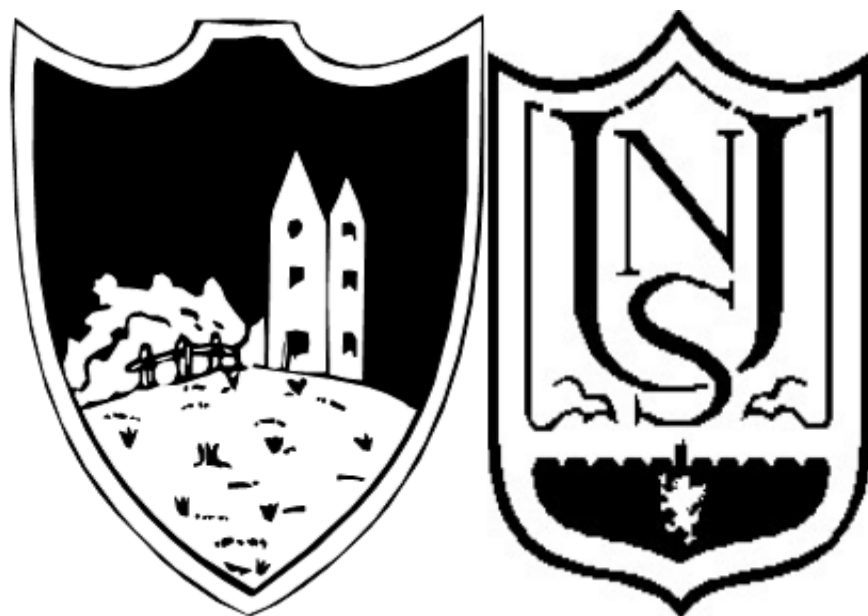


East Somerset Federation



Remote Learning Policy

**Approved by the Governing Body of
The East Somerset Federation**

Signed:

Date:

Date for Review:

Policy:

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 will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. The staff remote learning lead is Rachael Bisset – Executive Headteacher and Emma-Louise James – Head of Schools and any concerns, questions or feedback can be communicated with them through the school office emails. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

A flexible approach:

Keeping regular learning going during the period that schools are closed or pupils are isolated is of great importance to reduce the impact on children's education, 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 have one device to share while others may have more – and some things may work differently on different devices. 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 and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not attending school due to their own or a family member's isolation period
- Outline our approach for pupils who are not attending school as a result of government guidance or the closure of a class bubble
- Outline our expectations for staff who are not attending school due to self-isolation but are otherwise fit and healthy and able to continue supporting with the teaching, feedback and planning for pupils
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Who is the policy applicable to?

Every child is expected to attend school from September 3rd 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms (please note: this may be updated in line with government guidance):

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

Remote learning for pupils

We will provide links to appropriate remote learning for pupils that are not able to attend school. We are fully aware that these are exceptional times and would like to make it clear that this document seeks to inform and guide families. We know that each family is unique and because of this, should approach home learning in the way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways and we are aware of the need for flexibility from all sides.

Individual absence due to isolation of child/family member

We believe, it is important for the children to have continuity in their learning so work provided will be matched to what is being delivered in the classroom. For every learning experience we will provide a home learning overview covering Maths, English and

Curriculum subjects. There will be links to videos, websites and specific tasks to be completed. The work will be shared with parents on the Remote Learning page for the class via Google classroom.

Closure of a class bubble, partial or full school closure:

Teacher expectations:

Teachers will continue to plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Teachers will be available on their working days, during school hours, to respond to the children who are learning from home. Teachers can work in their team to jointly plan and deliver the learning. Teachers and non-teaching staff will feedback to children using Google classroom or the class email account. A suggested timetable for the week in English, Maths and curriculum subjects will be posted on Google classroom. All website links needed to access remote learning resources, Daily Maths, Daily English, Daily tasks for relevant curriculum subjects, and worksheets to accompany lessons if appropriate will be put on Google classroom.

It will be the responsibility of families to print/download these resources at home (or contact the school to ask for a 'paper pack'). Technical support will be available for Class Teachers and Support Staff via the SLT and our Federation technician, should it be required, in the use of Google classroom. A guide to Google classroom for parents can also be found on the Remote Learning page of the website.

Family role:

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains a structure.
- If a class bubble is isolated, the children will be sent home with their home reading book in addition to an additional empty exercise book; this is so work that children complete at home can be kept safe, ideally in their exercise book, and can be brought back to school when safe to do so.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via their class email.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work away from distractions.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly

and alternative solutions will be made available. These will be discussed on case-to-case basis.

- Staff will contact parents where children are not participating in their learning to offer support and guidance
- Feedback will be given to children about their work where appropriate

Remote teaching for staff (teaching and non-teaching) who are self-isolating

- Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy. If a member of staff is required to self-isolate, they are expected to:
- Follow normal reporting procedure for planned absence.
- Following contact with school, the Headteacher may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst isolating and if able to do so, teaching staff will be expected to continue to plan and prepare provision for the class, sharing this in a timely fashion with cover staff to support the learning within their classroom. Communication and planning during this time will not be undertaken if the teacher is unwell and not fit to work.
- Whilst isolating and if able to do so, non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the SLT and will be allocated on a case-by-case basis.

Virtual meetings expectations

Staff may need to meet virtually with parents and if this is the case, staff will be expected to be dressed professionally. If the meeting does not take place in school, the background on must be changed to ensure staff privacy

Safeguarding The DSL is responsible for:

- Ensuring where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy
- Ensuring staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.
- Making sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too. Data protection Accessing

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

- Access data through Google classroom
- Use their school laptop or school iPad only

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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 – 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
- Keeping operating systems up to date – always install the latest updates



Use of Google Classroom – ESF Live Session Protocol for Pupils and Parents/Carers

Teachers may wish to live-stream sessions from their homes to pupils. This will **only be done using the Google Meet platform** that can be accessed via Google Classroom.

Live-streaming will only be used where the teacher feel this would be beneficial.

To ensure that live streaming of lessons works effectively:

- All live sessions will be recorded. Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management protocols in school.
- Pupils should turn their microphones to mute before joining the Meet and when not talking as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either turn the microphone on or type their comment.
- If a pupil does not want to be recorded they can turn their camera off.
- Pupils must behave appropriately at all times. The teacher is able to mute the pupil and can remove them from the session if it is felt that behaviour is not appropriate.
- Pupils should only contact staff through Google Classroom or through the class email address given to them by their teacher.
- Parents should not be contacting teachers for information. Parents should use existing methods of communicating with the school.
- Please ensure the background in your home is neutral or blurred and no other people are visible or audible during the sessions.
- Please ensure appropriate dress during the live-streaming.
- Parents should be present, but not get involved in the live sessions, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school.

