

Mullion Primary School



Remote Learning Policy

Responsible Person: Headteacher, Mr Duncan Ratcliffe

Date of Policy: January 2021

Date to be reviewed: January 2022

Approved by: Senior Leadership Team January 2021

Published: Website/Staff Intranet

To be read in conjunction with: Learning & Teaching Policy
Marking & Feedback Policy
Behaviour Policy
Curriculum Policy
Safeguarding and Child Protection Policy
Online Safety and Data Security Policy

Department for Education – Guidance 3 December 2020 (Appendix 1)

**Self Help Self Responsibility Equity Equality Democracy Solidarity
Social Responsibility Honesty Openness Caring for Others**

Introduction:

This Blended Learning Policy is intended for students, parents, carers and staff. It is designed to illustrate our COVID-19 response.

The current pandemic has meant we are having to operate in a different way and will continue to have to make adjustments to meet the needs of our students as the situation changes. All decisions made will encompass the school's co-operative values and ensure that:

- we reduce the risk posed to all members of the school community due to COVID-19
- there is a focus on staff and students' wellbeing
- we maintain a strong focus on consistently high teaching and learning inside and outside of the classroom
- students are not disadvantaged by experience, opportunity or resource

Aims:

This policy aims to ensure the ongoing education of students at Mullion Primary School during the current pandemic and/or any other unusual circumstances that could see a whole school closure or groups of students unable to attend.

This Blended Learning Policy aims to:

- ensure consistency in the approach to remote learning for students who are not in school
- set out expectations for all members of the school community with regards to remote learning
- provide appropriate data protection guidelines

We would expect that many of the steps below should already be in place for most staff within Mullion Primary School. We would expect that there would be future benefits to putting these plans into place. Mullion Primary School will be proactive in ensuring that:

- Google Classrooms are set up for all year groups.
- appropriate staff have access to the relevant Google Classrooms,
- students have access to the applicable Google Classrooms
- staff are familiar with the main functions of Google Classroom and Google Meet.
- staff have the ability to host a Google Meet (video and/or audio) with their classes or cohorts or teams either from their classrooms or from home
- Parents/carers and students are made aware in advance of the arrangements in place for the continuity of education.

Roles and Responsibilities

Teachers

- The assumption would be that staff follow an agreed timetable however; it may be preferable to pre-record lessons. to enable families with limited IT equipment more flexibility to access lessons at alternative times. To reiterate there is NO requirement to deliver fully broadcasted lessons via Google Meet – this is because it is unlikely that all students would be able to access the lesson at the same time due to home IT availability. Recorded videos and presentations are also likely to be of better quality because the teacher can edit them before they upload to a Google classroom. However, should we go into a full closure then a regular small group Google Meet would be required to check in with students and give an overview of the forthcoming lessons, check understanding, address misconceptions and maintain engagement.

- Pupils should have a variety of activities, accompanied by a short explanatory video or voice over from the teacher – it is important to ensure that lessons do not just become a list of tasks to complete at home.
- The material posted should be enough to cover 180 minutes of learning. This could include consolidation work from the previous year, or additional practice.
- Teachers should check their Google Classrooms and emails at least once a day to respond to student queries. If teachers become aware of students not engaging online, they should email parents/carers and copy in the Head teacher.
- The Head teacher will pick up repeat offenders and meet with parents remotely, and follow the appropriate policies and/or procedures.
- Teachers generally should be available when providing remote learning, throughout normal working hours. This could be on the school site or remotely at home if having to self-isolate.
- If colleagues 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.
- Teachers should make contact with their class group via Google Meet or telephone regularly. Pupils who have SEND or are classed as vulnerable and unable to attend every week during an extended period of isolation or lockdown.
- Any complaints or concerns shared by students, parents/carers should be handled in the appropriate manner and passed to line managers if the matter becomes contentious. For any safeguarding concerns, teachers must access the MyConcern platform and submit their concern.
- Any behavioural issues should be dealt in accordance with the School's Behaviour Policy.

Attending virtual lessons and meetings with staff, parents/carers and students:

- Clothing should be appropriate.
- All virtual lessons and meetings must be held in a quiet setting ensuring inappropriate backgrounds are out of view.
- The teacher is under no obligation to be visible by students or parents/carers.
- Students must make sure that their microphone is muted until they need to speak.
- The lesson may be recorded (by the school) to allow students to watch the lesson again and for safeguarding purposes.

Staff should ensure that:

- they have received appropriate training
- their computer-based teaching resources are available to access and use from home, for example via Google Drive
- they have access to key resources not available online at home e.g. key textbooks
- they have access to a suitable device for home use and if this is not the case then staff should alert the Head teacher.

When providing remote learning, teachers are responsible for:

- setting work in line with the subject's curriculum plan.
- setting work for all the classes they teach on Google Classroom.
- providing feedback to students on work.
- check in with their year group Google Classroom daily.
- make contact with students who have not joined Google Classroom.
- contact students who are not engaging with the online learning.
- Inform SENCO if any concerns with students.

Teaching Assistants:

When assisting with remote learning, Teaching Assistants must be available for their usual working hours. This may occur whilst the Teaching Assistant is in school or at home in self-isolation, unless the Teaching Assistant is on approved absence leave/unable to provide support.

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 students who are learning remotely whilst absent from school
- supporting individual students learning remotely who have been assigned to them by the teaching staff and the SENDCO.
- supporting teachers/students in a variety of formats, which could include telephone calls, emails and support within Google Classroom
- attending virtual meetings with teachers, parents/carers and students
- ensuring their dress is appropriate.
- ensuring that when assisting with delivery of lessons, or attending virtual meetings the location is quiet and nothing inappropriate can be seen by parents/carers and students in the background.

Senior Leaders:

Alongside any teaching responsibilities, senior leaders are responsible for:

- co-ordinating the remote learning approach across the school.
- monitoring the effectiveness of remote learning; using staff meetings and providing professional development time
- ensuring quality assurance is achieved with regard to provision
- ensuring teaching and learning is being delivered in accordance with the Learning & Teaching Policy
- ensuring staff have access to a suitable device either in their classroom or, in the event of closure, at home, and if appropriate supply them with a device for use during the closure period
- ensuring students have access to a suitable device in the event of closure and if not look to supply them with one, especially if disadvantaged
- monitoring the security of remote learning systems, including but not limited to, data protection and safeguarding considerations.

Pupils:

The School expects that students who are learning remotely should:

- be contactable during the school day – although we understand that they may not always be in front of a device the entire time.
- complete work to the deadline set by teachers.
- seek help if they need it, from teachers or teaching assistants.
- alert teachers via google email or private comment on Google Classroom if they are not able to complete work.

Parents and Carers

The School expects that parents/carers with children who are learning remotely to:

- make the School aware if their child is sick or otherwise unable to complete work using usual absence procedures.
- seek help from the School if they need it.
- be respectful when making any complaints or raising concerns with staff.

Who to contact:

If staff have any questions or concerns about remote learning, they should contact the headteacher via school email or telephone.

Issue/Concern	Contact
Special Educational needs	SENDCO. Mrs Ali Broome
Behaviour	Head teacher
Workload or wellbeing	Line Manager/ Deputy head teacher
Data Protection	Data Protection Officer: Mr Duncan Ratcliffe
Safeguarding	Log on to MyConcern Designated Safeguarding Lead: Mr Duncan Ratcliffe Deputy Safeguarding Lead: Ms Bethan Hayhurst

Data Protection

Accessing personal data:

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

- Make sure they know how they can access the data on SIMS.
- Staff must limit sharing of personal data online as much as possible.

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.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.

Department for Education Guidance – 3 December 2020

In developing their remote education, we expect schools to:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum - for pupils with SEND, their teachers are best placed to know how to meet their needs

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
 - primary: 3 hours a day, on average, across the school cohort
 - secondary: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

We expect schools to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.