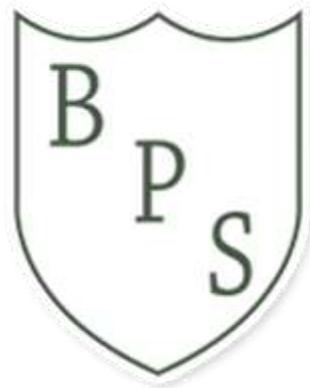


Remote Education Plan

Burnside Primary School



Written by: Kate Charlton (Acting Head Teacher)

Date: 25th September 2020

Review Date: December 2020

Remote Education Plan

This document sets out our approach to curriculum delivery and implementation of remote education should the following scenarios occur:

- Individuals need to self-isolate
- A small number of children need to isolate
- A class or year group need to isolate
- Teachers need to isolate whilst pupils remain at school
- A local lockdown requiring all pupils and staff to remain at home

Through this plan we aim to:

- Maintain high levels of communication and contact with pupils and their families.
- Continue to support the mental health and well being of the whole school community.
- Set assignments so that pupils have meaningful work each day in different subjects.
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject*
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources, videos or live sessions*
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work*
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Deliver a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers*

*Delivery will be dependent upon circumstances. If the majority of children are still in school, then a modified model will be available to those isolating. See Practical Steps in Section 2.

The plan sets out the following:

- 1. Roles and Responsibilities**
- 2. Practical Steps**
- 3. Contacts**
- 4. Data Protection**
- 5. Safeguarding**
- 6. Monitoring and Review**
- 7. Links with other Policies**

Our Virtual Learning Environment (VLE) is Google Classroom.

1. Roles and Responsibilities

Teachers

Isolation of individuals and small number of pupils

Setting work :

- A home learning stationery pack should be provided for all pupils in preparation for isolation periods. This includes CGP books for Maths and English.
- Work will be available in the folders on Google Classroom to cover class learning objectives in English, Maths, Science and non-core subjects
- Wellbeing activities will be posted weekly by SLT to promote a sense of whole school community
- Work will be set by teachers in a timely way in order to promote positive mental health and wellbeing for all

- All work should be uploaded onto Google Classroom
- The content outline shared with staff should be followed when setting work (Appendix 1)
- Additional resources or programmes should be provided to support children with additional needs
- Teachers will use a blend of nationally available resources and classroom resources

Providing feedback on work:

- Pupils will be expected to communicate with their Google Classroom regularly during periods of absence
- Teachers and teaching assistants should ensure regular communication during periods of absence and give feedback where appropriate. For example, praising progress on TT Rockstars or Reading Plus or answering a message in the stream
- Teachers should give feedback on work in the home learning book when the child returns to school or provide answers via the stream on Google Classroom

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

- Teachers and teaching assistant should make contact with children absent from school twice weekly
- Office staff should stay in contact with children who are absent from school on the first day of absence, to follow up Covid tests and every three days thereafter. Information regarding these phonecalls is recorded on the Absence spreadsheet. This is kept on the One Drive for ease of access for all staff in the Office Staff folder
- Teachers are only expected to answer emails and Google Classroom messages between the hours of 8-4.
- Any complaints or concerns should be passed to Mrs Charlton (Acting Head Teacher)

Isolation of whole class or whole school closure

When providing remote learning, teachers should:

- Provide a home learning pack for all pupils in preparation for isolation periods
- Make available in the folders on Google Classroom to cover class learning objectives in English, Maths, Science and non-core subjects
- Schedule two live sessions per day with their class
- Provide questions which evoke whole class responses and allow the children and staff to interact together
- Post wellbeing activities to promote a sense of whole school community
- Set work for the following day by 4pm the day before
- All work should be uploaded onto Google Classroom
- The content outline shared with staff should be followed when setting work (Appendix 1)
- Additional resources or programmes should be provided to support children with additional needs

Providing feedback on work:

- Pupils will be expected to communicate with their Google Classroom or classwork daily
- Teachers and teaching assistants should ensure daily communication with the class as a whole and give weekly individual feedback during periods of whole class isolation or whole school closure and give feedback where appropriate.
- Teachers should provide more opportunities for online work which can be reviewed and also work which can be completed in their home

- Teachers should give feedback on work in the home learning book when the child returns to school

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

- Teachers and teaching assistant should make contact with the whole class daily and individuals weekly.
- Office staff should stay in contact with children who are absent from school on the first day of absence, to follow up Covid tests, on the third day of absence and every other day thereafter. Information regarding these phone calls is recorded on the Absence spreadsheet. This is kept on the One Drive for ease of access for all staff in the Office Staff folder
- On the third day of absence, the office staff will advise children to begin accessing our Google Classroom daily
- Teachers are only expected to answer emails and Google Classroom messages between the hours of 8-4.
- Any complaints or concerns should be passed to Mrs Charlton (Acting Head Teacher)

Online Learning Protocol

Attending virtual meetings with staff, parents and pupils

Staff are reminded to dress professionally when participating in online meetings.

Avoid areas with background noise and ensure nothing inappropriate in the background. A Teams background is advisable

Keep online sessions short and leave with a challenging question which inspires children to learn more. Ask them to feed back in your stream.

Subject Leads/SENDCos

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring teaching and learning in your subject area
- Evaluation provision
- Auditing available resources to facilitate home learning
- Supporting teachers to plan and deliver an appropriately pitched recovery curriculum
- Alerting teachers to resources they can use to teach their subject remotely
- Provide any training for staff/pupils in delivering the curriculum remotely

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 as 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

Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for ensuring that the school takes steps to safeguard the whole school community whilst facilitating learning from home.

This will be achieved by:

- Teachers being advised to act professionally and dress appropriately for online sessions
- Teaching assistants joining in with the sessions wherever possible
- Blanking out their background

- Clear guidelines of online meetings explained to the children
- Clear guidelines of online meetings explained to parents
- Recording meetings where needed

IT Staff

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
- Assisting pupils and parents with accessing the internet or devices

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- 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 – 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
- Ensure they and pupils follow the school protocols when engaged in live lessons that are delivered remotely

Governors

Governors are 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

2. Practical Steps

Scenario	Actions
Individuals or a small number of pupils are isolating	<ul style="list-style-type: none"> • Stationery packs already sent home for all pupils • Direct children to access the work available in the folders on Google Classroom • Schedule reminders for Reading Plus, TT Rockstars etc • Teacher/Teaching Assistant to check in with the pupil twice each week • Mrs Charlton post links to wellbeing activities and assemblies
A whole class or year group is isolating	<ul style="list-style-type: none"> • Stationery packs already sent home for all pupils • Direct children to access the work available in the folders on Google Classroom • Schedule reminders for Reading Plus, TT Rockstars etc

	<ul style="list-style-type: none"> • Lessons to be delivered through a mixture of the already established folders, live and via the stream following the agreed timetable • Staff to work at home if isolating and well • Staff to work at home wherever possible if not isolating and well • Two members of staff to be present for live sessions • Class staff to post links to wellbeing activities and assemblies • Stream lessons from Lingotot/Music service
A teacher is isolating, but pupils are still in school	<ul style="list-style-type: none"> • If well, teacher to continue providing work for school and online learning and direct the supply cover • If unwell, Acting Head Teacher to organise supply cover and staff in school organise the work
If the whole school is isolating	<ul style="list-style-type: none"> • Communicate regularly with students • Set work via online platform and run live lessons where possible • Provide regular feedback both to the class and on an individual basis where appropriate

3. Contacts

Issues in setting work – Mrs Charlton (Acting Head Teacher) or Mrs Renwick (Acting Deputy Head Teacher)

Issues with behaviour – Mrs Charlton (Acting Head Teacher) or Mrs Renwick (Acting Deputy Head Teacher)

Issues with IT – Mrs Thompson (ICT leader) or Jeff Wilson (ICT Consultant)

Issues with their own workload or wellbeing – Mrs Charlton (Acting Head Teacher), Mrs Renwick (Acting Deputy Head Teacher), Jackie Alcock (School Counsellor)

Concerns about data protection – Mrs Charlton (Acting Head Teacher) or Mrs Renwick (Acting Deputy Head Teacher)

Concerns about safeguarding – Mrs Charlton (Acting Head Teacher) or Mrs Renwick (Acting Deputy Head Teacher)

4. Data Protection

Accessing personal data

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

- Access the data via One Drive or Google Classroom
- Use their school laptop or i-Pad

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and login information 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.

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

Our Safeguarding Policy includes a Covid-19 Addendum and can be found on the One Drive and School Website.

6. Monitoring Arrangements

This plan will be reviewed monthly following a consultation with staff to ensure that the plan promotes positive mental health and wellbeing for all.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy