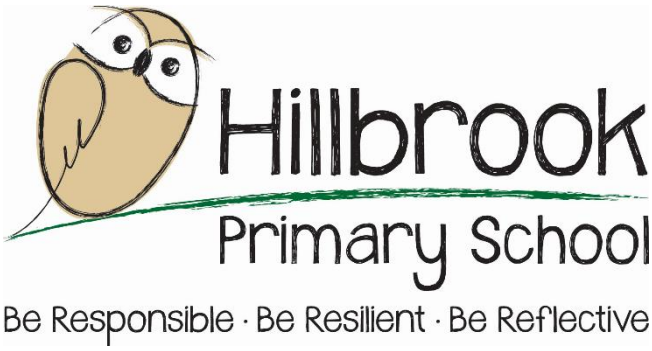
Remote Learning Policy

Hillbrook Primary School



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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Approach

Following school closures in spring and summer terms 2020, we have reviewed our approach to remote learning. We have developed our use of technology to ensure that pupils continue their education when learning from home. In line with DfE expectations, we recognize the importance of providing high quality remote education, continuing a relatively normal program of teaching across most curriculum subjects.

However, we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families do not have adequate technology at home, some have one device to share while others may have more. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time. Some children will be able to work more independently than others or need greater challenge. Due to this we are providing flexibility within our approach to home learning.

3. Our Offer

Remote Education for whole class or year group isolation

In the event that a whole class or year group need to self-isolate, Class Teachers will regularly post lessons on Google Classroom or Class Dojo, according to year group, to continue the delivery of the curriculum. These lessons will be planned to build on learning that has already taken place in school. We will use a range of online resources to implement the carefully sequenced curriculum. These will include:

- White Rose Maths pre-recorded lessons
- Letters and Sounds phonics videos
- Pre-recorded teacher videos to deliver new content
- Oak Academy lessons
- Continued access to targeted activities on programs such as Times Tables Rock Stars and Mathletics.

In addition to these resources, we recognise the importance of daily live interaction between teachers and pupils to promote positive motivation, set expectations and facilitate feedback. This will also be important for improving the overall pupil wellbeing while isolating at home. Examples of live elements are:

- Reading conversations in small groups
- Checking pupils' understanding of expectations
- Whole class feedback sessions - revisiting misconceptions, celebrating successes
- Celebration assemblies
- PHSE focus

In order to promote good progress, pupils will be expected to submit completed work and receive feedback from their teachers. The amount of work submitted will vary according to the age and ability of the children and will be made explicit to pupils and families.

Remote Education for individuals isolating

Currently, in the event that an individual is isolating, lessons are emailed to families to deliver a range of carefully selected lessons at home. These follow the curriculum being delivered in school, while remaining manageable for staff to prepare on top of their usual weekly workload. The lessons provided will make use of the online resources listed above. If a child is ill, there no expectation for them to complete remote learning.

As we develop our use of online learning platforms (Google Classroom and Class Dojo), year groups will move from emailing lessons to posting them online. This will allow pupils to submit their work and get feedback more efficiently.

Access

If a family has no access to the internet or appropriate equipment to access online learning, we will endeavour to arrange appropriate provision (e.g. loan of device, tech support or 4G data vouchers). If this is not possible we will arrange paper work packs that can be submitted on the child's return to school.

4. Data protection

Accessing personal data

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

- Access data through school-approved systems, primarily LGFL, GSuite for education and Class Dojo.

Processing personal data

Staff members may need to collect and/or share personal data such as parent contact details and student login details 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.

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
- Making sure the device locks if left inactive for a period of time
- Not sharing logins among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The welfare of children remains our key priority and the best interests of children will always continue to come first. An addendum to the Safeguarding and Child Protection Policy has been created to reflect the changing circumstances during the coronavirus pandemic and to address the specific issues that may arise, including reference to remote learning and online risks. This has been shared with all staff and can be found on the website.