

# Stanton Bridge Primary School



## Remote learning policy – COVID 19

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## 1. Introduction

This policy outlines the measures that will be taken by staff at Stanton Bridge Primary school in the event of pupils and/or staff needing to isolate due to COVID 19.

### **Individual pupils in isolation.**

Where individual pupils are isolating due to possible symptoms, school will provide a 10-day timetable of online lessons using The National Oak Academy resources and a set of revision guides/workbooks. Pupils will be expected to upload work to Showbie where school staff will respond and give feedback where deemed necessary.

### **Whole class bubble isolation/school lockdown.**

During a period of closure due to COVID 19, whereby whole class bubbles or school lockdown occurs, full remote learning procedures will be initiated. Staff will continue to provide education and support to pupils via the online learning platform 'Showbie'. Through this, staff will be able to provide tailored learning and support for all year groups, allowing for replication of classroom activity to the best of our ability.

### **Who is the policy applicable to?**

- In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms
- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

## 2. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Please note that this policy has been created with regard to advice and guidance received from Department for Education (DfE) and from Joint Unions (see links in Appendix).

## 3. Roles and responsibilities

### **3.1 Teachers**

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. If they 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.

Teachers are responsible for:

- Setting work:
- Class teachers will provide the following activities per day for their pupils, the subject of these lessons will be in line with the national curriculum that pupils would be learning were they in school:

Subject		Marking and feedback	Additional support
Mathematics	Recorded teaching with appropriate, differentiated resources.	Annotations on Showbie.	Live video used for additional feedback.
	Times Tables Rockstars	N/A	N/A
Writing	Recorded teaching with appropriate, differentiated resources.	Annotations on Showbie.	Live video used for additional feedback.
Reading	Reading comprehension, text uploaded with teacher voice notes to discuss language where needed.	Annotations on Showbie.	Live video used for additional feedback.
	Reading eggs assignments.	N/A	N/A
Topic inc. Science (Rotate as your daily timetable would be in school)	Recorded teaching with appropriate, differentiated resources.	Annotations on Showbie.	N/A
Note: <ul style="list-style-type: none"> <li>- Recorded teaching should follow the schools lesson guidance, using the flip chart slides as guidance.</li> <li>- Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not always rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything.</li> </ul>			

### Marking, feedback and support.

Staff members will:

- Provide feedback to pupils according to need using written annotations, voice recordings or typed annotations using Showbie.
- Provide additional explanations using the tools on Showbie where it is needed to consolidate or secure pupils understanding.
- Discussions can be held via the Showbie live feed to support pupils and answer questions where video feed is not needed.

## Live Video

The Showbie live video feature will be used in the following ways:

Pupil support
<ul style="list-style-type: none"><li>Each day, send an invite to pupils for support sessions the following day. Pupils should watch the uploaded lessons and access the support should the need it. e.g. 10am: Maths support, 11am Writing support etc</li></ul>
These sessions should be kept short and succinct, when pupils show they have grasped the understanding they should be directed to complete the activities provided.

Celebrate pupils work by sending any work to be displayed on the School Twitter Feed

[https://twitter.com/stanton\\_bridge](https://twitter.com/stanton_bridge) and school Website to Computing lead and IT Technician after media consent has been checked for the individual.

### 3.2 Teaching assistants

Teaching assistants ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis.

Underpinning this approach is an understanding for flexibility as to when Teaching assistants can be available. If they 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely, including live video support as directed by the class teacher.
- Teaching assistants can be given a specific group in the class to support via Showbie.
- Working alongside their class/year group teachers'

### 3.3 Subject leads

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

- Monitoring the work set by teachers in their subject.
- Review your current subject in the light of home learning. Evaluate what changes will need to be made and update action plan.
- Be available to offer subject support to colleagues via email.
- Alerting teachers to resources they can use to teach their subject remotely

### 3.4 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.
  - Monitoring the security of remote learning systems, including data protection and safeguarding considerations
  - Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
  - Oversee the ongoing wellbeing and CPD of teaching assistants.

### **3.5 Designated safeguarding lead**

The DSL is responsible for:

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

**See the COVID-19 amendments to the Child Protection Policy**

### **3.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- September 2020- The school is asking all families whether they have internet abled devices and is looking at loaning laptops and internet dongles if there is another lockdown

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### **3.7 Remote teaching for staff who are self-isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
  - Following contact with school, the Office Manager, may set up a referral to Occupational Health to support that individual. School also suggest, that if needed, staff can contact the Employee Support Programme individually. Details of this can be obtained from school.
  - School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
  - Replying to any email communication regularly
  - When requested by the SENCO/Phase leaders / SLT
  - Undertake remote and/or online CPD training;
  - Attend virtual meetings with colleagues.

Whilst self-isolating, and if able to do so, staff may be asked to:

- Remotely teach their class from home with support staff supporting from in school.
- Where appropriate, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- Staff may also be asked to support with the online learning provision for their or a given year group.

### **3.8 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 8:45am – 3:15pm via Showbie – 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 are not able to complete work.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it – staff should refer parents to the 'Covid 19 sections' on our website and the 'Pupil Hub' section.
- Make the school aware if their child is sick or otherwise can't complete work
- Be respectful when making any complaints or concerns known to staff.
- Confirm that they are happy for their child's work to be uploaded to the school website.

### **3.9 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 systems are appropriately secure, for both data protection and safeguarding reasons

### **4. Who to contact**

If **staff** have any questions or concerns, they should contact the following individuals:

- Issues in setting work: Relevant partner teacher/ subject lead/ Phase leader/SENCO/SLT
- Issues with behavior: Senior Mentor/SENCO/SLT
- Issues with IT: Computing lead/ IT Technician
- Issues with their own workload or wellbeing: Wellbeing team/Phase manager/SLT **Also see Wellbeing policy**
- Concerns about data protection: Data protection officer (School Business Manager)
- Concerns about safeguarding: DSL
- Illness or Covid concern: HT or DHTs
- HT and DHT's are available to be contacted regarding any concern.

If **parents** have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher or a member of her SLT at school via

[admin@stantonbridge.coventry.sch.uk](mailto:admin@stantonbridge.coventry.sch.uk). Class teachers should not respond to parents using Showbie.

### **5. Data Protection**

Also see GDPR Data Protection policy

#### **5.1 Accessing personal data**

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;

#### **5.2 Sharing personal data**

Staff members may need to collect and/or share personal data as part of the remote learning system. If staff require personal information from another staff member this will be sent via password protected emails.

Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### **5.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. All staff will follow Acceptable Use Policy.

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 that only use school USB drives that are 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
- Always lock screen when moving away
- 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

## **6. Safeguarding**

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

**Child Protection and Safeguarding, COVID-19 Safeguarding and child protection policy 2020 and Online Safety policy.**

These policies are available on our website.

## **7. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government or yearly. At every review, it will be approved by Headteacher, SLT and Governing Body.

## **8. Links with other policies**

This policy is linked to our:

- Acceptable use policy
- Behaviour policy
- Child Protection and Safeguarding
- COVID-19 Safeguarding and child protection policy 2020
- GDPR Data Protection policy
- Home-school agreement
- Online safety policy
- Well Being Policy

## **APPENDIX: links to professional guidance, advice and support**

- **Safeguarding and remote education during coronavirus (UK Government)**
- <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Joint Union advice on COVID-19 (ASCL, NAHT, NEU)**
- <https://neu.org.uk/media/9826/view>