

Home Learning Policy

Glory Farm Primary School



‘Learning together to ensure every child is the best they can be.’

Approved by:	Jane MacLachlan	Date: 20.10.2020
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Last reviewed on:	20 th October 2020
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Next review due by:	As frequently as needed, in line with the Government guidelines
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This policy only takes effect if:

- **year group teams are self-isolating**

or

- **year groups are closed down by the DfE or Public Health England because of an outbreak**

or

- **the Government ask the school to close down totally**

or

- **the Government ask the school to close certain year groups**

or

- **the Headteacher closes down certain year group teams as it is not safe to open because of a shortage of staff**

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children 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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29, 31.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am – 3:30pm. 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: contact their line manager, Headteacher and HR by 7:30am. If the absence affects the completion of any work required, ensure that arrangements have been made with year group partners or the phase leader to ensure work is completed.

Teachers are responsible for:

- **Setting work:**
 - Work must be scheduled daily, by 8:30am, on the Home Learning site for EYFS and KS1. Work for KS2 must be scheduled daily, by 8:30am, on the Google Classroom.
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- Core learning (maths, writing, reading, phonics, GPS, science) must be differentiated appropriately. All other curriculum subjects should always have challenge and support available for children to access.
- Work as a year group team to ensure the above work is planned and ready.
 - In EYFS, teachers will set 3 activities per day: phonics, maths and one other.
 - In KS1, teachers will set 4 'lessons' per day: maths, English, phonics and topic.
 - In KS2, teachers will set 4 'lessons' per day: maths, English, topic and one other.
- Teachers will also set a suggested mindfulness activity each day.
- Teachers will set regular activity-based lessons that involve creativity and life-skills, such as baking a cake, tidying up their bedroom or taking a walk in nature.
- Use the National Online Safety website to plan a 15 – 30 minute (age dependent) 'Online Safety' lesson each fortnight. Prepare an activity, use the provided videos on the website to support. This is to support the children's online safety at a time when they will be spending more time online.
- Providing feedback on work:
 - Children in EYFS and KS1 should send any completed work to their teachers via the year group email address. Teachers should then email their feedback to the child/family within 48 hours.
 - In KS2, children should upload completed work on to the Google Drive to share with their teachers. Teachers should then give feedback over the Google Classroom, or by marking pieces of work that have been submitted on the drive, within 48 hours. Should work be handed in late, this may not be reviewed by the teacher. This includes current homework.
 - On the Google Classroom, a teacher is expected to respond to children's comments and questions during working hours. Teachers can timetable this within their year group team so that someone is always on 'Google Classroom duty'.
 - Teachers should respond to any emails from parents/children within 48 hours.
 - Teachers are to send any children's work to be displayed on the 'Home Brilliance' page of the website to the Phase Leader for proofreading. The Phase Leader will then send to the school office to be uploaded to the website. Teachers must check photo permissions before submitting photos of children for the website.
- Keeping in touch with pupils who aren't in school and their parents:
 - KS2 teachers are to 'go live' with their classes twice per week for up to 15 minutes, using the meet feature on Google Classroom. (In a class with a job-share, the class might receive these two opportunities from different adults.)
 - The KS1 team should pre-record 4 x story/PSHE sessions for the whole year group to access, on different days during the week. For the EYFS team, this will be 3 x per week.
 - Teachers should provide voice-overs on their teaching slides, using ScreenCastify. These voice-overs can last for up to 5 minutes.
 - A member of the SLT team will lead a virtual gathering with KS2 once per week, and a pre-recorded gathering for EYFS/KS1 once per week.
 - Parents should not email teachers on their named work email addresses; instead, the year group email address or the office email address should be used to contact school staff.
 - Emails received in the year group email from parents and children are to be manned between 8:30am – 3:30pm from Mon – Fri. Emails must be replied to within 48 hours. Only send replies between these times. Any team member can respond to generic year group enquiries; it does not have to be the actual class teacher.

- Any issues that are received should be dealt with professionally by the class teacher and the phase leader should be BCC'd in to the communication. If necessary, teachers should contact the phase leader or a member of SLT for advice.
 - Teachers are to attempt to make contact with every pupil in their class every 2 weeks via a telephone call, when in school or from a withheld number. Contact details can be accessed from the contact lists on the drive. Teachers must keep a record of all phone contact with children and parents on a log on the Google Drive. Example: 'Telephoned mum, offered support with home learning and spoke to the child, who is getting on well. No concerns.' If there is a concern, alert the safeguarding team through My Concerns. If a teacher feels that a family needs more support, discuss with the Phase Leader to decide on suitable support.
 - If a child is not engaging with home learning (no contact for two days) teachers are to discuss this with their Phase Leader before telephoning the parent/carer. This phone conversation is to be logged on the google form (as in the above point) to ensure effective monitoring of the child's learning engagement, and to ensure effective support for the family/child.
 - Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to the Phase Leader, who may choose to contact the parents directly.
 - Parents' Evening meetings are to take place as planned in October and in March, via phone calls (Y1 – Y6) or Google Meet (EYFS only).
- Attending virtual meetings with staff:
 - Virtual staff meetings to take place every Tuesday from 3:30pm – 5pm on Google Meet.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Glory Farm Primary School will lend a Chromebook to any child who does not have access to a digital device, to enable them to access their home learning and submit their work. This loan will last for as long as the period of home learning lasts. Parents/carers will be requested to sign an agreement whilst the Chrome book is in their possession.

2.2 Teaching assistants

Teaching assistants must be available during their usual working hours. During this time, they are expected to check work emails and be available when called upon to attend 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 pupils who aren't in school with learning remotely, when requested by the SENCo
- Attending virtual weekly TA meetings
- Completing any training/ school-related tasks as directed by the SENCo, class teacher or SLT.

2.3 Family Liaison Worker

- Co-ordinate and support with contacting vulnerable families, weekly.
- Offer support to families where appropriate/needed.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home learning approach across the school.
- Monitoring the effectiveness of home learning – reviewing work set by teachers weekly and monitoring/supporting with email correspondence between parents and teachers. Phase Leaders will have regular meetings with teachers to discuss challenges around home learning (homework or Covid related).
- Monitoring the security of home learning systems, including data protection and safeguarding considerations.
- Contacting vulnerable families once per week.

2.5 Designated safeguarding lead

The DSL is responsible for:

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

See the COVID-19 addendum to the Child Protection Policy

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of home learning systems and flagging any data protection breaches to the data protection officer
- Assisting target pupils and their families accessing the internet or devices

2.7 Pupils and parents

Staff can expect children to:

- Be contactable during the school day from 9am – 3pm, although we do consider they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers, via the year group email address
- Complete work to the deadline set by teachers.

Staff can expect parents to:

- Be respectful when making concerns known to school staff.
- Make the school office aware if their child is ill, via the school office email address: office@gloryfarmschool.co.uk. Teachers will then be made aware that the child will not be able to complete their online learning for that day.
- Seek help from the school if they need it, via the year group email address.

2.8 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
- Monitoring the systems in place to ensure that staff are adhering to the safeguarding guidelines as outlined in the COVID-19 Safeguarding addendum.

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 leader/ SENCo/ phase leader
- Issues with behaviour – talk to the Phase Leader
- Issues with IT – talk to Paul Kerton or Luke Hutchinson
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via their school email address.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to My Concern to record any concerns about children or families. This is accessed via a secure password. When accessed offsite, ensure the site is logged off. Do not allow any third party to have access to the site.
- Teachers are able to securely access parent contact details via the Google Drive. Do not share any details with third parties. SLT are not to share their access permissions with other members of staff.
- SLT have the ability to locate personal details of families when required by securely accessing the Google Drive.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils.
- When accessing sensitive information, users should ensure it is done via a secure internet connection (ie do not use an open network like those found in coffee shops etc where information can be easily phished).

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails as part of the home 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.

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

4.3 Keeping devices secure

All staff members (with support from the IT team) 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)
- Personal or sensitive data should be stored on the Google Drive or an alternative cloud based system. Not on the laptop itself.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family, friends or any third party.
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Follow the ‘physical safety’ expectations for devices belonging to the BST, as per the form signed by every employee when first issued a device.
- When accessing sensitive information, users should ensure it is done via a secure internet connection (ie do not use an open network like those found in coffee shops etc where information can be easily phished).

5. Safeguarding

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

COVID-19 addendum to the Child Protection Policy

- This policy is available on our website.
- Weekly staff bulletins are shared with staff via email and all staff receive regular safeguarding training and updates from the DSL.

6. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher termly and when updates to home learning are provided by the government. At every review, it will be approved by Jane MacLachlan (Headteacher) and SLT, before Governors approve it.

7. Links with other policies

This policy should be read alongside the following policy:

- Behaviour policy
- Safeguarding and Child Protection policy
- Single Equality policy
- ICT Online policy
- Peer on peer/ Child on child abuse policy
- GDPR Data protection policy