Remote Learning Policy

2020/21

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Date Approved	
Signed by Chair of Governors	
Committee Delegated	
Renewal Period	

Aims of Remote Learning at Broughton Jewish Primary School

This remote learning policy is aimed at pupils, parents and staff and sets out the expectations of the entire school community in relation to remote home-school learning.

Our 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.

At BJPS we understand the following in relation to remote home school learning;

- It must be manageable for the pupils to complete and for the parents to deliver and explain.
- Parents aren't teachers, so the work should be accompanied by sufficient explanation from the teachers either by video input, video, call or written instructions.
- Our goal is to ensure our pupils are independent learners, and the work sent home should not require continual 1:1 support.
- We recognise the need to adapt our usual timetable and curriculum for work completion at home. We will send workbooks home on a weekly basis.
- We will set work that pupils can do independently, requiring materials they're likely to have at home or will make the provisions available for collection.
- We understand every family has different circumstances and experiences. Therefore, we understand if work isn't completed, on a case-by-case basis, but ask parents to email the class and Kodesh teachers if they are experiencing difficulties.
- We will communicate through regular emails the aims and priorities of home-school learning, give advice, suggestions, and offer support to all our families.
- Places will always be provided for vulnerable children or other necessary placements in school as long as this provision can be staffed.

Roles and Responsibilities

• The Deputy Head and Key Stage Heads are the designated leaders with overall responsibility for the implementation and delivery of the Secular Curriculum on remote home school learning. The Heads of Kodesh are responsible for the implementation and delivery of the Kodesh Curriculum via remote home school learning.

- **Professional Staff - Teachers**

In the event of complete lockdown (whereby the whole school is closed) or the isolation of a bubble or individual children, when providing remote learning, teachers must be available between the normal working hours of 8.30 - 16.00.

If staff 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.

When providing remote learning, teachers are responsible for:

- In the first instance to deliver live lessons for core subjects (English & Maths) and Kodesh once a day (when whole class closure). To have an additional subject input via live or video input in another curriculum area once a day. If this is for one or two children in the class the input will be videoed and the correct links will be provided on Google Classroom (KS2) or Seesaw (KS1&EYFS).
- The school will provide by email or printed packs for children. Providing clearly labelled worksheets and resources as well as making it clear what can be viewed online or if any additional challenges are available.
- Mark work/give feedback and next steps. If the whole class is isolating, this will be done through a live feedback session whereas if it is only a few children, this will be formally marked but daily calls will be made to help support the children at home.
- SLT calling the most vulnerable pupils at least once a week to check in on them in addition to the teacher and TA's calls during the week.
- Arranging the daily prayers on Zoom.
- Assemblies will be arranged on the most appropriate platform.
- To provide small group interventions led by teachers, teaching assistants & SENDCo to support learning.
- Extra-curricular activities are also provided to keep the family feel of the school in operation.

- **Middle Managers/SENDCo/Phase Leaders**

Alongside their teaching responsibilities, the above are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning.
- Working with teachers, according to your subject responsibility, to make sure all remote work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent. Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely.

- **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Co-ordinating the remote learning approach across the school.
- o Monitoring the effectiveness of remote learning.
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

- **Designated Safeguarding Lead**

See Child Protection Policy including our addendum to this policy. •

- **Responsibility of Pupils**

Staff can expect pupils learning remotely to:
- o Complete work to the deadline set by teachers.
- o Seek help, if they need it, from parents, teachers or teaching assistants.
- o Alert teachers if they're not able to complete work.
- o Follow the Zoom code of conduct.

- **Responsibility of Parents**

Staff can expect parents with children learning remotely to:

- o Make the school aware if their child is unwell or can't complete work for other reasons. Seek help from the school if they need it.
- o Send work/upload work on daily basis according to deadline set by school.
- o Be respectful when raising any concerns or issues to staff.

- **Governing Body**

The Governing Body is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- o Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- o Ensuring that all staff, including SLT, wellbeing is a priority as much as it is for pupils and parents.

Data Protection

Staff members may need to collect and/or share personal data, such as email addresses, as part of the management 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.

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 devices remain secure.

- o Making sure the device locks if left inactive for a period of time.
- o Not sharing the device among family or friends.
- o Installing antivirus and anti-spyware software on personal devices.
- o Keeping operating systems up to date – always install the latest updates.

Safeguarding

During these challenging times, the safeguarding of all children continues to be a priority, whether they are at home or in attendance at school. Please refer to our separate safeguarding policy.

Zoom lessons

Please refer to our Zoom Policy for all Zoom guidelines

When phoning parents at any time, whether or not the child/teacher is in school

- o Teachers must call the child's nominated contacts in the order provided.
- o Only call during school hours, unless in case of an emergency.
- o Make sure someone else at school is aware, and keep a record of the date and time of each call.
- o If the conversation, or part of the conversation, needs to be with the child, the parent will put the call on speaker phone and clarify that they're present before the teacher proceeds to speak to the child.
- o Teachers must block their number before calling, so parents don't see it. (If possible, give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up).

Monitoring arrangements

This policy will be reviewed on a termly basis by the SLT.