



Remote Learning Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children while they are away from school, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Online Safety Agreement still apply at this time but this policy is an addendum in these unprecedented circumstances.

It is important that we work together to keep learning going while schools are closed to reduce the impact on children's education. However, we do understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them. This will include live streamed meetings, videos, PowerPoint slides, other useful learning links and a wide range of activities for the children to access. Adapted work and resources are provided for SEND pupils who are unable to attend school. We have also produced paper workbooks for additional learning, and particularly to support learning when the digital device or Wi-fi fail to enable access to online learning.

Where pupils cannot attend school due to restricted opening, self-isolation, shielding or COVID, Class Teachers will provide access to a weekly timetable of remote learning activities. This will be shared through Google Classroom, with additional advice on the school website home learning page.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not attending school
- Set out expectations for all members of the school community with regards to remote learning, including online behaviour, attitudes, activities and the use of digital technology
- Provide appropriate guidelines for data protection
- Help stakeholders to recognise that online/digital standards (including social media activity) must be upheld beyond the confines of the school premises and the school day regardless of device or platform
- Facilitate the safe, responsible and respectful use of technology to support teaching and learning, increase attainment and prepare children and young people for the risks and opportunities of today's and tomorrow's digital world

- Help school staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world:
 - for the protection and benefit of the children and young people in their care,
 - for their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice
 - for the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession
- Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns (with reference to other school policies such as Behaviour Policy or Anti-Bullying Policy)

Scope

This policy applies to all members of the school community (including staff, governors, volunteers, contractors, pupils/pupils, parents/carers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time, or who use technology in their school.

Roles and Responsibilities

This school is a community and all members have a duty to behave respectfully online and offline, to use technology for teaching and learning, to prepare for life after school and to immediately report any concerns or inappropriate behaviour, to protect staff, pupils, families and the reputation of the school. We learn together, make honest mistakes together and support each other in a world that is online and offline at the same time.

Staff

“Online education should follow the same principles set out in your school’s staff behaviour policy (sometimes known as a code of conduct).” – DfE Safeguarding and remote education during coronavirus (COVID-19).

The guidance in the Staff Handbook and Staff Code of Conduct applies in the same way. This includes dress code, the staff relationship guidelines, safeguarding procedures and other school policies and procedures.

When providing remote learning, teachers must be available to pupils at the following times:

- Session 1: 9.00am – 10.30am
- Session 2: 10.45am – 12.30pm
- Session 3: 1.30pm – 3.00pm (Monday to Thursday only)

Teachers should take planning and preparation time on Friday afternoons but work will still be available online for pupils to undertake.

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

Online learning provision will take place using Google Classroom and using links to other learning resources authorised by the school. Teachers should check with our IT Leader if you are unsure whether any IT resource you wish to use is authorised by the school. More detailed information on online learning provision for each year group can be found on our school website [School Closure - Home Learning](#) page. Details of how to log on to Google Classroom can also be found here.

Teachers will communicate and respond to pupils in the following ways:

- Daily live Google Meet sessions providing instructions for the lessons and enabling pupils to have contact with their teacher and each other
- Information and instructions provided in Google Classroom
- Guidance, information and responses to queries and questions provided through the Google Stream
- Work submitted by pupils will be assessed and responded to
- Whole class assessment for learning with follow-up video instruction, guidance or comments
- Phone calls home where there are concerns that a pupil has not been engaging with learning or to support where any difficulties arise
- A member of the Senior Leadership Team will be alerted where concerns arise and the Designated Safeguarding Leader will be contacted in the event of any safeguarding concerns
- Teachers should not give out their email addresses; it is an unreasonable and unmanageable expectation that the teacher maintain ongoing email communication with parents/guardians while fulfilling their remote teaching and learning duties. Any queries should be directed to the Senior Leader assigned to your year group.

Our behaviour policy aims apply to remote learning in the same way they do in school:

- To make learning a priority
- To develop aspiration and ambition
- To develop an enjoyment of learning
- To develop independence and self-discipline
- To work collaboratively and creatively
- To adhere to high expectations of behaviour
- To rise to challenges
- To have a determination to succeed
- To have a voice and use it purposefully
- To have, and live up to high expectations
- To adopt our culture of 'no excuses'
- To make the most of the experiences provided in school
- To work hard to be successful and fulfilled
- To have self-respect and respect for others
- To commit to supporting each other to achieve

Teachers should remind pupils of the protocols for working in Google Classroom or any other remote learning platform. These protocols can be found on the school website [School Closure - Home Learning](#) page. They can also be found in the Classwork area of each Google Classroom.

Unfortunately, if anyone breaks these rules, they may be stopped from communicating in Google Classroom and their teacher will speak to their parent/guardian about checking that they stick to the code of conduct in future. This is so that the children can all make the most of their learning whilst they are away from school. If a pupil persistently breaks the rules for remote learning, they may lose their access to Google Classroom and need to undertake workbook home learning instead.

Where a child fails to complete work:

- Make a phone call home to see why the pupil is not able to complete the work
- If the pupil can submit work but is choosing not to, speak to a parent/guardian and discuss the expectation of work being submitted.
- If the pupils is not able to complete the work because they are finding it too difficult, consider how the work can be differentiated or supported
- If the pupil is not able to submit work due to IT or Wi-fi issues, direct them to complete their work in a workbook instead and ensure they show a parent/guardian their finished work
- We understand that many families are struggling to keep engaged with online learning throughout the day due to technical issues. The school is providing workbooks to support home learning in these cases. The workbooks are not a replacement for learning accessed through Google Classroom, but are an additional learning resource for pupils to use when there is not sufficient IT/Wi-fi resource to enable all children in the family to access online learning at the same time, or in the event that IT/Wi-fi fails.

With the exception of specific circumstances where parent/carers have given written emailed consent for 1-to-1 teaching at the request of the school, live streaming lessons/classes should only be delivered to groups.

“Staff should only contact children during normal school hours, or at times agreed by the school leadership team” - DfE Safeguarding and remote education during coronavirus (COVID-19)

All online meetings should take place during school hours of 9.00am to 3.30pm for pupils and between 9.00am and 5.00pm for meetings with adults.

Meetings should be set up from the staff's school account.

Before the meeting begins, staff must ensure that they are dressed professionally and that they are in a quiet space with an appropriate background. This includes ensuring that there are no inappropriate objects/information on view.

Language should remain professional and appropriate at all times.

You are in charge because you are the teacher.

Open the meeting 5 minutes before the meeting time. Click on **Security** at the bottom of the call. Under 'Allow participants to:'

- UNTICK Share Screen
- UNTICK Chat
- UNTICK Rename Themselves
- UNTICK Unmute Themselves.
- DO NOT UNTICK **'ENABLE WAITING ROOM'**.

Click on Participants (bottom of screen) which show you the waiting room. Click **Admit All**. Continue to look at the waiting room throughout the meeting to admit children who arrive late.

You have control over when children can speak. This isn't because you want them to be silent but because, like in the classroom, only one person can talk at a time.

Invite children to put their hand up to ask to say something. They should do this by putting their hand next to their face. You will write down names of children asking to speak on your notepad and will choose them when it is their turn.

Unmute that pupil when it is their turn to talk and then put mute back on when they are finished speaking.

If a pupil/someone is being poorly behaved, remind them then you may have to turn their video off or mute them so that they can't be seen or heard. They will always be able to see and hear you, unless you decide to remove them from the meeting.

You will decide when the meeting ends. Ensure that you END the meeting rather than LEAVE the meeting.

There is a small chance that something happens to your internet connection, or your laptop crashes. In this case the children must all leave the meeting too. The meeting cannot carry on without you, the teacher.

"It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should continue to be made to children's social care and as required the police." – DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers, May 2020.

In the event of staff sickness or self-isolation due to COVID, a class teacher may be required to be in charge of a bubble in school. In this case, while staff capacity is reduced, it will not be possible for the teacher to manage Google Classroom. In this event, the remote learning class will be merged with the parallel class to become one remote learning year group. The parallel teacher will do their utmost to continue provision online. However, there may not be capacity to ensure provision to its current capacity.

Each year group has a member of the Senior Leadership team assigned to it as follows:

- Nursery & Reception – **Ms Buttery**
- Year 1 & Year 2 – **Mrs Shurety**
- Year 3 & Year 4 – **Ms Stegmann**
- Year 5 & Year 6 – **Ms Carlyle**

These senior leaders will provide support to teachers and monitor activity on Google Classrooms. They will contact parents/guardians where support is required or issues arise.

Mrs Bannon, headteacher, and **Ms Carlyle**, deputy headteacher, will monitor Google Classrooms to:

- Coordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning, reviewing work set, look at pupils' contributions and they will have weekly meetings with teachers to discuss any challenges that arise and feedback from discussions with parents/guardians/pupils
- With our IT Leader and Camden IT, monitor the security of remote learning systems, including data protection and safeguarding considerations
- See how the children are, including monitoring their learning and behaviour
- Contact parents/guardian or pupils where any concerns arise.

Safeguarding

The Designated Safeguarding Leader is Mrs Shurety.

This is a difficult time for all families and it is understandable that these circumstances may cause additional challenges and stress. Please inform a member of the Senior Leadership Team if, through remote learning or phone calls home it becomes evident that a family may need additional support. We will do all we can to help.

Any safeguarding concerns that arise must be reported in line with the school's safeguarding procedures. Please see our Safeguarding Policy on the school website or in the Staff Shared Area on the school network. If in any doubt, please contact Mrs Shurety on 0207 387 5909 for further advice and support.

IT Support

There is advice and support available for any parents/guardians or pupils experiencing difficulties with IT. Please check the school website [School Closure - Home Learning](#) page for further guidance.

Our IT Leader is **Mr Scrivano**. If you need any further advice or support please email him at ict@rcobden.camden.sch.uk.

Mr Scrivano will do his utmost to support pupils, parents/guardians and staff with:

- Fixing issues with systems used to set and collect work
- Helping with any technical issues within his control
- Assisting pupils and parents/guardians with accessing the internet or devices where possible
- Reviewing the security of remote learning systems and alerting the Senior Leadership team to any security or data protection issues

Pupils and Parents/Guardians

Pupils

At our school we value and respect others. These rules are essential if we are to have a safe and productive learning environment.

The school Code of Conduct for pupils applies in the same way during online meetings.

- We are ready to learn and achieve.
- We work purposefully in all our lessons.
- We always try our hardest and do our best; we don't waste time or give up easily.
- We do not disrupt other pupils' learning.
- We work hard when we are working independently, in groups or as a whole class.
- We seek help from an adult when we need it.
- We are courteous, polite, honest and friendly.
- We listen to each other.
- We respect the rights of everyone.
- We listen to each other.
- We look after younger children. (You can help your younger siblings at home.)
- We find solutions to any problems and resolve conflict.

Language (spoken and written) must be appropriate and polite, including any family members who are within range of the electronic device's speaker.

Arrive on time to meetings.

You may be in a waiting room for a short time when you arrive before the teacher invites you to join the meeting.

Make sure that you have chosen somewhere quiet to sit with a device for the meeting. Think about who or what is in the background to make sure that it is appropriate for your classmates and teacher to see.

Enable video and audio for the meeting. Your teacher will choose to disable microphones for all pupils to start with and invite you to unmute when it is your turn to speak.

If the teacher asks a question, raise your hand, use the hands up icon or type your comment in the comments tab to show that you would like to speak.

Do not use an emoji or avatar instead of your face for the meeting.

Take responsibility for your learning by participating in the whole session, completing the task that your teacher sets you and responding to questions.

Do understand that it is okay to make mistakes; do not laugh or make fun of those who are brave enough to have a go.

Do not record lessons in any format.

Do not share or adapt meeting recordings or take screen shots.

If you say anything inappropriate whilst you are being invited to speak, the teacher can choose to disable your microphone.

If you show anything inappropriate on your screen, the teacher can choose to remove the video option for you.

If the teacher's internet connection fails and they leave the meeting, please leave the meeting too.

If your internet connection fails during the meeting, please try to re-join the meeting once this has been fixed. If this is not possible, do not worry.

The teacher will tell you when the meeting is coming to a close. They will invite you to leave the meeting by clicking on the 'leave' button.

Pupils need to adhere to the Remote Learning Protocols which are available on their Google Classroom Classwork page and on the school website [School Closure - Home Learning](#) page.

Parents/Guardians

Online learning cannot fully substitute the quality of a face-to-face classroom but it can be a useful tool when children cannot attend school. Parents are requested to support us in ensuring that pupils participate in online learning.

Make the school aware if their child is sick or otherwise can't complete work.

Live Meet sessions may be recorded to enable other pupils to access learning later on.

Where a parent/guardian does not wish their child to be recorded, the pupil should be directed by the parent/guardian to turn off their camera and microphone.

It is expected that all pupils attend sessions and engage with their teacher. If pupils cannot attend the online learning, please let school know the reason. If there is any difficulty in accessing a suitable device for the meeting, please inform school of this. We will do our utmost to help.

Please support your child to arrive at the meeting on time.

Please provide your child with a pencil and paper so that they can record any work or ideas that their teacher is inviting them to complete.

You must not digitally record the lessons in any format.

You must not share or adapt lesson recordings, take screen shots, or use them for any purpose other than your child accessing the content of the lesson.

Parents and family members are also requested to respect the online pupil and teacher meeting and not to get into conversations with the pupil or teacher whilst sessions are underway. Parents should not get involved in the lessons, but please talk to your child

about the lessons afterwards and encourage them to take part. If you need to listen to the lesson to support your child's learning, please do so out of screen shot and do not make comments during the lesson as this unsettles other children.

Parents should not use Google Classroom to contact the teacher for information. Parents should use existing methods of communicating with the school - phone the school office on 02073875909 or email admin@rcobden.camden.sch.uk and someone will get back to you.

Be mindful that the other pupils at the meeting might see or hear anything happening in the background of your child's device. Support your child to find a suitable place to sit with the device while the meeting is taking place.

If your internet connection fails during the meeting, please do try to help your child to re-join the meeting where possible. If this is not possible, please support your child so that they do not worry about this.

"If you have downloaded new apps or bought new devices like web cams or tablets, remember to adjust the privacy and security settings to suit you." – DfE Coronavirus (COVID-19) - staying safe online

<https://www.internetmatters.org/parental-controls/> Visit this website to switch on family-friendly filters. This will help to prevent inappropriate content being accessed at home.

"Parental controls put you in control of what your child can see." DfE Coronavirus (COVID-19) - staying safe online

Should anything be seen, spoken about or alluded to that constitutes a safeguarding concern, this will be passed to a member of the school's Designated Safeguarding Leader.

"Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them." – Undertaking remote teaching safely, NSPCC April 2020

Please support your child to understand the expectations of Remote Learning Protocols, Online Safety Policy, Acceptable Use Agreement and this policy as appropriate. These can all be found on their Google Classroom Classwork page and on the school website [School Closure - Home Learning](#) page.

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