

Remote Learning Policy



Approved by:

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Governor Curriculum
and Standards
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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Provide high quality learning provision for pupils who are unable to attend school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for parents/carers to support their child/children to get the most out of online learning

2. Online Learning Approach

In the case of individual pupils self-isolating, teachers will work with the individual pupil to provide work for them. This will be sent via email and the work is expected to be sent back via email by the end of the next school day.

○ The lessons may comprise of links to:

- White Rose for Maths lessons
- Oak National Academy for English lessons
- Purple Mash or Busy Things for foundation subject lessons

There may also be additional tasks on Spelling Frame, Mathletics, Times Tables Rock Stars, Real PE or Charanga (Music) to support learning where necessary.

In the case of a whole class bubble having to self-isolate or whole-school closure, the following approach using Google Classroom will be used to ensure those children have access to learning materials while at home.

- Teachers will email individual pupil logins and a video or explanation of how they can log in to Google Classroom.
- Teachers will create lesson tasks using Google Classroom. These lessons will reflect the teaching that would usually take place during the school day.
- In the first few days of self-isolation, teachers will set tasks for children to complete on Google Classroom. Children can type directly into documents created by teachers, or follow the links on the Google Classroom stream to complete tasks on other website/platforms including Purple Mash, Spelling Frame, Times Tables Rock Stars, Mathletics, Real PE and/or Charanga (Music). The teacher will leave comments and feedback on Google Classroom where appropriate.
- Once the children are able to access Google Classroom and become more familiar with the layout, teachers will schedule live lessons. (Teachers can speak to the IT Network Manager or Phase Leader for more information and support).

- Teachers will schedule a series of live lessons across the week. They will then share the meeting link of each live lesson in the Google Classroom page. At the designated date and time, the children will click on the link to join the live lesson. Here, the children will be able to see the teacher and/or their screen, as well as see other children. The teacher can then talk the children through the lesson, showing their screen and the related tasks where needed.
- The lessons will follow a similar structure and sequence to in-school lessons. Children will remain muted until asked to unmute their microphones by an adult. Staff and pupil cameras need to be enabled so everyone can see and be seen. Teachers may ask children to type in the chat. This should only be done when asked by an adult.
- There will be 2 live lessons per day: one English and one Maths. Live lessons should last:
 - EYFS: 1 hour
 - KS1: 1.5 hours
 - KS2: 2 hours
- Children will have an equivalent of 3 hours of learning each day and up to 4 hours in KS2 which is comprised of the live lessons and work set and learning tasks set.. Additional lessons will be provided through website links or tasks on other platforms we subscribe to, including Purple Mash, Spelling Frame, Times Tables Rock Stars, Mathletics, Real PE and/or Charanga (Music)., but all announced through Google Classroom using either direct messages or the class' stream.
- Using Google Classroom:
 - For teachers/educators <https://www.youtube.com/watch?v=pl-tBjAM9g4>
 - For pupils: <https://www.youtube.com/watch?v=xfqgtCi7hdo>
- Logging in to Google Classroom for pupils:
 - <https://www.youtube.com/watch?v=eED8m7LKpbY>
- How to submit pupil work:
 - <https://www.youtube.com/watch?v=o4JeCTfhvnl&feature=youtu.be>
- How to Join Live Lessons for pupils:
 - <https://youtu.be/yStrKOlq2gA>

3. Roles and responsibilities

3.1 Teachers

Teachers will be responsible for providing work for individual pupils who are isolating, or a whole class bubble if they are required to isolate.

Individual pupils isolating:

Teachers are responsible for setting study material per day for individual pupils who are self-isolating.: 1 English, 1 Maths, 1 Foundation subject. Pupils will be sent a weekly timetable with lessons and task information. All communication will be via the year group email.

English lessons may be set via a link to the National Oak Academy website for pupils to engage in. This lesson will be linked to the learning they would normally be engaged in while at school.

Maths lessons may be set by sharing a video link to White Rose Maths. Children will be able to watch mini videos that are linked to the learning they would normally be engaged in while at school.

Foundation subject lessons may be set online via Purple Mash or Busy Things. Additional tasks on Spelling Frame, Mathletics or Times Tables Rockstars to support learning where necessary.

Teachers are able to be contacted via the year group email address and will be expected to reply within 48 hours. In some cases, this may take longer as, if individual pupils are self-isolating, teachers are in school full time.

Whole-class bubble isolating:

Teachers will schedule and host live lessons using Google Classroom, as above. Teachers will be supported by an Educator or second teacher to follow up Pupil Engagement and assist the teacher as they teach in the live lesson

There will be up to 3 lessons per day: one English, one maths and one foundation subject.

Teachers will film a daily briefing video to explain the day's learning to all pupils. This will be uploaded onto our YouTube channel and the link emailed to all parents/carers.

All communication between parents/carers/children and teachers will be via the Google Classroom page. If needed, the year group email addresses can also be used. (These email addresses are available on the Grange Online learning tab in the Grange website and further on in this document) Educators will call those parents/carers and children who do not manage to attend the live lesson or submit any work each day to see how they are doing and provide support. They will pass on any urgent messages and try and resolve any technical issue they may have. If they cannot resolve them, they will be passed onto the class teacher and IT Network Manager where needed.

Teachers will encourage pupils to complete their work after each live lesson. They will provide feedback on pupils' work once submitted or 'turned in'.

Teachers are able to be contacted via their Google Classroom or year group email address. Teachers will be available between 8.30-3.30pm. Teachers will respond to parent/carer emails within 24 hours.

Whole-school closure:

Teachers will schedule and host live lessons using Google Classroom, as above.

There will be 2 live lessons per day: one English and one Maths.

Teachers will provide additional learning tasks through other online platforms that equate to 3 hours of online learning altogether, taking into account live lessons.

All communication between parents/carers/children and teachers will be via the Google Classroom page. If needed, the year group email addresses can also be used. Educators will call those parents/carers and children who do not manage to attend the live lesson or submit any work each day to see how they are doing and provide support. They will pass on any urgent messages and try and resolve any technical issue they may have. If they cannot resolve them, they will be passed onto the class teacher and IT Network Manager where needed.

Teachers will encourage pupils to complete their work after each live lesson. They will provide feedback on pupils' work once submitted or 'turned in'.

Teachers are able to be contacted via Google Classroom or year group email address. Teachers will be available between 8.30-3.30pm. Teachers will respond to parent/carer emails within 24 hours.

Teachers can phone or email our IT Network Manager who will support with setting up Google Classrooms and hosting live online lessons. They can also contact their Phase Leader who will support where appropriate.

3.2 Educators

Class educators will support teachers in planning and finding resources for online lessons. In the event of a whole bubble or whole school isolating, Educators will also have responsibility for calling all pupils each day to support home learning in any way possible. Educators will pass messages onto class teachers of any specific concerns or issues that they could resolve. When hosting live lesson through Google Classroom, Educators will be required to be in the live lesson too as a second adult,

for safeguarding purposes. Educators will also assist in planning and adapting tasks and work set for Pupils with Additional needs.

3.3 Additional teaching staff

If additional teaching staff are self-isolating, they will support the planning and teaching of specific subjects across a year group that they would normally teach, in discussion with class teachers. They will respond to parent emails where appropriate and provide feedback to pupils where needed.

3.4 Office Staff

Office staff will:

- Email class teachers (and copy in SLT) with the details of those children self-isolating.
- Notify the class teacher of how long the pupil's isolation will be.
- Email the parent/carer's email address for them to contact.
- Support home-calling strategy to support wellbeing of children and support home learning engagement.

3.5 IT Network Manager

The IT Network Manager will:

- Provide support to teachers to help them set up Google Classroom.
- Support when setting tasks on Google Classroom.
- Help schedule and prepare to host live lessons on Google Classroom.
- Support teachers to help pupils to log into Google Classroom.
- Prepare devices as quickly as possible for those families who are in need.

3.5 SLT

The Senior Leadership Team's responsibilities will cover, but will not be limited to:

- Supporting teachers' planning and setting up Google Classroom.
- Calling families to support online learning.
- Liaising with the IT Network Manager.
- Coordinating remote learning across the school.
- Coordinating correspondence across the school.
- Communicating with parents/carers where necessary.
- Monitoring and responding to safeguarding concerns across the school.

3.6 Pupils, parents and carers

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.
- Join in the live lessons at the specific time.
- Engage in the lessons and complete the related tasks.

- Seek help if they need it, from teachers via email or from educators when they call.
- Alert teachers if they're not able to complete the work via email.

Staff can expect parents to:

- Seek help from the school if they need it, either through the year group email address or by calling the school to speak to the teacher. For individual pupils isolating, teachers will only be available between 3.45-5pm.
- Be respectful and constructive when giving feedback to Staff including when making any complaints or concerns known to staff.
- Be mindful of the number of emails sent to the class teacher. We request that parents and carers wait for at least 48hrs before following up on any lack of reply.

3.7 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

4. Communication

Parents/carers will be able to communicate with teachers via the year group email addresses. Children will be able to communicate with teachers through the live lessons or comment in Google Classroom. In the event of whole-school closure, teachers and educators will phone parents/carers to check how children's online learning is going and to speak to the children.

Teachers will respond to parent/carer emails within 48 hours. In the event of whole-school closure or whole bubble isolation, teachers will aim to respond within 24 hours.

Class teachers can be contacted via the following email addresses:

Nurserygrange@grange.harrow.sch.uk

reception@grange.harrow.sch.uk

Yr1@grange.harrow.sch.uk

Yr2@grange.harrow.sch.uk

Yr3@grange.harrow.sch.uk

Yr4@grange.harrow.sch.uk

Yr5@grange.harrow.sch.uk

Yr6@grange.harrow.sch.uk

Parents/carers can also email members of the Senior Leadership Team at the following email addresses:

headteacher@grange.harrow.sch.uk

deputyhead@grange.harrow.sch.uk

assistanthead@grange.harrow.sch.uk

sendco@grange.harrow.sch.uk

For safeguarding concerns, please email:

5. Data protection / Safeguarding

5.1 Accessing personal data

When accessing personal pupil information, the following protocols will be followed:

- SLT, teachers and educators will access parent contact details via a secure spreadsheet using a secure password. These details will not be shared with any third parties.
- All group emails will be sent using BCC, so no emails are shared with any other parent/carer.
- Only password protected laptops and iPads should be used when accessing any personal information on pupils, even if it is via the cloud.

5.2 Sharing personal data

Staff members will only collect and/or share personal data such as emails or phone numbers as part of the remote learning system when absolutely necessary. Such collection of personal data applies to our functions as a school in the best interests of the children and doesn't require explicit permissions.

5.3 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 the device among family or friends
- Antivirus and anti-spyware software has been installed by the school

5.4 Pupil Concerns

If a teacher has concerns about a child's welfare, they will log a safeguarding concern using our safeguarding protocol. The Designated Safeguarding Lead (DSL) will then be informed and will follow up as necessary. Please see the Safeguarding and Child Protection COVID Addendum for further details.