Remote Teaching and Learning Policy

September 2020

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1. Vision and Values

Vicarage Primary School aims to provide our pupils with an engaging, exciting and empowering curriculum that equips them for the next stage of their education as well as life in modern Britain.

Our curriculum is designed to recognise pupil's prior learning, develop their knowledge, understanding and skills through quality first teaching.

Our core values are central to our ethos.

- ✓ We want our pupils to Aspire for **Excellence**, so they can achieve their potential
- ✓ Develop independence, confidence, **Resilience** and a love for learning which will continue throughout their lives.
- ✓ **Respect** for themselves and others, understanding there will be different viewpoints and beliefs but through mutual respect and tolerance become responsible citizens and positive agents of change in their own and others' lives.

Aims

The Remote Teaching and Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not attending school because they are self-isolating.
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning, through use of quality online resources and teaching videos.
- Include continuous delivery of the school curriculum, as well as support emotional, health and well-being of pupils.
- Support families who do not have electronic equipment through the Government free laptops for disadvantaged pupils' scheme.
- Ensure continued professional development for staff (e.g. CPD, phase and team meetings)

3 .Who is this policy applicable to?

Pupil or staff member who is absent because they are awaiting test results for Covid-19.

Pupil or staff member who is not permitted to attend school because they, or another member of their household or bubble, have tested positive for Covid-19.

Pupil or staff member who is in quarantine following a visit abroad.

4. Resources to Support Remote Teaching and Learning

- Timetable for structure of the day and week
- Google Classroom for pupils – work to be uploaded as well as daily live lessons
- Zoom/Google Classroom for staff CPD
- Zoom for parent meetings
- Printed learning packs for those families who are unable to access remote learning tools
- Oak National Academy online lessons
- Home Learning packs for small numbers of pupils (not class or year group bubble)
- Home Learning websites found on the school website, including Timetables Rock Stars, BBC Bitesize

5. Home and School Partnership

Vicarage School is committed to working in close partnership with parents and carers.

A parents' guide on how to use Google Classroom is available on the school website. A hard copy is given to those parents who request one.

We encourage parents and carers to support their children's learning, including finding an appropriate place to work and follow the daily timetable given.

Staff ensure that work is set promptly. Should accessing Google Classroom be an issue, parents are asked to contact the school promptly.

Pupils sign an 'Acceptable Use Policy' at the start of the academic year, which includes e-safety for working on-line both at school and at home.

Staff follow the guidance in Safeguarding Guidance for Online Learning during School Closure: Code of Conduct for phone calls, live lessons, video conferencing and recorded lessons.

6. Roles and responsibilities

The following responsibilities relate to when a whole class, year group bubble is self-isolating

Teachers

When providing remote teaching and learning, staff will continue to work from 8:30am until 3:30pm during term time.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will inform their phase leader. Alternative arrangements will be made, i.e. teaching and learning will be the responsibility of Phase Leaders.

When providing remote learning;

- A class register to be taken daily. If there are any concerns regarding pupils (including SEND pupils) not accessing Google Classroom, teachers must inform their Phase Leader, AHT for Inclusion and Designated Safeguarding Lead for safeguarding concerns.
- Teachers will use Google Classroom for teaching and learning.
- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Years 5 and 6.
- The work set will follow the usual timetable for the class had they been in school, wherever possible.
- Lesson plans will be saved on Google Drive and shared with Phase Leaders.
- Timely and frequent feedback will be given to all pupils including those who have been provided with home learning packs, to ensure they make progress in their learning.
- Formative assessment will be used to inform planning to ensure any gaps in pupil knowledge is addressed.

- Any complaints or concerns shared by parents or pupils will be reported to a member of Leadership Team. For any safeguarding concerns, these will be referred immediately to the Designated Safeguarding Lead (DSL) or one of the two Deputy DSLs.

Teaching Assistants

Teaching assistants will continue to work from 8:30am until 3:45pm during term time (Unless there is a contractual change).

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

- Teaching Assistants supporting SEND pupils will set work on Google Classroom or provide home learning packs.
- They may be required to complete tasks directed by their Phase Leader or AHT for Inclusion.
- Any complaints or concerns shared by parents or pupils must be reported to a member of Leadership Team. For any safeguarding concerns, these will be referred immediately to the Designated Safeguarding Lead (DSL) or one of the two Deputy DSLs.

Subject Leaders

Alongside any teaching responsibilities, subject leaders are responsible for:

- Considering whether the aspects of the subject curriculum need to change to accommodate remote teaching and learning.
- Working with teachers to make sure all work set is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely.

Phase Leaders

Alongside any teaching responsibilities, Phase Leaders are responsible for:

- Co-ordinating remote teaching and learning for their phase, including daily monitoring of pupil attendance and engagement in lessons and ensuring lessons are of high quality to offer support and discuss any concerns.
- Ensuring regular meetings are held with their teams.
- Monitoring the security of remote learning systems, including data protection and safeguarding concerns.
- Contacting parents if there are any issues or concerns raised by staff.

Designated safeguarding lead and Deputy Designated Safeguarding lead

- The DSL and Deputy DSL are responsible for managing and dealing with all safeguarding concerns.
- DSLs will continue to conduct safeguarding children team meetings remotely.
  (For further information, please see the Safeguarding and Child Protection Policy).

Early Help/Attendance Lead and Pastoral Team

- Regularly check Safeguard emails, update Safeguard with recent actions and liaise with staff and external agencies regarding vulnerable pupils.
- Learning Mentor to keep contact with identified/vulnerable pupils and their families.

IT Manager

- Resolve any issues with IT systems including Google Classroom.
- Support staff and parents with any technical issues they may be experiencing.
- Review the security of remote learning systems, flagging up any issues with the School Business Manager and Head Teacher.

Assistant Head Teacher for Inclusion

- Liaising with ICT manager to ensure that the technology used for remote teaching and learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensure pupils with EHC plans will continue to have their needs met while learning remotely in accordance with guidance from the Local Authority.
- Liaise with staff and outside agencies including Speech and Language Therapist to make alternate arrangements for pupils on EHC plans.
- Liaise regularly with parents and carers of pupils on the SEND register.
- Liaise with parents of Looked After Children.

School Business Manager

- Ensure value for money when arranging the procurement of equipment or technology needed for remote learning.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Continue with financial work on behalf of the school.

Office Staff

- Check info@vicarage email and forward to relevant staff on a daily basis.
- Update SIMS information as and when required.
- Liaise with site supervisor regarding school post and deliveries.
- Maintain communication with School Business Manager and Head Teacher daily regarding work – what has been completed? What is outstanding? And any further work to be carried out remotely?
- Any complaints or concerns shared by parents or pupils must be reported to a member of Leadership Team– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead/or one of the Deputy Safeguarding Lead.

Pupils and Parents

Pupils

- Complete work set by teachers or teaching assistant on time.

- Seek help if they need it, from teachers or support staff if they are worried about anything.
- Inform teachers if they are struggling with work set.

Parents

- Must ensure their child logs onto Google Classroom and completes the set work.
- Make the school aware if their child is unwell and cannot attend lessons on Google Classroom.
- Ensure their child follows the timetable given and complete the work set.
- Ensure all completed reading, writing and maths work, is uploaded by 1pm, so that the teacher can respond by 3:30pm.
- Inform the school if they have any queries or concerns regarding their pupils learning.
- All parent/carer emails should come through the school admin account (info@vicarage.newham.sch.uk) or school office number 0208 472 1010
- Be respectful when speaking to staff.

Governing Board

- Monitoring the school's approach to providing remote teaching and learning to ensure it is of high quality.
- Ensuring systems are appropriately secure, for both data protection and safeguarding reasons

In the event of a staff member or pupil who is well enough but is self-isolating or is in quarantine whilst the rest of the class/year group bubble are still attending school as normal.

Teachers

- To provide daily live and recorded lessons from 9am till 3:15pm.
- To carry out school tasks as directed by the Phase Leader.
- To attend staff training, meetings or briefings via Google Meet/Zoom.

Support Staff

- To carry out school tasks as directed by the line manager.
- To attend staff training, meetings or briefings via Google Meet/Zoom.

Pupils

- To use National Oak Academy and the list of websites links on the school website for home learning.
- Complete work in Home Learning packs (for pupils who cannot access Google Classroom). The packs will be marked by the class teacher on their return and feedback will be provided.

In the event of a number of teaching staff absent in a phase group and cover cannot be provided, then the year group will be sent home and learning will take place via Google Classroom.

- School will send a text message to parents to inform them that their child's class is closed due to high staff absence and that teaching and learning will take place on Google Classroom for a set period of time (14 days).

7. Attending Meetings / CPD (Continuing professional Development training sessions)

- All staff to attend meeting and training sessions via Zoom or Google Meet.
- Staff to adhere to school dress code and ensure the location is appropriate.

8. Safeguarding

The school Safeguarding, Child Protection and Early Help policy has an addendum, providing additional details for support during remote teaching and learning.

Role	Name	Contact Details
Designated Safeguarding Lead	Ms S Khan (Head Teacher)	**Telephone:** 020 8472 1010 / 020 8472 0674 **Email:** info@vicarage.newham.sch.uk safeguard@vicarage.newham.sch.uk
Deputy Safeguarding Leads	Ms SA Clunis (AHT for Inclusion) Mrs K Dennett (Early Help/Attendance Lead)	
Family Support Worker	Mrs S Ali	
Chair of Governors	Quintin Peppiatt	

9. Data Protection

When accessing Personal Data for remote learning purposes, all staff members will:

- Access data from a secure cloud service or the server in the school IT network.
- A school laptop or IPad and rather than their own personal device.
- Not share own personal data i.e. mobile number or personal email address with parents and pupils.

All staff members will take appropriate steps to ensure devices remain safe. This includes, but 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 – including installing updates

10. Monitoring Arrangements

This policy will be reviewed termly.

11. Further Guidance

Further guidance can be found in the following polices listed below:

- Safeguarding, Child Protection and Early Help Policy / Safeguarding and Child Protection Addendum
- Positive Behaviour Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- Safeguarding Guidance: Online Teaching and Learning during school closure