

# Perryfields Junior School

## Remote Learning Policy



*Perryfields Junior School*

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|-----------------------|---------------------------------------------------|
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## 1. Aims

This remote learning policy 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

## 2. Roles and Responsibilities

### 2.1 Teachers - children/small groups

If children are isolating due to track and trace (including family members with a positive test for Covid-19), remote learning will be provided as follows:

#### English and Maths:

The PowerPoints used in our English and Maths lessons will be sent home and details of work to be completed will be included. Some lessons may contain attached support sheets or worksheets. Work completed should be submitted on J2e for teacher feedback.

#### Foundation Lessons:

Teachers will inform parents of the foundation and science topics that will be covered during the child's absence for children to carry out their own research. Work completed should be submitted on J2e for teacher feedback.

#### Homework:

Spellings will be set as normal on Spelling Shed. Children can access maths and reading homework through online platforms as per normal.

#### Additional:

Children have access to TT Rockstars, DB Primary, Spelling Shed, MyMaths and Bedrock – all of these sites can be accessed from the school website under 'Online Learning'.

#### Expectations:

- We expect children to complete their schoolwork on time and to the best of their ability.
- Work completed should be submitted on J2e for teacher feedback.
- If child(ren) do not have access to the internet, the school will provide a learning pack.

## 2.2 Teachers - during class/school lockdown

Teachers must be contactable on DB Primary between 9am and 3pm. If they're 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 procedures. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

**Teachers are responsible for:**

**Setting work:**

Creating a weekly overview of work for their year group, in liaison with year group partners.

This must include subjects from across the curriculum that would be taught in school during the period of closure. This will equate to 4 hours of online learning each day.

**English and Maths**

Recordings of presentations planned for English and maths lessons will be narrated and modelled by class teachers. Recordings and worksheets will be uploaded to the school website. Parents will be directed to their child's learning.

**Reading**

Uploading an audio recording of themselves reading sections of their class book each day on DB Primary.

**Foundation lessons:**

Lessons and activities will be set out on a year group overview document. Children will access resources through the school website. If these lessons require teacher input, a video will be recorded by the class teacher for the children to access.

Values Assemblies - narrated and uploaded by SLT. These will be displayed on the front page of the school website.

**Additional Learning:**

Spellings will be set as normal on Spelling Shed.

Please also remember that children have access to TT Rockstars, DB Primary, MyMaths and Bedrock – all of these sites can be accessed from the school website under 'Online Learning'.

**Providing feedback on work:**

- Pupils to complete work in exercise books (provided by school) or electronically.
- Pupils should submit any work completed on J2e (this can take form of a photograph or an electronic document) and teachers will provide feedback.
- Reward points (on J2e:J2stars) will be given to children by class teachers for effort and achievement.
- Teachers should respond to any emails/work from parents/children within 48 hrs.

**Keeping in touch with pupils and parents:**

- Weekly Pupil of the Week to be sent to class blog.
- Emails received on DB Primary must be replied to promptly. Anyone can respond to year group enquiries; it does not have to be the actual class teacher.
- In the event of an extended lockdown, teachers will undertake weekly zoom meetings with their class. For those unable to access this provision, follow up phone calls will be made.
- SLT/SENCO will record all contacts with parents of vulnerable children on CPOMs and add any relevant actions. Example CPOMS comment: 'Telephoned mum, offered support during home learning and I spoke with child who is getting on well. No concerns.' Contact will be made weekly.
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

## 2.3 Teaching assistants

Teaching assistants must be available during their working hours, Mon to Fri. During this time they are expected to check work emails and be available when called upon by the school. If they're 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.

**Teaching assistants are responsible for:**

- Supporting keyworker/vulnerable children in school
- Supporting pupils with learning remotely when requested by the SENCO
- Communicating with SLT/SENCO as required
- Undertaking on-line learning as directed by SLT
- Completing tasks set by school/class teacher

## 2.4 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject – review work set weekly on the website.
- Reviewing your current subject in the light of home learning during Covid-19. Evaluate what changes will need to be made in the future and amend your Action Plan accordingly.

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Providing printed resources or devices for pupils without suitable access to online learning (can be collected from school office).

## 2.6 Designated safeguarding lead (DSL)

**The DSL is responsible for:**

- Maintaining contact, collating, passing on information and responding to any concerns.

## 2.7 Pupils and parents

**Staff can expect pupils to:**

- Be contactable during the hours of the school day 9am – 3pm, although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants. Alert teachers if they're not able to complete work.
- Complete their schoolwork on time and to the best of their ability.
- Submit any work completed using J2e for teacher feedback.

**Staff can expect parents to:**

- Seek help from the school if they need it – staff should refer parents to the 'Home Learning' tabs on our website and 'DB Primary' for class book clips.
- Support their children in their learning.
- Notify school if they require printed resources or a device if they do not have suitable access to online learning.
- Be vigilant about their child's online activity and to inform the school of any concerns they may have about their child in this respect.

### 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/SENCO/SLT.
- Issues with their own workload or wellbeing – talk to their line manager/SLT.
- Concerns about data protection – talk to the data protection officer (Business Manager).
- Concerns about safeguarding – talk to the DSL.

All staff can be contacted via the school email addresses.

### 4. Data protection

#### 4.1 Accessing personal data

When accessing personal data:

- All staff have access to CPOMS to record any concerns about children, this is accessed via a secure portal. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via the school office/CPOMS. Do not share any details with third parties.
- SLT have the ability to locate personal details of families when required through securely accessing CPOMS.
- School laptops are the school's devices to be used when accessing any personal information on pupils.

#### 4.2 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes:

- 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.
- 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.
- Complying with all school Data Protection/GDPR policies.

### 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy (September 2020)**

### 6. Monitoring arrangements

This policy will be reviewed by SLT and the Governing body as and when updates to home learning are provided by the DFE.