



# Little Gaddesden C. of E. Primary School



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## Little Gaddesden Church of England Primary School Remote learning offer

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### 1. Aims

This remote learning offer for staff aims to:

- Ensure an appropriate and consistent approach to remote learning for pupils who aren't in school during the COVID-19 pandemic
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community. Continue to ensure that every child receives the best education the school can provide them
- Detail where possible the systems and technology that staff will use to maintain the learning experience for children whilst allowing for the differing needs of families.

### 2. Roles and responsibilities

#### Senior Leaders

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Headteacher will work with other staff to enable continued provision of home learning. In this instance, home learning may need to be adapted so that school leadership responsibilities are not compromised while carrying out remote learning for the class.

## Designated safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

## SENDCo

The school SENDCo will continue to provide advice and support where possible to staff and families. This may involve directing families to additional support via outside agencies or those provided locally.

## Teachers

When providing remote learning, teachers will be available during school hours of 9am - 3:15pm on their normal working days.

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.

When providing remote learning, **for individuals who are self-isolating or shielding**, teachers are responsible for:

- Access to a weekly timetable, which will, as much as possible, link to our long-term curriculum plans and the learning provided for pupils in school. Details of home learning will be shared with pupils and families via Google classroom.
- To make this manageable for staff, activities will make use of quality online resources such as the national Oak Academy and supplement these with our existing subscription packages which children are familiar with such as PurpleMash, My Maths, Times Table Rock Stars
- Staff will endeavour to view and feedback on as much of the pupil's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

When providing remote learning, **for whole classes**, teachers are responsible for:

- Weekly timetables for their class, which will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week).
- Highlighting opportunities to join scheduled 'live' events such as daily storytelling, Times Tables Rockstars Class competitions. Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreement.
- Throughout the day there will be posts on Google classroom or Purple Mash, providing extra details or examples as necessary. Pupils will have opportunities to 'hand-in' completed work and receive regular feedback.
- Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time. This may involve directed activities or group activities which class teachers will coordinate and share as appropriate.

## Keeping in touch with pupils who aren't in school and their parents;

- Any concerns should be recorded and Headteacher alerted.
- In the case of a national or local lockdown, Teachers will bring to the attention of the Headteacher any pupils they have not had contact with via online learning for more than 3 days.
- In the event of a self/class bubble isolation, communication will be via parent email. If there has been no communication from parent or child by day 3 of lockdown/self-isolation period starting, the school will call parents/pupils on day 4.
- Contact with vulnerable pupils (including those with EHCP's, SEND or PPG) will be closely monitored each week via online learning systems such as Google classroom, Purplemash or via telephone by a member of the school staff. This will be monitored by the Headteacher and deputised by the SENDCo and Deputy DLS.
- Emails received from parents will be checked between 9am and 3pm, Mon- Fri. We aim to respond to parent emails within 48 hours.
- When using video conferencing either for live events such as meetings / storytime, or when recording teaching videos, staff dress code should be appropriate; avoid areas with background noise, nothing inappropriate in the background. Further guidance can be found [Education Professionals - Remote Working](#)

## Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely – when requested by Headteacher/ SENDCo/ class teachers
- Liaising with class teachers to support planning and resourcing differentiated learning for remote learning provision.

### **Subject leads**

- Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set for their subject.
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Alerting teachers to resources they can use to teach their subject remotely
- Where possible, monitor the work set by teachers in their subjects and work submitted by pupils.

### **Technology support**

The Headteacher and school staff will endeavor to:

- Fix issues with systems used to set and collect work
- Support staff and parents with any technical issues they're experiencing
- If necessary and possible provide loan devices for pupils to access remote learning where access at home is not available or sufficient.
- Review the security of remote learning systems and flagging any data protection breaches to the data protection officer

### **Pupils and parents**

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities of core Maths and English skills.

Staff can expect pupils learning remotely to:

- Be contactable during 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 via messaging on Google Classroom or email via the school office
- Complete work to the deadline set by teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it via messaging on Google Classroom or email via the school office
- Be respectful when making any complaints or concerns known to staff

### **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
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## **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 the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to Headteacher
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL or Deputy DSLs

## 4. Data protection

### Accessing personal data

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

- not share any pupil details with third parties.
- use School laptops or iPads accessing any personal information on pupils. Personal devices used must have password protection and school accounts must be logged off when not in use.

### Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers and emails addresses, as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. Any sharing of such information, should only be via school email accounts or files within the School's domain.

However, staff are reminded to collect and/or share as little personal data as possible online.

### Keeping devices secure

All staff members will take appropriate steps to ensure their school 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

## 5. Safeguarding & remote learning

Please refer to Child Protection and Safeguarding Policy.

In addition:

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to class teachers and the Headteacher via the school office by emailing [admin@littlegaddesden.herts.sch.uk](mailto:admin@littlegaddesden.herts.sch.uk)

The following websites offer useful support:

[Safeguarding and remote education during coronavirus \(COVID-19\)](#) - Understand how to follow safeguarding procedures when planning remote education strategies and teaching remotely during the coronavirus (COVID-19) outbreak.

[Childline | Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[London Grid for Learning](#) - for support for parents and carers to keep their children

safe online [Net-aware](#) - for support for parents and careers from the NSPCC

[Parent Info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents and carers

## 6. Monitoring arrangements

This Online Learning offer will be reviewed each term by Lorna Elkes, Headteacher. At every review, it will be approved by the Governing Body.

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

This Online Learning office is linked to our:

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

Approved by:

Date: