



**KENTISH TOWN CHURCH OF ENGLAND PRIMARY
SCHOOL**

**Excellent Teaching, Excellent Effort, Excellent Progress:
Every Child, Every Lesson, Every Day
Love – Equality - Compassion**

REMOTE LEARNING POLICY

A WORKING DOCUMENT FOR ALL OF US

**Written by:
Review Date:**

**James Humphries
September 2021**

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

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 4:30.

If they're 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 and ring the Headteacher by 7:00am in the morning and then again by 3:00pm for an update.

Setting work

Online learning Offer-Autumn/Spring 2020.

A short PowerPoint with a recorded "voice-over" giving an overview of the week, will be posted by Sunday evening (or by 9am of the first day) of each week when a class is not in school.

Online remote learning will be set using the following platforms:

Class	Acorns	Oak	Ash	Willow	Cedar	Sycamore	Chestnut	Beech
Learning Platform	Mini Mash	Mini Mash	Purple Mash	Purple Mash	Purple Mash	Purple Mash	Google Classroom	Google Classroom
Other	Bug Club	Bug Club	Bug Club	Bug Club	Bug Club			
	Numbots	Numbots	Numbots	Numbots	Numbots	Numbots (where appropriate)		
	Tapestry	Tapestry	My Maths	My Maths Times Tables Rock Stars	My Maths Times Tables Rock Stars	My Maths Times Table Rock Stars	My Maths Times Table Rock Stars	My Maths Times Table Rock Stars

Class teachers may provide links to planning from Oak National Academy and BBC Bitesize – these will be hosted on PM or GC.

Teachers may also make use of the KTS YouTube channel, to be shared via the blog facility or Google Classroom. These will/may include videos to be made demonstrating key teaching/skills.

Some "hands on" activities will be included.

Activities and learning will be balanced, and will not just focus on core subjects.

Zoom Calls:

Years 1-6:

- Daily call with whole class x 30 mins- story pitched at your year groups
- Each day, teachers will meet with a small group x 6 children (30 mins) – Maths/English input and/or Guided Reading (*e-books on Purple Mash, Bug Club or Oxford Owl*)

Nursery/Reception:

- Small groups contacted each day to maintain contact. Some children will need an individual Zoom as they cannot cope with group calls.

Teachers must respond to at least one piece of written work with improvement prompts – per week.

All other work should be responded to – a short comment or an emoji.

In maths, children need to have misconceptions addressed through comments.

We know that when children and teachers are in dialogue then motivation is stronger. The same applies for parents/carers.

If a class is isolated, then it will be for just 14 days (10 working days). **

- a) Individual children self-isolating - will get CGP books, but NOT the full remote learning offer as teachers will be teaching their classes. CGP books may be delivered by neighbours or staff where possible.
- b) Families with no/limited access to devices may also have CGP books.
- c) If a teacher/teaching assistant is isolating but well then they may be asked to Zoom in to their class or prepare resources/set work and respond to queries.

Providing feedback on work

- At least 1 piece of writing per week marked by the CT and given 'next steps' for improvement
- Maths: children need to have misconceptions addressed through comments. Improvements must be acknowledged by an adult and fed back
- Expectations set for self-assessment
- TAs can also response mark other work throughout the week

Keeping in touch with pupils who aren't in school and their parents

- Work will be monitored by the CT and followed up with SLT if not completed
- Parents can email class teachers directly or via the office email address or headteacher and deputy headteacher email addresses
- Complaints will be dealt with by HT or other SLT members in line with our complaints procedures

- Safeguarding concerns will be logged on My Concern by CTs and fed back to Grant, James, Emma or Miriam and followed up in line with our safeguarding policy
- Staff will follow the code of conduct set out in the staff handbook when attending any virtual meetings with parents. Staff should protect themselves with a neutral background or a virtual background and ensure there are no personal items on display.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 3:30

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 – telephoning the DHT by 8am.

When assisting with remote learning, teaching assistants are responsible for supporting groups or individuals as determined by the Class Teacher.

2.3 Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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 through regular meetings with teachers and subject leaders, reviewing work set or acting upon feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section of the Safeguarding Policy and Staff Handbook

If our DSL (or deputy DSLs) can't be on site, they can be contacted remotely by telephone or email.

DSL will:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

2.6 IT staff

Camden IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although not always 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 during allocated online time
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 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

3. Who to contact

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

Issues with remote learning or behaviour

- The Headteacher
- The Deputy Headteacher
- Other SLT members

Issues with IT

- Camden SITSS (Pam will log a call for staff in relation to IT queries)

Issues with their own workload or wellbeing

- A member of SLT
- Employee Assistance Scheme: 0800 030 5182

Concerns about safeguarding

- DSL

4. Data protection

4.1 Accessing personal data

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

Only use the school's G-Suite and LgFL log in details

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote learning system. This should only be accessed through school systems and only school emails will be used to transfer that data. 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.

4.3 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 – 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)
- 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

5. Safeguarding

All staff are required to read the school safeguarding policy and its addendums. All staff are required to read the document Keeping Children Safe in Education Part 1, Sept 2020.

6. Monitoring arrangements

This policy will be reviewed as necessary and at least termly by the Headteacher.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Copies of this policy will be available from the school office and on the school website.

This policy has been agreed by the Headteacher and the Governing Board.

Headteacher's signature: _____ Print name: _____

Date: _____