Cove Junior School

Remote learning Policy

Policy approved and adopted: January 2021
Review date: January 2022

1. Aims
This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not able to attend school due to Covid-19
- Set out expectations for all members of the school community with regards to the delivery of high quality interactive remote learning
- Explain how Google Classroom and Microsoft Teams will be used as the school's online learning platform
- Provide a flexible approach so that all families can be supported, regardless of their individual circumstances
- Support the children's learning and well-being if they are unable to attend school
- Provide appropriate guidelines for safeguarding, online safety and data protection

2. Who does this policy apply to?
- Any child who is absent because they, or a member of their family, are displaying Covid-19 symptoms; they are awaiting test results; and the household is required to self-isolate
- Any child whose class is not permitted to attend school because they, or another child in their class, have tested positive for Covid-19
- The whole school, if there is a localised or national closure of schools

3. Flexibility of Learning
We understand that every family is different and that the circumstances leading to self-isolation will be different. When providing remote learning, we will be as flexible as possible and recognise that:

- Parents and carers may be working from home while still supporting their child's learning
- Access to technology may be limited and IT systems may not always function as they should
- There may be two or more children in the family and parents may need to prioritise use of technology to other children (e.g. students working towards GCSE or A level qualifications)
- Teachers may be trying to manage the learning of their own children as well as providing support to the children in their class
- Members of the family may be unwell and not able to complete remote learning

4. Google Classroom
While we appreciate that remote learning will be easier for some families than others, Google Classroom will be the primary online learning platform. Ensuring that regular learning takes place is really important to reduce the impact of self-isolation on our children's education and well-being.

- All children have been provided with login details and passwords
- All children have used Google Classroom in school and should be familiar with the way it operates
- Some children will need support from parents to access Google Classroom
- Staff will provide support for parents who are struggling to access Google Classroom. Parents should contact school promptly via email: office@cove-jun.hants.sch.uk and alternative solutions may be available. These will be discussed on a case-by-case basis

5. Loan of IT Equipment / SIM cards
We have now been issued with a small number of laptops and tablets from the Department for Education which are available to loan from school while a child is self-isolating. Any devices which are borrowed have to be returned to

school as soon as the self-isolation period has ended. Upon receipt of the device, a brief loan agreement should be read and signed by parents. The loan agreement includes a clause about loss or damage to the device.

Requests for devices will be dealt with on a case-by-case basis but will generally be loaned to children who do not have access to a device at home on which to access Google Classroom. Allocation will be based on the following order of priority:

1. Vulnerable children (those with an allocated social worker or other children's service involvement)
2. Children in receipt of Free School meals
3. Children who have been in receipt of Free School Meals at some point during the last 6 years
4. Children in large families where there may be several children needing to access online learning
5. Other children without access to Google Classroom

SIM cards
We have also received a number of free pre-paid SIM cards to support remote learning. These are available for families upon request from the school office.

6. Roles and Responsibilities

6.1 Teaching staff (teachers / learning support assistants) will:
- Share teaching and learning activities with children in their class through Google Classroom
- Three learning activities will be added each day – English, maths and a foundation subject activity. These activities will be posted by 9:00am each day
- Learning activities will support the learning taking place in school and will follow the year group's current planning as closely as possible
- Be flexible in setting timeframes for completion of activities by understanding that the circumstances for a child being away from school will affect families in a number of ways
- Support pupils where appropriate, with accessing learning remotely, including those with SEND in accordance with their learning targets
- Support other members of the team if they are unwell or are required to provide face-to-face teaching in school
- Monitor online safety for the children while they are using Google Classroom and ensure that the same levels of respect are used as we would expect in school
- Follow the school's usual procedures for safeguarding children as detailed in the school's Child Protection Policy, Safeguarding Policy, and the Child Protection and Safeguarding Covid Addendum. Any significant concerns will be shared with the DSL or Deputy DSLs as soon as possible
- Make additional contact with some families where there are additional concerns (e.g. via email, virtually through Teams or by telephone)

In the event of a whole class bubble (or the whole school) working remotely, these additional measures will be put in place and teaching staff will:
- Be available online through a Microsoft Teams link between 9:00-10:00am to 'register' children and provide support about the learning activities for the day
- Be available online through a Microsoft Teams link between 1:15-2:15pm to provide further support to the children about the learning activities if required
- Reply to messages, keep in contact and provide feedback to the children about their work within normal school hours (8:50am – 3:25pm) and within reasonable timeframes
- Take regular breaks away from the computer to support their own health and well-being
- Follow normal procedures for reporting staff absence if they are unable to work for any reason during this time, for example due to sickness or caring for a dependent

6.2 Staff can expect children learning remotely to:
- Make contact through Google Classroom between 9:00-9:30am to 'register' their participation in remote learning. Where this is not possible, children should seek support from their parents
- Complete the three pieces of learning set daily on Google Classroom to the deadlines set by teachers as much as they can
- Read daily, either independently or with an adult, and record this in their Home Link book
- Not spend excessive amounts of time in front of a computer screen

- Make contact with their teacher through Google Classroom if they are struggling to complete a piece of learning so that support can be offered
- Recognise that their teachers value their well-being and that they should take regular breaks, get fresh air and exercise during the day
- Ensure that they stay safe online and act respectfully to others when accessing Google Classroom

6.3 Staff can expect parents to:
- Support their child's learning to the best of their ability
- Encourage their child to access and engage with tasks set on Google Classrooms
- Seek guidance if anything is unclear in the learning that is set
- Check their child's completed work each day to ensure that it is of a good standard and is shared with teaching staff through Google Classroom
- Actively encourage the progress that is being made by their child
- Contact school if there are any problems as soon as possible: office@cove-jun.hants.sch.uk
- Make contact with school if their child is ill and unable to complete remote learning
- Send work which has been completed on paper at home back to school when safe to do so
- Be mindful of mental well-being of both themselves and their children and encourage their children to take regular breaks, play games, get fresh air and relax

6.4 Year Leaders will:
- Monitor the learning set by teachers for their subject responsibility.
- Review the learning set on Google Classrooms for consistency across the year group
- Review current curriculum expectations in the light of the need for remote home learning for the individual, the bubble or the whole school in the case of localised lockdown.

6.5 The Senior Leadership Team will:
- Coordinate the remote learning approach across the whole school
- Monitor the overall effectiveness of remote learning – reviewing learning set by teachers and monitoring the use of Google Classroom by the children
- Monitor contact between parents and teachers and offer support to families where required
- Communicate key information with stakeholders (staff, parents, governors, Hampshire Local Authority) as required
- Monitor the security of remote learning systems, including data protection and safeguarding considerations and respond to concerns or problems
- The Inclusion Manager will oversee home learning plans for pupils in receipt of an EHCP and those pupils with SEND
- The DSLs will respond to any safeguarding concerns as soon as possible by following the relevant policies
- The Business Manager will co-ordinate the administration of the school including maintaining contact with families as required

6.6 Staff with responsibility for IT will:
- Provide support for children, parents or staff who are experiencing difficulty accessing Google Classroom
- Co-ordinate the loan of IT equipment if required
- Liaise with Agile (the school's IT support company) to resolve any issues with the school's IT system
- Ensure that data protection procedures are adhered to:
  o Devices are password protected and kept secure when not on the school site
  o Personal data is only shared where absolutely necessary
- Review the security of systems and flag any data protection breaches to the Data Protection Officer

7. Links with other policies
This policy is linked with our:
- Behaviour Policy
- Child Protection Policy
- Safeguarding Policy
- Child Protection and Safeguarding Covid-19 Addendum
- Data Protection Policy and Privacy Notices
- Attendance Policy
- ICT and internet acceptable use policy
- Online safety policy
- Consent Booklet