



The Ryleys
Girls & Boys Preparatory School

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Remote Learning Policy 2020/2021

Monitoring: Headteacher

Named Person Responsible: Mrs Julia Langford

Policy Review Date: Ongoing

Introduction

This policy has been produced as a result of the Covid 19 pandemic in 2020.

The guidelines below outline the requirements and expectations of staff, pupils and parents in the event of a change in circumstances which necessitate the implementation of remote learning.

Scenario A – In the event of an Individual Pupil having to self – isolate (Not normal sickness absence).

- The form teacher/subject teacher will implement a move to a system of remote learning for the individual/s concerned.
- The teacher will implement a package of work for the individual pupil/s.
- Seesaw (Pre Prep) or Google Classroom (Prep) will be used to create interactive learning and post videos, tasks and links to online and practical based activities.

- The teacher will also use the platforms to contact pupils for individual tutorials and check progress against the targets set. *(Any such tutorial or meeting will take place at a mutually convenient time.)*
- Where appropriate, pupils will be able to join lessons taking place in school via video link.
- Reading practice will be organised for those on the reading scheme.
- Parents / Carers should support their child to complete the tasks set and liaise with the school.

Scenario B - In the event of a whole class self-isolating or full lockdown

- The class/school will move to a system of remote learning.
- A timetable of live lesson slots will be provided.
- Seesaw or Google Classroom will be used to create interactive learning and post videos, tasks and links to online and practical based activities.
- The usual class timetable will be followed, though there will not be a requirement for the lessons to be completed in that order. Parents and children can organise a schedule that is convenient for them.
- Teachers will either record lessons which will be available for the pupils to view or arrange a number of live lessons to take place each day depending on the age group of the children. For very young children, live lessons are not always the most appropriate or efficient way of teaching and learning. There will be a combination of whole class sessions and small group sessions depending on the subject and age group. *(We are conscious that not all pupils will be able to access timetabled lessons at the same time due to pressure on IT resources i.e. other siblings or parents may be using a limited number of devices. Therefore, pupils can access the learning at a time to suit them by using the recorded videos)*
- The Headteacher will either record messages which will be available to view or contact pupils via the platforms to check on progress, engagement and to facilitate learning and wellbeing. Parents/Carers should support their child/ren to complete the tasks set and liaise with the school.
- Reading practice and books will be organised for those on the reading scheme.
- Form teachers will be in daily contact with pupils regarding pastoral matters and for whole class meets.
- Such whole school events as awards 'assemblies' will be recorded.
- A programme of extra-curricular activities will be available.

If the class teacher is self-isolating but feels well and is able to continue to deliver lessons they will do so from home but a teaching assistant will be present in class to hand out books and work and help support individual children. The Headteacher will oversee this and cover or arrange cover where appropriate.

If the class teacher is self-isolating and has tested positive for Covid-19 and is unable to provide work for the class, other staff will assist with the online learning.

The remote learning programme will be activated within 24 hours of a pupil or class having to remain at home.

Roles & Responsibilities

Headteacher

The Headteacher is responsible for monitoring the effectiveness of teaching and learning arrangements and safeguarding protocols under any of the above scenarios.

Teachers and Teaching Assistants/Support Staff

Teachers and Teaching Assistants must be available every day during term time following their directed time. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Teachers are responsible for:

- Following the protocols described above for each scenario to ensure the best possible education for the pupils under their responsibility.
- Liaising with support staff to support remote learning.

The amount of time expected for each child to complete the work under each scenario will depend on the age of the child. When setting work to be completed remotely, teachers need to be mindful of the time parents and carers will have to support each of their children as well as having to work from home and of course their access to a device. It would be expected that each day (Monday to Friday) pupils will have lessons and tasks as per their usual timetable.

Teachers can provide feedback and offer advice to pupils in the tutorials. This should be done as soon as possible after the child has completed a task.

Teachers will need to be aware in feedback that as well as the child being the audience, so will the parent and carer, and feedback should be given with that in mind, e.g. jargon and technical language which is school linked should be avoided or explained for parents to understand.

Teachers are not expected to give feedback outside school hours, but feedback should be given on a regular basis. It is not expected for teachers to feedback during the weekends or in a holiday period.

Teachers will track children's participation. Failure to participate will trigger an intervention from the Headteacher, who will contact parents directly to ensure the well-being of the child.

If a parent needs clarification on how to complete the work set, or feedback from the teacher then this should be done via the remote learning platform or email.

If a parent or carer has a complaint, this should be referred to the Headteacher.

If the complaint is of a safeguarding nature, then it should be referred to the Headteacher /DSLs who will follow the procedures in the Child Protection & Safeguarding Policy.

Parents/Carers/Pupils

Parents / Carers are responsible for:

- Establishing a positive routine for children.
- Ensuring their child completes the tasks set on the timetable.
- Making the school aware if their child is sick or otherwise and can't complete their work.
- Seeking help from the school if they need it.

Pupils are responsible for:

- Engaging with the relevant process under each scenario and completing the tasks set.

Learning Enhancement Department

The SENCo is responsible for:

- Liaising with colleagues in regard to the appropriateness of work set for the children on the SEND register for remote learning.
- Continuing 1:1 or small group support remotely.
- Liaising directly with parents and carers of SEND children in regard to supporting with remote learning.
- Liaising with outside agencies.
- Ensuring that pupils with EHCPs continue to have their needs met while learning remotely.
- Keeping up to date with EHCP annual reviews in line with DfE guidance.

Safeguarding

Please refer to the school's Child Protection and Safeguarding policy and the addendum regarding school closure and COVID 19.

The Designated Safeguarding Lead is responsible for:

- Being available to monitor any safeguarding issues that may arise.

The Governing Body is Responsible for:

- Monitoring the consistency of the school's implementation of any of the above scenarios to ensure the quality of education remains as high quality as possible.
- Ensuring the staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.
- Liaising with the Headteacher to ensure the wellbeing of staff under any of the above scenarios.

Data Protection

All staff should be mindful of the following:

- Any work completed by children should be stored in a file on that device.
- Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permission.
- Emails should not be shared with anyone outside of the school.

All staff members will take appropriate steps to ensure their 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.

Online Safety

School and parents must work together to ensure that children are safe online. Children must remember that they have learned in class about staying safe online. They must not share their passwords with others. Parents must supervise children whilst they are using the internet. Parents must remind children that whatever they write online is visible to others

and leaves a digital footprint. Parents can use online resources on the school website to help educate the children about staying safe online.

Protocol for Using Online Learning Platforms

- Confirm with pupils, parents and carers if any tutorial is to be recorded.
- Follow all normal lesson protocol and school expectations regarding dress code, language and use of technology.
- Conduct any lessons or tutorials from a public room in your home, or somewhere else suitable, taking consideration of the best location to deliver the lesson from. Be aware of what can be seen on the camera behind and around you.
- Adhere to GDPR at all times when personal data is shared with yourself by the pupil or their parent/guardian to enable an on-line link to be established.
- Advise the Headteacher or DSLs immediately and adhere to the school's safeguarding referral procedures if you have to end a lesson or tutorial due to inappropriate behaviour or safeguarding concerns.

The Parent/Carer is required to:

- Be present in the same room as their child during the course of any live lesson or tutorial for the duration of each session, and be available for communication with the teacher during that time.
- Ensure that every person the teacher may see during an online lesson is dressed appropriately for being seen in a public context. If inappropriate behaviour or dress is seen, the session will be terminated by the teacher.
- Ensure an appropriate environment is provided for any lessons or tutorials, with personal items and photographs out of sight.
- Be responsible for ensuring that other children and young people under the age of 18 do not come into sight of the camera during lessons or tutorial.
- Ensure no footage of any lesson or tutorial is captured by the device being used or any other device in the possession of the household where the lesson is occurring.
- Ensure no footage of any lesson or tutorial is posted on social media.
- Ensure that the remote learning platform is not used by the child or parent as a forum for chatting.
- Adhere to GDPR at all times when personal data is shared.

Note: Language should always be appropriate, including that used by any family members in the background.

We wish to ensure that all staff involved in Remote Learning or the use of technology to contact pupils or parents are briefed on best practice and any permanent or temporary changes to policy/procedures.

The school/setting will take account of DfE guidance in relation to the planning and delivery of online learning as well as nationally recognised guidance.

We are also conscious that we should all take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, and the potential for inappropriate behaviour by any adult or pupils.

This policy will be reviewed continually in the light of the changing situation and the development of new technology and resources.