

**Remote Learning Policy**

**Approved:**

**Review Date:**

**Responsible Officer:**

**Contents**

|  |  |  |
| --- | --- | --- |
| 1.0 | Introduction | 3 |
| 2.0 | Scope | 3 |
| 3.0 | Roles & Responsibilities | 3 |
|  | Trust Central Team | 3 |
|  | SLT | 3 |
|  | Subject Leads | 4 |
|  | Teachers | 4 |
|  | Support Staff | 5 |
|  | DSL | 5 |
|  | IT Support | 5 |
|  | Pupils and Parents | 5 |
| 4.0 | Guidance for All Staff involved in Remote Learning | 6 |
|  | Attending Meetings | 6 |
|  | Data Protection | 6 |
|  | Devices and Security | 6 |
|  | Code of Conduct | 6 |
|  | Support for Staff | 6 |
|  |  |  |
| Appendix 1: Who to Contact | 7 |
| Appendix 2: use of Teams guidance | 8 |
| Appendix 3: Expectations for remote learning | 9 |

**Linked policies:**

* GDPR
* Behaviour policy
* Safeguarding policy and coronavirus addendum to our child protection policy
* Data protection policy and privacy notices
* ICT and internet acceptable use policy
* Online safety policy
1. **Introduction**
	1. Bradgate Education Partnership are committed to providing high quality education to its pupils which also includes home learning provision when it is applicable
	2. The aim of this policy is to ensure:
		1. consistency in the approach to remote learning for pupils who aren’t in school across the Trust
		2. expectations are set for all members of the school community with regards to remote learning
		3. appropriate guidelines are provided for data protection for all
2. **Scope**
	1. The policy is applicable to all workers of Bradgate Education Partnership who are expected to deliver home learning for our pupils
	2. This policy will also be shared with parents/carers so they are clear about the expectation that we set ourselves in relation to home learning but also so that they support the Trust in the home learning that takes place
	3. Any data breaches that may happen in relation to remote learning must be reported to the Trust’s Data Protection Officer, details are available in the Trust’s GDPR Policy
	4. **Appendix 1** outlines the questions or concerns about remote learning and who workers should contact should they have concerns
	5. This policy has links with other Trust policies and these should all be adhered to when applying this policy – see the contents page for linked policies
3. **Roles & Responsibilities**
	1. **Trust Central Team**
		1. The Trust 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
	1. **School Senior Leadership Teams (Head Teachers, Deputy Head Teacher, Assistant Head Teachers)**
		1. 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 reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* Supporting colleagues as required in the set up and running of home learning
* Ensuring hardware is encrypted with BitLocker.
* Ensuring anti-virus software and anti-spyware software is installed
* Keeping operating systems up to date
	1. **Subject Leads**
		1. 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
* Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by reviewing work set
* Alerting teachers to resources they can use to teach their subject remotely
	1. **Teachers**
		1. When providing remote learning, teachers must be available between **8.45 and 3.15**. Where practically possible staff will work from their school site but may agree with their manager, typically the Head Teacher, arrangements to work from home
		2. 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
		3. When providing remote learning, teachers are responsible for:
			+ **Setting work:**
				- For their own class/groups and any classes requested by the head teacher
				- The teacher will provide at least 3 lessons each day, typically with pre-recorded videos or live guidance. The teacher will also provide a daily live catch-up and feedback session to pupils/groups of pupils
				- The work will be ready at 9am each day to download from Microsoft Teams and where possible the teacher will provide a short daily introduction to activities to groups of pupils via Teams and this will also enable for ‘registration’
				- Work will be uploaded into Microsoft Teams under files for the class team
				- Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupil that have limited access to devices/printers or at the parents request
			+ **Providing feedback on work:**
				- Pupils/parents will email the work to the class email address/ Work will be returned via Show My Homework / Tapestry.
				- Teachers and teaching assistants will respond to these systems providing feedback
				- Feedback can happen between **9am and 4:00pm** each day. Feedback will not be given after **4:00pm**
				- Keeping in touch with pupils who aren’t in school and their parents:
				- Staff will make regular contact through face to face sessions and emails. If a pupil isn’t accessing the virtual platforms the teacher or LSA will make a telephone call. Staff will complete daily registers.
				- All telephone calls will be logged on CPOMS
				- Daily registers are taken and logged – any absent pupils will be referred to Admin/Attendance teams and followed up with a telephone call
				- Teachers aren’t expected to answer emails after **5pm**
				- Any complaints should be shared with the Head Teacher via telephone call or DHT in her absence
				- Any safeguarding concerns must be logged on **CPOMS** and raised with DSL using normal reporting system
				- If a pupil fails to complete work the Teacher must call the family to offer support and find a solution so that the pupil can complete the work
	2. **Support Staff (Those who are assisting remote learning)**
		1. When assisting with remote learning, support staff must be available between **08:45am and 3:15pm**
		2. 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
		3. When assisting with remote learning, support staff are responsible for:
			+ Supporting pupils who aren’t in school with learning remotely:
				- Class Teachers will direct support staff regarding preparing work for specific pupils and groups
				- Class teachers will direct support staff regarding feedback work for specific pupils
				- Support staff will attend the face to face daily meeting as the second adult
				- Support staff will note and raise any concerns, including those relating to attendance, safeguarding or well-being with the class teacher.
	3. **Designated Safeguarding Lead**
		1. See safeguarding policy and COVID 19 Addendum
	4. **IT Support**
		1. Primary World 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
				- Assisting pupils and parents with accessing the internet or devices
	5. **Pupils and Parents**
		1. Staff can expect pupils learning remotely to:
			+ Be contactable during the school day – although consider they may not always be in front of a device the entire time or have individual access to IT if sharing devices within a household
			+ Complete work to the deadline set by Teachers
			+ Seek help if they need it, from Teachers or Support Staff
			+ Alert Teachers if they’re not able to complete work
		2. 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 with all forms of communication
1. **Guidance for All Staff Involved in Remote Learning and CPD:**
	1. **Attending Meetings**
		1. When attending virtual meetings with staff, parents and pupils, workers should ensure that:
			* Professional attire should always be worn in line with the Trust’s Code of Conduct
			* The background is appropriate and neutral – make use of Microsoft Teams backgrounds should it be required
	2. **Data Protection**
		1. When accessing personal data for remote learning purposes, all staff members will:
			* + Access personal data via CPOMS, Scholarpack and secure login to Microsoft teams
				+ Only use devices provided by the school/Trust
		2. Staff should only share professional contact details with parents/carers and pupils eg. School email address and school telephone
	3. **Devices and Security**
		1. All use of IT must be done in line with the Trust’s Acceptable Use of IT Policy
		2. All workers 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
	4. **Code of Conduct**
		1. All workers will apply professional behaviour when undertaking remote learning in line with the Code of Conduct
		2. Should issues arise for workers in relation to the Code of Conduct then this must be discuss with the Head Teacher in the first instance
	5. **Support for Staff**
		1. The Trust recognise that remote learning is a new concept largely for the education environment, should there be any staff who need support with remote learning they should contact their Head Teacher in the first instance

**Appendix 1 – Who to Contact**

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

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

* Issues in setting work – talk to HT
* Issues with behaviour – talk to the class teacher
* Issues with IT – talk to Primary World/HT
* Issues with their own workload or wellbeing – talk to HT/Line manager
* Concerns about data protection – talk to the data protection officer
* Concerns about safeguarding – talk to the DSL/DDSL

Primary World Contact Details

Secondary IT contact details

Andy Marshall contact details

**Appendix 2 – Use of Teams guidance**

**If you're using Microsoft Teams**

Decide whether you'll let pupils use chat in Microsoft Teams. Like any chat function, it could lead to bullying, or be a distraction from learning.

To disable chat for pupils, you need to create a '[messaging policy](https://docs.microsoft.com/en-us/microsoftteams/messaging-policies-in-teams)' in Teams and then assign it to pupils.

**First, create your new messaging policy:**

1. Log in to the Microsoft Teams [admin centre](https://admin.teams.microsoft.com/)
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

**Then, assign this policy to pupils:**

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

**Tell teachers to:**

* Sit against a neutral background
* Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
* Dress like they would for school – no pyjamas!
* Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
* Use professional language

Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.

Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

**To**[**record**](https://support.office.com/en-gb/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)**in Microsoft Teams:**

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

**If you're using Microsoft Teams for live streams**

Tell teachers to:

* Sit against a neutral background
* Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
* Dress like they would for school – no pyjamas!
* Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
* Use professional language

Record live streams, so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when.

To [record](https://support.microsoft.com/en-gb/office/schedule-a-teams-live-event-7a9ce97c-e1cd-470f-acaf-e6dfc179a0e2) a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

**Appendix 3**

**Expectations for Virtual Sessions**

If the children are required to move to virtual learning your child will receive an invite to participate in a Microsoft Teams meeting.

Tasks will be set via the Show My Homework App.

Below are our rules of engagement. It is essential you have read these before any sessions to ensure they are able to run successfully and safely for all involved.

By your child attending the meeting we will take that you have read and agree to the below.

* All the rules for safe, professional behaviour that apply in a Ratby Primary School classroom still apply here, for teachers and children.
* All teachers have been given comprehensive advice about delivering remote sessions safely.
* All our teachers have been safely recruited, have up-to-date training and are fully DBS checked (Disclosure and Barring Service).
* Only children participating in the session should be present. As much as we love animals, no pets please as these are a great distraction from the task in hand.
* If there is a one to one session a parent must be present. In group sessions the teacher and the learning support assistant will both be present. We are then happy for children to join in whilst you get on with some jobs or your own work!
* We recommend that children are not in their bedrooms (this is to encourage safe online behaviour), please do call school if you foresee this being a problem.
* Pupils must be dressed appropriately in daytime clothing.
* Teachers can mute participants and end the session at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about. Parents / children can also leave sessions at any time. Please do let us know if you ever have a cause for concern.
* Parents or children must not make any audio / video recordings of the sessions. This is to protect all of the group’s privacy.
* Parents or children must not take pictures of meetings or post images of meetings on social media.
* If anything happens that you, as a parent, feel uncomfortable about, please phone the school on 0116 239 3610 and ask to speak to someone on a Child Protection matter. Alternatively please email office@ratby.bepschools.org. Mrs Lisa Jones is the Designated Safeguarding Lead and Mrs Nicola Bedder (School Business Manager) and Mrs Clare Astill (Deputy Headteacher) are the Deputy Designated Safeguarding Leads.
* Not all children will be on the screen at all times. High standards of behaviour are still expected by all children.
* Please minimise any external noise so that it will not affect the session.
* Check the background to ensure there are no inappropriate posters, pictures, signs or a window.
* Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
* Children must be ready on time for the scheduled start.
* Children are encouraged to have any home learning and resources with them so this can be easily shared with their teacher and peers.
* Children will need to get used to being quiet whilst a teacher is speaking or demonstrating, as the system only allows one direction of audio at any given moment.
* If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the session using audio only.
* At the end of the session, the teacher will require each participant to leave the session before the teacher does.
* Due to the limitations of technology, please remember that an online session (especially group sessions) will be different to what children would normally experience, but we believe that children and teachers will adapt to the new format very quickly.
* If you can please visit the app store and download ‘Microsoft Teams’. You can still access the sessions without doing this.
* It is important children attend all the sessions. Please let us know as soon as possible if there are any barriers to this. If technology is an issue please let the school know as we may be able to help. If you cannot get on to the session please phone school so that we may be able to assist.
* If these sessions are causing your child any anxiety please do let us know as soon as possible.