



Kilburn Junior School

Remote Learning Policy 2020

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Reflect the school's commitment to the UN Conventions on the Rights of the Child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or the headteacher to ensure work is completed.

Teachers are responsible for:

- Setting work that is interesting, stimulating and appropriate.
- Creating a weekly timetable of work for their year group in liaison with year group colleagues. This must include subjects from across the curriculum, additional PowerPoints and worksheets may be used.
- Setting and monitoring differentiated tasks Hit the Button, Times Table Rockstars etc.
- Assisting pupils and parents with accessing the internet or devices.
- Working as a year group team to ensure the above work is planned and ready. At Kilburn Junior School, this means having a day's worth of work ready for each class that can be assigned in the event of a school, bubble or class closure. This should be ready in draft form on each class page (an exemplar message can be viewed in appendix i). A timetable for the remainder of any school closure should also be ready in draft form on each class page (appendix i). The teacher should then assign the work in time and provide any feedback that is required).

2.2 Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom.
- Teachers can provide feedback if required.
- Teachers should respond to any emails/messages from parents/children within 48hrs (within 2 working days).

- Teachers are to display examples of children's work on the school website.
- Any issues that are received via email or telephone communication are to be dealt with professionally by the class teacher and the headteacher should be CC'd in the communication, if necessary.
- If necessary, teachers should contact the Key Stage Leader for advice (see emailing tips and strategies in the appendix).
- Teachers are to attempt to make contact with all pupils in their class every 2 weeks via a telephone call when in school or from a withheld number. Contact details can be accessed from Integris.
- Record any concerns generated from contact with parents on My Concern and add any relevant actions. Example 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.'
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to the headteacher who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

2.3 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
- When requested by the SENCO attending virtual meetings with teachers, parents and pupils:

2.4 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject.
- Review work set weekly on the website.
- Review your current subject in the light of home learning during the appropriate term.

2.5 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 - reviewing work set by teachers weekly.

- Monitoring the content of work set on the Google Classroom and correspondence between pupils/parents in the public comments section.
- Monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.6 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Overseeing the COVID-19 addendum to the Child Protection Policy
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.7 Staff 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.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.

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

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead/SLT.
- Issues with behaviour – talk to the SLT.
- Issues with IT – talk to Rachel Perry IT Support (07769 725374).
- Issues with their own workload or wellbeing – talk to the headteacher.
- Concerns about data protection – talk to the data protection officer (Business Manager).
- Concerns about safeguarding – talk to the DSL/headteacher.
- All staff can be contacted via the school email addresses.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to My Concern to record any parent contact or concerns about children.
- Teachers are able to access parent contact details via Integris.

- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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.
- 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.

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the headteacher.

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.
- ICT and internet acceptable use policy.
- Online safety policy.

Signed by:

Chair of Governors

Head Teacher

Date:

Date:

Date of Policy approval: Sept 2020 Next review date: Sept 2023

Reviews		
Changes & recommendations:	Reviewed by	Date

Appendix 1: Google Classroom message and exemplar timetable for school closure.

Dear children and parents,

I hope you are all safe and well at home. Whilst your child is unable to attend school, we are required to set work in line with our remote learning policy.

You will see that I have set a number of activities for your child to complete including:

- Listening to your child read each day.
- Learning multiplication and division facts using TT Rockstars and Hit The Button.
- Learning number bonds using Hit the Button.
- Learning the spellings that have been set by your teacher this week.

Moving forward, I will continue to set you work on the classroom each day. In order to help you, I have attached a time table outlining when work will be set (please see each individual assignment for due dates). Please note that your child will not be expected to complete the assignments once school is reopened.

If you have any questions, concerns or wish to contact me at all, I will still be available via the class email address and via the classroom. However, please be aware that response times may be slower than usual.

Mr Gordon.

Day	Maths	Spelling and Grammar	Reading	Writing
Monday	Written	Spellings set.		Weekly

	arithmetic quiz.			writing task set.
Tuesday		Grammar and punctuation task.	Reading comprehension.	
Wednesday	Problem Solving			
Thursday				
Friday	Mental arithmetic quiz.	Spelling test.		

Specific due dates for each piece of work assigned are available when each piece of work has been assigned.