Glenfrome Primary School

Remote/Blended Learning Policy

(School/Bubble Closure or Individual Child Self-Isolation)

Model policy from the Key for School Leaders

This is a non-statutory policy delegated by the full governing body of Glenfrome Primary School for review and approval by Governors of the Standards & Achievement Committee.

First adopted: 22nd September 2020

History of recent reviews:

Date	Changes/Page	Who is responsible?
22.09.20		Standards Committee & Sarah Laws
16.09.21	P2 – instead of teachers having to individually record a lesson 'pupils to see their class teacher for at least one session per day' this will be recorded. P2 - by 7pm the evening before. Instead of by 9am on the day. P3 – Live check in session instead of calling every child each week. Only calling those children who do not attend the live check in.	Standards Committee & Sarah Laws
22.9.22*	Now review every two years. Remove reference to self-isolation and bubbles.	

***This version: Approved by S&A on 28.09.22**

To be reviewed every two years or before if required

Next review due: October 2024

This policy is linked to our:

- Behaviour policy
- Safeguarding/Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Anti-bullying policy

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1. Aims

This remote learning policy for staff aims to:

- Provide meaningful and ambitious learning every day in a number of different subjects
- Ensure consistency in the approach to remote/blended learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote/blended learning
- Provide appropriate guidelines for safeguarding and data protection

2. Roles and responsibilities

2.1 Teachers – in the event of school closure

When providing remote learning, teachers must be available between their normal working hours unless they are asked to come to school to teach key worker or vulnerable children which will be on a needs rota system.

If teachers are 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 which is to contact either Mrs O' Callaghan (Head Teacher) or Mrs Sarah Laws (Deputy Head Teacher) either the night before or before 9 am in the morning.

When providing remote learning during school closure, teachers will:

- Set work for their children as directed by SLT
- Record one English, one maths and one foundation subject daily for the year group – pupils to see their class teacher in at least one of the sessions each day.
- Ensure that the lesson and accompanying tasks and resources (such as images/links to videos) are displayed on Google Classroom or Tapestry (Reception) by 7pm the evening before.
- Ensure that the work set is appropriate for home learning and that enough instruction has been given to support parents/children with being able to succeed with the remote learning set
- Continue to plan with year group partners to ensure consistency across the year/subject
- Add a welcome message at the start of each week should be added to the Google Classroom stream page and respond to any pupil comments/fun activities that may have been uploaded
- Prepare packs of learning for those children who are not using Google Classroom.
- Dress appropriately in line with the school dress code when either on live zoom calls or when recording lessons to share with children.
- Record in a space in the home with minimal personal detail with a plain background.
- Give appropriate feedback to children's learning by adding a comment box about the learning linked to the learning objective, adding a wish or marking if correct (quiz for example).
- Ensuring that children know when they need to respond to feedback.

- Teachers will arrange for a live check in session each week and phone children in their class weekly to check in on their wellbeing if they do not attend. A record of this will be recorded on CPOMs.
- The Pastoral team will make regular calls to vulnerable families.
- Teachers will not give their emails to parents. Emails from parents will come through the main Glenfrome Primary School address instead.

2.1.1 Teacher – in the event of individual children needing to self-isolate when school is open

- Teachers will be alerted by the Attendance Officer, Mrs Claire Johnson if a child is self-isolating. Teachers will then provide a learning pack for children to learn at home which will be either uploaded to Google Classroom or printed if preferred.
- Learning packs will be collated by each year group based on existing planning and resources, these will then be collected by or delivered to the family as required within 48 hours of informing the school. Prior to receiving this pack, normal homework should be completed.
- Teachers will call the child who is self-isolating mid-week in each of the weeks that they are absent from school to check in with the child and parent to check all is ok and see if the work provided is sufficient

2.2 Teaching assistants – in the event of school closure

If school is closed but open for key worker and vulnerable children, Teaching Assistants will be expected to come in to school as per the rota which will be driven by the needs of the children who are in school. Teaching Assistants of one to one children will be expected to attend school each day that the child they support is present. 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.

2.3 Phase Leaders

Alongside their teaching responsibilities, subject leads and Phase Leaders are responsible for:

- Ensuring that their subject can be taught remotely and to check work that has been set is appropriate and consistent
- Contacting their phase colleagues weekly online to support well being and consistency with expectations
- Sharing additional teaching resources

2.4 Senior leaders

Are responsible for:

- Co-ordinating the remote learning approach across the school – the assigned person in the school is Sarah Laws as curriculum lead
- Monitoring the effectiveness of remote learning – such as reviewing work set or reaching out for feedback from pupils and parents or monitoring comments that are being sent either to the school email address or on Google Classroom and responding accordingly

2.5 Designated safeguarding lead/Pastoral Team

The DSL is responsible for ensuring that any safeguarding concerns are actioned in accordance with our safeguarding policy. The school DSL is Inger O'Callaghan, Head Teacher and the Deputy Safeguarding Lead is Sarah Laws, Deputy Head Teacher. Other members of the safeguarding team include Mrs Gemma Thomas, SENDCo, Mrs Claire Johnson, Learning Mentor/Attendance and Mrs Sharon Hinchey Learning Mentor. The Safeguarding team will oversee the pastoral care of our pupils in any event of a school lockdown. This will include offering places to vulnerable children.

The Pastoral team will make weekly phone calls to vulnerable families and referrals to external agencies where appropriate.

All staff will record concerns on CPOMs in line with our safeguarding policy.

2.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to partner class teacher, subject leader or phase leader
- Issues with behaviour – talk to parent, phase leader or any member of SLT
- Issues with IT – email Jon directly (check with Sarah Laws first as this may have been dealt with)
- Issues with their own workload or wellbeing – talk to any member of SLT
- Concerns about data protection – talk to any member of SLT
- Concerns about safeguarding – talk to the DSL or Deputy DSL and add details to CPOMS

4. Personal Data/Use and security of Devices

- Staff are reminded to collect and/or share as little personal data as possible online
- Staff are reminded not to use their personal devices such as mobile phones for online learning
- Staff are reminded not to use personal emails or texts to contact parents and instead use teachers2parents if this is required
- 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)
- Making sure the device locks if left inactive for a period of time. Not sharing the device among family or friends

5. Monitoring arrangements

This policy will be reviewed as the situation changes and develops but no later than before the end of the academic year by Sarah Laws, Deputy Head Teacher. At every review, it will be approved by Mrs O Callaghan, Head Teacher and the full governing board