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**Remote Learning Policy**

In caring about excellence and each other, and in promoting enjoyment and happiness through fulfilment, the members of Longton Primary School community believe in

**CARE through respect, support and togetherness**

**GROW through choice, opportunity and imagination**

**SHINE through challenge, achievement and celebration**

# 1. Aims

Here at Longton Primary School we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

* Minimise the disruption to pupils’ education and the delivery of the curriculum.
* Ensure provision is in place so that all pupils have access to high quality learning resources.
* Protect pupils from the risks associated with using devices connected to the internet.
* Ensure staff, parent, and pupil data remains secure and is not lost or misused.
* Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
* Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

# 2. Roles and responsibilities

The Headteacher has overall responsibility for all learning within school and virtually.

The Deputy Headteacher is reasonable for the organisation of Virtual Learning Platform (Google Classroom) as well as online safety.

All class teachers have a responsibility to set their classes learning on to Google Classroom in case of a lockdown of their class.

# 2.1 Teachers

When providing remote learning, teachers must be available between 9.00 – 3.30

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 contacting Mrs Brown in the first instance or Mr Pearson if you can’t contact her. This must be by phone and not text or email.

When providing remote learning, teachers are responsible for:

**Setting work –**

* You need to set learning that you would normally be teaching.
* You will follow the agreed school remote learning timetable every day.
* If the task isn’t able to be delivered remotely, please change or direct the children to a task on Oak National Academy https://www.thenational.academy/
* Learning should always be uploaded on to Google Classroom this should be done before 8.30am to allow parents time to read through.
* Lessons should be delivered remotely using Google Meet, so all children in the class can access. Share your delivery using presentation software e.g. PowerPoint Or Google Slides.
* Children should upload learning on to their Google Classroom class page. This can be in a document or a photo of their learning. Teachers should give feedback using the mark function and write a comment if appropriate. Feedback should be given where possible ready for the next day’s learning.
* If the whole class is self-isolating and are all remote learning the teacher will provide a remote teaching session for maths and English on a daily basis. Other subjects like science, PSHE will be also follow this pattern on a weekly basis (see the agreed timetable). If a subject can not be delivered remotely a task should be given for the children to complete independently or directed to Oak National Academy lessons.
* Parents and children will be able to message the teacher via Google Classroom if they require support. This should only be about learning and any personal messages will be ignored or reported to Mrs Brown or Mr Pearson. Teachers shouldn’t answer messages outside of working hours.
* Any complaints or concerns shared by parents should be shared with Mrs Brown before replying.
* All remote lessons will follow the school’s normal behavioural system. If a teacher has a concern they should telephone the parent of the child to discuss it further, this includes failing to complete work.
* When delivering virtual lessons with children staff should dress in normal work clothing. Teachers should consider the location of their lessons avoiding areas with background noise and nothing inappropriate in the background and should blur they background.

# 2.2 Teaching assistants

* When assisting with remote learning, teaching assistants must be available within their normal working hours.
* 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 contacting Mrs Brown in the first instance or Mr Pearson if you can’t contact her. This must be by phone and not text or email.
* When assisting with remote learning, teaching assistants are responsible for:
* Supporting virtual teaching and supporting marking and feedback.
* Taking guided reading sessions.
* Remote teaching small group sessions e.g. phonics, spelling.
* They will have use Google Meet to complete these roles.

# 2.3 Subject leads

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 – explain how they’ll do this, such as through regular meetings with teachers or by reviewing work set.
* 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:

* Mr Pearson will co-ordinate the remote learning approach across the school.
* The Senior Leadership Team will be monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

# 2.5 Designated safeguarding lead

The DSL is responsible for:

* We will continue to have appropriate filtering and monitoring systems in place in school and on school devices.
* If IT staff are unavailable, our contingency plan is to contact Virtue Technologies or BT Lancashire.
* Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy.
* In addition, staff should only contact children using the Google Classroom online platform.

**Using Google Meet for live streams**

* Teachers must
* Sit against a neutral background.
* Avoid recording in their bedroom.
* Dress like they would for school.
* 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.
* In 'view-only' Google live streams, pupils will be automatically muted and won't be visible, so you don't need to worry about what other adults in their homes might do that gets caught on camera.
* If you schedule meetings in Google Calendar or Gmail, pupils won't be able to rejoin once the final attendee has left. This means pupils won't be able to rejoin for their own private calls.
* Ask for pupils to be on mute with webcams off, to cut risks. Otherwise, no pyjamas for pupils either, and ask parents to be mindful of what they say and do in the background.
* **To record in Google Meet:**
* In the meeting, click 'More' (the 3 dots) > 'Record meeting'
* Wait for the recording to start
* When you finish, click 'More' > 'Stop recording'
* Click 'Stop recording' again to confirm
* Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link.
* (You'll need to be using the computer version of Meet to record.)
* 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 as set out in section 3 of this addendum.
* We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

# 2.6 IT staff

Matt and Virtue Technology staff are responsible for supporting any technical issues with Google.

Mr Pearson will liaise with Virtue Technology if necessary in:

* 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 on school devices only, however will give advice on how to use Google GSuite and apps.

# 2.7 Pupils and parents

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.
* Complete work to the deadline set by teachers to the best of their ability.
* Seek help if they need it, from teachers or teaching assistants.
* Alert teachers if they’re not able to complete work or have any technical difficulties.
* Adhering to the Behaviour policy and the remote Learning home school agreement at all times.
* Staff can expect parents with children learning remotely to:
* Make the school aware if their child is sick or otherwise can’t complete work.
* Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops/iPads.
* For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.
* Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
* Seek help from the school if they need it – if you know of any resources staff should point parents towards if they’re struggling, include those here.
* Be respectful when making any complaints or concerns known to staff.
* Parents should be respectful of others and not discuss other children’s learning and behaviours with others.
* Adhere to the Remote Learning Home Agreement at all times.
* The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
* The school will not reimburse any costs for travel between pupils’ homes and the school premises.
* The school will not reimburse any costs for childcare.
* If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

# 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 in setting work – talk to the relevant subject lead or SENCO
* Issues with behaviour – Mrs Brown or Mr Pearson
* Issues with IT – Mr Pearson
* Issues with their own workload or wellbeing – Mrs Brown
* Concerns about data protection – Anna Marsh
* Concerns about safeguarding – Mrs Brown or Deputy DSL’s Mrs Fletcher, Mr Pearson and Mrs Hothersall

# 4. Data protection

# 4.1 Accessing personal data

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

* If staff need to contact parents the telephone numbers are stored on the Office 365 Teams (Secure cloud based system) and double passworded
* In Google Classroom the children’s passwords are known by the class teacher and stored on their staff cloud based email system.

# 4.2 Processing personal data

Staff members will use the children’s Google Education emails 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.

# 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)
* 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
* Installing antivirus and anti-spyware software
* Keeping operating systems up to date – always install the latest updates

# 5. Safeguarding

# 5.1 Staff

Where staff are interacting with children online, they will continue to follow our existing staff IT acceptable use policy

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 in the Child protection policy

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

# 5.2 Working with parents and carers

We will make sure parents and carers:

* Are aware of the potential risks to children online and the importance of staying safe online.
* Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school.
* Know where else they can go for support to keep their children safe online.

# 6. Monitoring arrangements

This policy will be reviewed yearly by SLT. At every review, it will be approved by the full governing board

# 7. Links with other policies

This policy is linked to our:

* Behaviour policy
* Child protection policy and coronavirus addendum to our child protection policy
* Data protection policy and privacy notices
* Home-school agreement
* ICT and internet acceptable use policy
* Online safety policy
* Remote Learning acceptable use policy
* Technology Acceptable Use Agreement