

Federation of Boldmere Schools

# Remote Learning Policy

## Individual Children/ Class/Year Group Closure

(This policy has been created to support home learning during the Covid-19 pandemic)



Approved by:

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## 1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to home learning for pupils who are self-isolating
- Set out expectations for all members of the school community with regard to remote learning
- Provide appropriate guidelines for data protection

## 2. Home Learning

### 2.1 Google classroom

- All children at Boldmere Federation have access to the learning platform Google Classroom. In the event of a partial or full closure of school, or individuals self-isolating, the platform will offer a bespoke platform for each year group.
- Google classroom allows pupils and teachers to interact. Pupils can upload and submit work and receive feedback from teachers/ staff. The curriculum offered will be broad, ambitious and in line with our classroom practice.
- There are opportunities to access a wide range of curriculum subjects each week and this will include practical tasks for early years.
- Children will have access to daily lessons, including Maths, English, phonics and foundation subjects.
- All lessons will be in line with the teaching in the classroom at the time. This will ensure a consistent curriculum is provided to both children in school and those at home.
- Where appropriate, links to DFE recommended home learning resources such as The Oak Academy and BBC Bitesize, will be used.
- Clear instructions for lessons will be provided and teachers, where they are able to, will use the 'Stream' section of Google Classroom to interact with children.
- Lessons will not currently be live; however, this facility may be used in the future. If a whole class or year group is isolating, and the teacher is well, a live registration may be held to check in with the pupils and explain the daily learning.

### 2.2 Resources

As well as planned daily lessons, which ensure children receive full coverage of the National Curriculum, children have access to the following:

Infant & Nursery school:

- Mathletics- an online platform that supports mathematics learning at home through interactive games and challenges.
- Phonics play- an online platform that supports the learning of phonics through games and challenges.

Junior school:

- TT Rockstars - an online platform that supports times tables practice
- Real PE - online platform that we use in school for PE
- Spelling Shed - an online platform to support spellings.
- Myon.co.uk - an online platform that gives access to a wide variety of online reading books and activities.
- Mathletics - an online platform that supports mathematics learning at home through interactive games and challenges.

## 2.3 Children who are unable to access online resources

- For those children who cannot access online resources, alternative provision will be given. School may be able to provide families with a device to enable them to carry out remote learning at home – please contact the school if you require this. Lessons, slideshows and resources can also be printed and collection or delivery (hand or post) can be arranged.

## 2.4 Remote Learning SEND

- Where a teacher has produced planning, differentiated resources linked to One Page Profiles/toolkits may also be available.
- Work set for SEND children will be matched to children's ability and, where appropriate, assigned to children individually via Google Classroom. Printed sheets or workbooks may also be provided.

# 3. Roles and responsibilities

## 3.1 Teachers

### Setting work:

- For children who have a positive PCR result and therefore will be self-isolating, links to resources may be sourced from;

Oak Academy- <https://teachers.thenational.academy>

BBC Bitesize- <https://www.bbc.co.uk/bitesize/levels/z3g4d2p>

Phonics Hub- <https://www.wandleenglishhub.org.uk/lettersandsounds>

White Rose Maths Hub- <https://whiterosemaths.com/homelearning/>

Phonics Play- <https://www.phonicsplay.co.uk/teachers>

- If an individual, class or year group bubble has to self-isolate the school will provide work to include daily maths, phonics, English and foundation subject planning.
- Plans will be scheduled for release on a weekly basis and will match the planning taught in the classroom at that particular time.
- As well as school curriculum planning, resources may be sourced from the websites listed above.
- Uploading weekly plans to Google Classroom, will be the responsibility of year group leads.
- All teaching staff are trained in using Google Classroom.
- A weekly timetable will be provided to enable parents and children to follow a sequence of lessons.
- Teachers will encourage children to submit specific pieces of work daily. Staff will provide feedback and comment on these pieces of work.

### Providing feedback on work

- Children are encouraged to upload any completed work onto their Google Classroom page.
- If individual children are absent from school due to isolating for 10 days or more, teachers will make regular checks on home learning and provide feedback. Due to teaching commitments in school, this feedback may not be immediate but will be regular.
- If a bubble is self-isolating, and the teacher is in good health, feedback will be given on specific pieces of work to all children submitting work.
- If support is required with an area of learning or a particular task, the child's year group email can be used to make contact with school.
- Junior school pupils may use the comments section to ask their teachers questions regarding their work.
- Feedback from teachers will be positive, linked to the learning, and may contain a question or next step.

### Keeping in touch with pupils who are absent

- Teachers will use the 'Stream' section of Google Classroom to keep in touch with, and type messages to, children, for example, a good morning greeting and a brief outline of the daily timetable.
- Children can respond to teacher messages.
- Year group email addresses are available to support home learning.
- Emails will be answered during the hours 8.30 am – 4.00pm.

- A member of staff, for example the class teacher, teaching assistant or a member of SLT, will make phone calls home to 'check- in' with the children. This is an opportunity to discuss the child's wellbeing and that they are successfully accessing Google Classroom.

### **3.2 Safeguarding / Designated safeguarding lead**

At Boldmere Federation of Schools, the safety and wellbeing of our children and staff are a priority.

The Designated Senior Lead is Mr. Carl Glasgow.

DSLs at the Infant School are Mrs. Kenny, Mrs. Mason and Mrs. Beesley.

DSLs at the Junior School are Mr. Glasgow, Mrs. Welch, Mr. Hill, Mrs. Mutch and Mrs. Jones.

The DSL responsibilities are identified within the school's Child Protection Policy.

The Child Protection policy has been updated in response to COVID-19 and school closures.

### **3.3 Pupils and parents**

If the child is well, staff expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis
- Be contactable during the school day- although we realise that the child may not always have access to a device all day
- Read (or listen to some reading) every day
- Seek help, if needed, from adult(s) at home or by using Google Classroom to contact their teacher (speed of response depends on the situation)

Staff expect parents with children learning remotely to:

- Do their best to support their child's home learning given their own home circumstances, health, family and work commitments etc.
- Make the school aware if their child is ill or otherwise unable to complete work.
- Seek help and support from the school if their child is having difficulty with home learning
- Email the year group email address (please see below) with a specific query about a lesson/ task set on Google Classroom.
- Email the year group email address if they are having technical issues or are unable to access Google Classroom.
- Be respectful when contacting school.
- Support their children in submitting completed work, for example uploading a photograph of the work.

### **3.4 Governing board**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Providing support to the SLT.
- Maintain pupil and staff wellbeing.

## **4. Who to contact**

If parent/ carers have any questions or concerns about remote learning, they should email year group emails as follows:

[nursery-contact@boldmere.bham.sch.uk](mailto:nursery-contact@boldmere.bham.sch.uk)  
[reception-contact@boldmere.bham.sch.uk](mailto:reception-contact@boldmere.bham.sch.uk)  
[yr1-contact@boldmere.bham.sch.uk](mailto:yr1-contact@boldmere.bham.sch.uk)  
[yr2-contact@boldmere.bham.sch.uk](mailto:yr2-contact@boldmere.bham.sch.uk)  
[yr3-contact@boldmere.bham.sch.uk](mailto:yr3-contact@boldmere.bham.sch.uk)  
[yr4-contact@boldmere.bham.sch.uk](mailto:yr4-contact@boldmere.bham.sch.uk)  
[yr5-contact@boldmere.bham.sch.uk](mailto:yr5-contact@boldmere.bham.sch.uk)  
[yr6-contact@boldmere.bham.sch.uk](mailto:yr6-contact@boldmere.bham.sch.uk)

For all other enquiries, please use the email address below:

[enquiries@boldmere.bham.sch.uk](mailto:enquiries@boldmere.bham.sch.uk)

## **5. Data protection**

### **5.1 Accessing personal data**

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

- Connect to the school network using only a school remote desktop connection
- Ensure that no personal data leaves the school premises.
- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address.
- Use Year group email addresses to communicate with parents.
- For further information please see the schools Data Protection Policies.
- Parents should not share personal information or data on Google Classroom comments.

### **5.2 Processing personal data**

Staff members are unlikely to need to collect and/or share personal data such as emails, phone number as part of the remote learning system.

### **5.3 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

## **6. Monitoring arrangements**

- This policy will be reviewed following the self-isolation of any class or year group bubble.
- Additional reviews will take place fortnightly during Federation SLT meetings.
- The Governing Body will review and approve termly.

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

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy