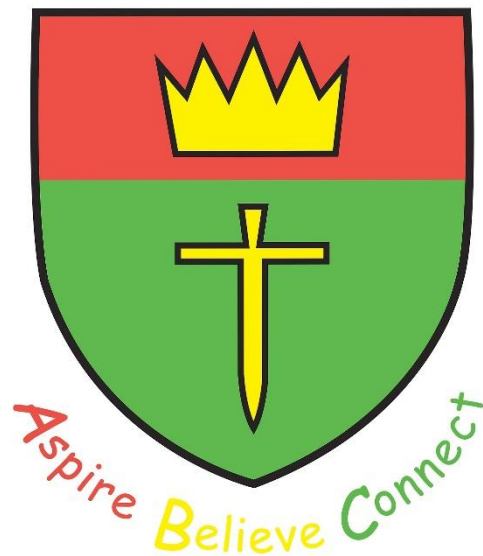


St Oswald's CE VA Primary School



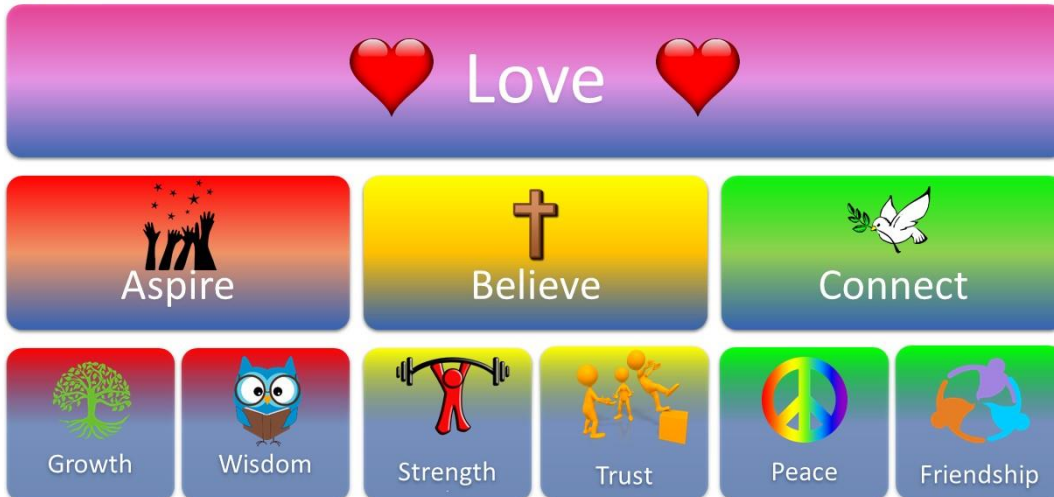
Bubble Isolation School Remote Learning Policy 2020



School Ethos and Values Statement



St Oswald's Ethos and Values Statement



Background

Our Ethos and Values Statement is an easy to understand model of our core beliefs at St Oswald's. Children in our school know that love is the most important value of all, in line with the new command that Jesus gave us to love one another, which is why this is placed above all in our statement.

Mission Statement

Sitting below love lies our school's mission statement: *Aspire, Believe, Connect*. As easy as A, B, C, this statement is easy to remember and most importantly represents what we want our children to do in every aspect of their education and lives.

Core Christian Values

The mission statement is underpinned by six core Christian values that each link to one aspect of *Aspire, Believe, Connect*. As children aspire to be the best they can be in every way, they will grow in wisdom. In order to believe in themselves and develop their own beliefs about the world around them, our children are taught about the importance of trust and strength on their journey. We also believe in the values of peace and friendship in helping us to connect with those around us.

Bede Burn Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. We use Google Suite for

Education via our Realsmart platform. This ensures a more secure access to google tools.

Our Aims and Expectations

This remote learning policy for staff aims to:

- Ensure consistency in the approach 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
- this policy is to be read in conjunction with the 'Whole Bubble Home Learning Timetables' document and 'Home Learning Non-Negotiables.'

**In the event of an individual child being absent from school and learning from home, please see the "Individual Home Learning" document for your child's class and for this current half term. This will also be reverted to, if your child's class teacher is unwell with Covid-19 and is therefore unable to facilitate remote learning in a live or video capacity.*

What will happen?

- ✓ Your child's teacher will provide input for the whole bubble three times a day, for twenty minutes at a time.
- ✓ Your child will be set tasks by their class teacher.
- ✓ Your teacher will be available to respond to work submitted to them.

How will this happen?

- ✓ Your child will login to Google Classroom via the school website (<http://www.stoswaldscofe.co.uk/>).
- ✓ Your child will watch and read content set by their class teacher.
- ✓ Your child will complete work in their isolation workbooks sent home by school.
- ✓ Your child has the option of submitting work to their teacher, should they want feedback (recommended).

**See the "Google Classroom" video on <https://treehousetutorials.wixsite.com/home/home-learning> for support.*

Online Teaching Via Google Classrooms

Settings for Google Classroom have been adjusted so that pupils can only get access to the class Google Meet if the teacher has invited them. When finished, a teacher needs to leave Meet last. Once the teacher has left, no pupils can access the meeting again.

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between 9 am and 3.30 pm.

If they are unable to work for any reasons, during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Online Teaching and Setting Work

- Hosting short live lessons daily
- Making sure they are first into the Google Classroom Meet
- Ensuring there are two members of staff in the Google Classroom Meet and if two members of staff are not available, ensuring the meeting is recorded and stored in a secure location (Folder on Google Drive).
- Setting work to be completed in Google Classroom classwork section: daily English and Maths; one science per week, one topic, one RSE and one RE per week.
- PE will be a pre-recorded video challenge each week, which will be saved within the classwork section and produced by Kyle Barron.
- Ensuring work set is submitted onto Seesaw and alerting SLT if children do not complete work on more than two occasions
- Providing support to children / parents
- Only using platforms specified by senior managers and approved by our IT network manager (Google Classrooms).

Providing Feedback Of Work

- Work submitted via Google Classrooms should be responded to with a short online comment.
- Teachers can online comment on their pupil's work, this is then visible by the child and they can respond back.
- Feedback can also be given through the grading tool. If work is graded as 100/100 that would equate to objective achieved, 50/100 would be progress towards achieving the objective and 0/100 would be objective not achieved.

Keeping In Touch With Pupils

- Respond to messages from pupil via Google Classrooms within 24 hours of the message during working hours, excluding weekends

- Respond to emails from parents within 24 hours of the message during working hours, excluding weekends
- Refer any complaints and/or concerns to SLT within the school day

When presenting live lessons, teachers should dress appropriately and have a plain appropriate background.

Teaching Assistants

To assist with remote learning, teaching assistants (if well and not caring for dependents), should:

- assist the class teacher in the live teaching sessions
- help with enquiries via Google Classroom

Subject Leads

Subject Leads are responsible for:

- Providing guidance to staff on the content and frequency of online teaching
- Evaluating the quality of provision in their subject

Senior Leaders

Senior leaders are responsible for:

- Monitoring the effectiveness of remote learning through: reviewing work set on Google Classrooms and discussion with / feedback from teachers
- Coordinating the remote learning approach across school (Jade Pape & Andrew Richardson)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated and Deputy Designated Safeguarding Leads

These are responsible for:

- Responding to any safeguarding concerns raised by teachers during the period of remote learning.
- Referring cases of suspected abuse to the Integrated Safeguarding Intervention Team.
- Ensuring each member of staff has access to, and understands, the school Child Protection Policy and procedures, especially new and part time staff.

- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Understanding relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or during school-led sessions within the home.
- Recognising the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- Obtaining access to resources and attend any relevant or refresher training courses.
- Encouraging a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- Ensuring the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.

Pupils and Parents

Pupils working remotely are expected to:

- access live Google Classroom sessions (for 20 minutes) with the class teacher, according to the timetable shared at the start of the isolation period - these are marked on your child's year group timetable as 'Teacher input: 20 minutes'.
- keep their microphone muted when taking part unless the teacher tells them to turn it on
- complete work to the deadline set by teachers
- seek help if they need it from teachers or teaching assistants

Parents of pupils working remotely are expected to:

- encourage their children to join live teaching sessions
- encourage and support their children to complete work set
- seek help from the school if needed
- ensure the appropriateness of the setting and background during online meetings
- turning off the camera if they do not want their child to appear live on screen

The Governing Body

The Governing Body 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

Who To Contact

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

- Issues in setting work to the appropriate standard/differentiation needs: Inclusion Manager - Jayne Dixon (jdixon@stoswaldscofe.co.uk)
- Issues with behaviour or non-completion of work: SLT - Helen Smith or Jade Pape (hsmith@stoswaldscofe.co.uk or jpape@stoswaldscofe.co.uk)
- Issues with ICT: Computing Lead - Ali Conway (aconway@stoswaldscofe.co.uk)
- Issues with workload: Helen Smith or Jade Pape
- Concerns about safeguarding: Helen Smith or Jade Pape

Data Protection

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

- Use a school device to access data: iPad or laptop.

Processing Personal Data

Staff members may need to collect and/or share personal data such as email address 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 should 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.

- Making sure the device locks if left inactive for a period of time
- Not sharing the device among friends or family
- Keeping operation systems up to date.

Monitoring Arrangements

This period will be reviewed yearly. At every review it will be approved by St Oswald's CE VA Primary School Governing Body.

Signed Headteacher: H.Smith

Signed Chair of Governors: A. Ellison

Date: October 2020

Review Date: October 2021