

# Christ Church (Brondesbury) CE Primary School

## Remote Learning Policy



<b>Responsible Governors' Committee</b>	<b>Teaching &amp; Learning Committee</b>
<b>Date Approved</b>	<b>June 2023</b>
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<b>Signature</b>	

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
<b>G</b> ive learning your best	<ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the “give me five” rules</li></ul>
<b>O</b> wn your choices	<ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul>
<b>L</b> ove yourself, as God loves you	<ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>
<b>D</b> ream big, work hard and pray	<ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>

This policy reflects and supports our school vision in that through our Remote Learning procedures we strive to “...provide a supportive, safe and respectful environment in which all flourish....”. This is echoed in our Going for GOLD with faith statement through “Give learning your best” and “Dream big, work hard and pray”.

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This policy should be in use in the event that school is closed, or a number of children miss learning due to an outbreak of (for example) COVID-19, or in the event that due to a large-scale accident (such as fire) the school buildings are unfit to be occupied during term time.

### **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

### **1.1 Use of Remote learning**

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
  - Not possible to do safely
  - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
  - They have an infectious illness
  - They are preparing for or recovering from some types of operation
  - They are recovering from injury and attendance in school may inhibit such recovery
  - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

## **2. Roles and responsibilities**

### **2.1 Teachers**

Teachers must be available between 8.30am and 4.00pm. If they are 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, by calling the school mobile on 07594 262 247 before 7am.

Teachers are responsible for:

- Setting work :
  - Work should be posted online for all children in their class
  - There should be learning posted each day equivalent to a full school day's learning
  - The work should be available by 9am each school morning
  - The work should be uploaded to each class page on the school website – [www.cchurch.brent.sch.uk](http://www.cchurch.brent.sch.uk) (Children – Class Pages)
  - The work should be age-appropriate for the children and taken from resource sites approved/recommended by the Senior Leadership Team (SLT)
  - Those children unable to access work online should be flagged up with the SLT and a pack of paper-based learning prepared for them. It is the class teacher's responsibility to ensure all children are being catered for.
- Providing feedback on work:
  - Children will submit work via the school email system (i.e. to [yearx@cchurch.brent.sch.uk](mailto:yearx@cchurch.brent.sch.uk)) or, in the case of Early Years, through the Tapestry online system.
  - Teachers should check the responses daily and provide feedback on children's progress
  - Each child who submits work online via the email or Tapestry systems should receive feedback on a daily basis
- Keeping in touch with pupils and parents:
  - Through regular (daily) emails, sent during the course of the normal working day
  - Emails should be either for responding to the child's work, or for providing support and assistance for those who are finding a learning task difficult
  - If a complaint is received, this should be forwarded to the Headteacher and the parent should be informed that this has been the case
  - If a child returns pieces of work unfinished, this should be handled as in class – through an offer of support/teaching via follow-up emails.
  - At the end of the week, the Home Learning Tracker sheet should be completed on Google Drive – any child who is not engaging with online learning will then be checked upon by a member of the SLT/Admin team via telephone calls.
- Attending virtual meetings with staff, parents and pupils:

In the unlikely event of parent / child meetings needing to be held remotely, the school asks that this is carried out in as professional a manner as possible.

- Teachers should check with SLT if a parent meeting is required (out of scheduled parent-meeting times)
- If Parent consultation meetings are to be held remotely, SLT will brief the staff on how these will take place
- Staff should appear dressed as they would do on a school day

- The meeting should be conducted from a quiet, tidy location where confidentiality can be observed and everyone can be heard clearly (i.e. holding a meeting from a busy, public place would not be appropriate)

If a teacher is in school as part of a rota system to cover children for whom provision is ongoing, they will upload work and check email responses on one of those 2 days. They will also inform their class of which day this will be.

## **2.2 Teaching assistants**

Teaching assistants must be available 8.30am and 4pm. If they are 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, by calling the school mobile on 07594 262 247 before 7am.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely where teachers are engaged in class teaching
- Taking turns with the supervision of children within school
- Preparation of resources and collating of remote learning paper packs

## **2.3 Subject leads**

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent
- Monitoring the work set by teachers in their subject through weekly browsing of class pages
- Alerting teachers to resources they can use to teach their subject
- The Inclusion Lead will take the role of co-ordinating and checking the provision for all children with SEND and Vulnerable children – this will involve making resources available to class teachers for online provision and providing/collating resources for the paper-based learning packs.

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – by regularly checking provision on the website, monitoring email discussions between staff and children and by following up on the Home Learning Tracker document.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Maintain direct contact with families in response to the Home Learning Tracker via telephone calls.

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Ensuring that all staff follow the principles set out in the Appropriate Use Policy
- Monitoring any and all concerns arising from email conversations between teachers and families and raising these with the appropriate agencies, such as Brent Family Front Door, Family Solutions, CAMHS and the school's Inclusion Lead
- Monitoring any concerns arising from non-engagement, or pupils missing their education and raising these with the Education Welfare Officer where appropriate
- Ensuring that all staff know and follow the school's policies and procedures in relation to safeguarding and child protection concerns

- Ensuring that all concerns are dealt with in an appropriate and timely manner

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- 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 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

## **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 or Inclusion Lead
- Issues with behaviour – talk to a member of the SLT (Phase Leader in the first instance)
- Issues with IT – talk to IT staff ([via@compasslp.co.uk](mailto:via@compasslp.co.uk))
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

## **4. Data protection**

### **4.1 Accessing personal data**

- Staff will only have access to their relevant Year group email inbox and through this the children's email addresses from their class
- SLT have access to all mailboxes

- These details will be treated as sensitive and will not be shared with anyone outside of their classroom environment without the prior agreement of the Headteacher
- Any breaches of Data Protection must be reported immediately to the Headteacher, following the principles of the school's Data Protection / GDPR policy

#### **4.2 Sharing personal data**

Staff members may need to collect and/or share personal data such as names, classes and email addresses 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 – 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
- If a staff/SLT member uses their own mobile or telephone to call a family, they should dial 141 before the family's number in order to protect their own safeguarding

#### **5. Safeguarding**

The school's Safeguarding & Child Protection Policy continues to be our main document for the safety and wellbeing of our children. This is supplemented during the time of COVID-19 pandemic by the document Christ Church Safeguarding and CP – COVID-19 addendum.

These documents can be found in the Policies section of the school's website.

#### **6. Monitoring arrangements**

This policy will be reviewed yearly by the Headteacher. At every review, it will be approved by the Teaching & Learning Committee.

#### **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety Policy
- Acceptable Use Policy