



## Remote Learning Policy

Document History	
<b>Originally Written:</b>	October 2020
<b>Updated:</b>	November 2021
<b>By:</b>	HT
<b>Additional guidance added:</b>	July 2022 by SBanks October 2023 by NHenry
<b>Approved by Governing Body:</b>	
<b>Next Review Date:</b>	July 2024

## **Contents:**

1. Aims
2. Content and tools to deliver this Remote Education Plan
3. Home and School Partnership
4. Roles and responsibilities
5. Who to contact
6. Data protection
7. Monitoring Arrangements
8. Links with other policies

## **Appendices**

Appendix 1. – How to access Google Meets from home

Appendix 2 – How to use our School's Google Classroom – Guide for Teachers

Appendix 3 – How to use our School's Google Classroom – guide for Parents/Carers

Appendix 4 – Website – How to Guide

Appendix 5 – Year Group Personalised – Home Learning Support

Appendix 6 – Remote Learning Expectations

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for all pupils, including SEND pupils and vulnerable pupils, who aren't in school through the use of online, offline, resources and teaching videos.
- Set out expectations for all members of the school community with regards to the delivery of high quality, interactive and remote learning
- Include continuous delivery of the school curriculum, as well as support of Social, Emotional, Health and Well-Being and Parent support
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

## 2. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*for example, Google Classroom*), as well as for staff CPD and parent / carer's sessions
- Use of Live Video (Virtual Teaching) for Start Day registration, instructional videos and assemblies and targeted groups for Maths, English or Topic
- Use of recorded video for; class story, a whole class assembly, songs and rhymes in Early Years
- Phone calls home
- Printed learning packs (**only** if children cannot access Google Classroom)
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Times Table Rock Stars

## 3. Home and School Partnership

Red Hall Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The School will provide support and training and plus guidance documents for parents on how to use Google Classroom and as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Red Hall Primary School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 4. Roles and responsibilities

*To note: the suggested responsibilities below relate to where a whole class/majority of the class is unable to be in school and would be reduced when the majority of the class are in school.*

Red Hall Primary School will provide training and support for all staff on the use of GoogleClassrooms.

### 4.1 Teachers

When providing remote learning, teachers must be available between **9 am** and **3.15pm**.

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 working remotely teacher will;

- Set work for the pupils in the classes that they teach.
- Set work that should follow the usual timetable for the class had they been in school, wherever possible.
- Share weekly/daily work tasks.
- Provide feedback on work.
- Keep in touch with pupils who aren't in school and their parents.
- Attend virtual meetings.

If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement. All parent/carer emails should come through the school admin account (admin@redhall.darlington.sch.uk).

Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately.

### **For the majority of pupils within Years 4, 5 and 6 - we will use Google Classroom**

The school feels that this platform works best for pupils who can work independently. Teachers will use it to:

- **Assign lesson activities to pupils to complete each day** (in the 'Classwork' section), for:
  - Reading
  - Writing
  - Spelling, Punctuation and Grammar
  - Maths
- **Set pupils questions to answer** (you can set these to be self-marking). Pupils tick 'Hand in' or 'Done' when they have completed an activity, and the teacher gets a notification.
- **Schedule work for pupils in advance**, to appear in the 'Classwork' section on a specific date, so pupils don't finish all their work too quickly. The schools expect pupils to log in daily, and complete their directed learning during the timetabled lesson time.
- **Link to pre-recorded video lessons**, with an expected time for the work to be handed in. Even though the lesson is not live, it is still expected to be completed on time.

### **For the majority of pupils from Early Years through to Year 3**

The school feels that for the younger children; links on the school website and Red Hall Early Years Groups Social Media page will work best for families to access and download or engage with learning resources

Teachers will use it to;

- **Assign lesson activities to pupils to complete each day** (in the 'Classwork' section), for:
  - Reading
  - Writing
  - Spelling, Punctuation and Grammar
  - Maths
- **Link to pre-recorded video lessons**

***In the event of Individual Pupils and Teachers not in school:***

Teachers in good health will use the online platform Google, to join their class via live stream and share learning and provide feedback.

Individual pupils unable to be in school will be expected to join lessons via live video.

As much as is practicably possible, Teachers will be expected to consider teaching virtually rather than sending home packs of work. Virtual learning will help maintain a feeling of consistency for the children (and parents) and offer another version of being in the classroom.

## **4.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3.15pm.

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 are not in school with their learning remotely. Teachers will direct staff to which pupils they should be supporting and how to do this.
- Attend virtual meetings as required.

## **4.3 Subject leads including the SENDCo**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of their curriculum subject needs to be changed to accommodate remote learning.
- Work with all teachers to make sure the work they set remotely is appropriate and consistent within their subjects.
- Monitor the remote work being set within their subject through regular meetings with teachers in isolating groups.
- Alert teachers to new resources that they can use to teach their subjects remotely.
- Ensure children with EHCPs and SEN Support Plans have adequate work and emotional support available.

## **4.4 Senior leaders**

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – HT with the support of the Computing Lead.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **4.5 Designated safeguarding lead**

The DSL is responsible for all procedures as outlined within the School Safeguarding policy and E- Safety Policy.

## **4.6 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 remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

## **4.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here.
- Be respectful when making any complaints or concerns known to staff.

## **4.8 Governing body**

The governing body 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.

## **5. 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 relevant Key Stage Leader or Senior Leadership.
- Issues with IT – talk to Mark Jackson.
- Issues with their own workload or wellbeing – talk to their Key Stage Leader, Line Manager or a member of Senior Leadership.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

## **6. Data protection**

### **6.1 Accessing personal data**

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

- Use the school laptops that they have been provided with rather than your own personal devices.

- Access documents, stored on Google Drive.

## **6.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email 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.

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

## **6.3 Keeping devices secure**

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, ideally locking the devices each time it is not being used.
- 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.

## **7. Monitoring arrangements**

This policy will be reviewed annually and will be approved by the Curriculum and Standards Committee.

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

This policy is linked to our:

- Behaviour Belief policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E- Safety Policy

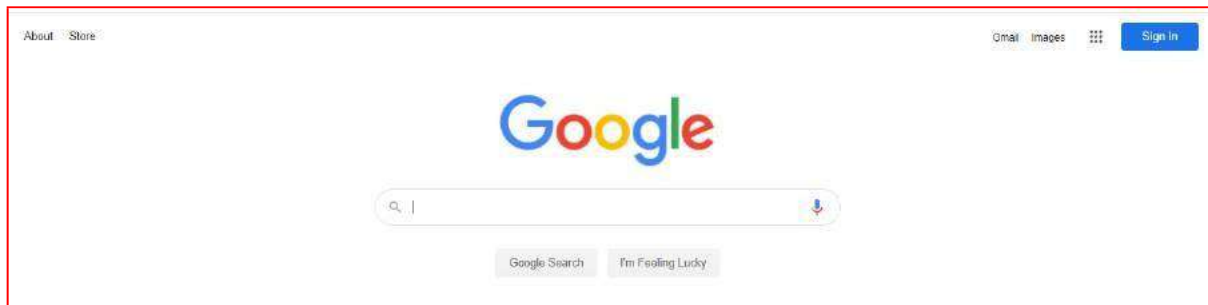
## Appendix 1

### Accessing Google Meets from Home

#### Step 1:

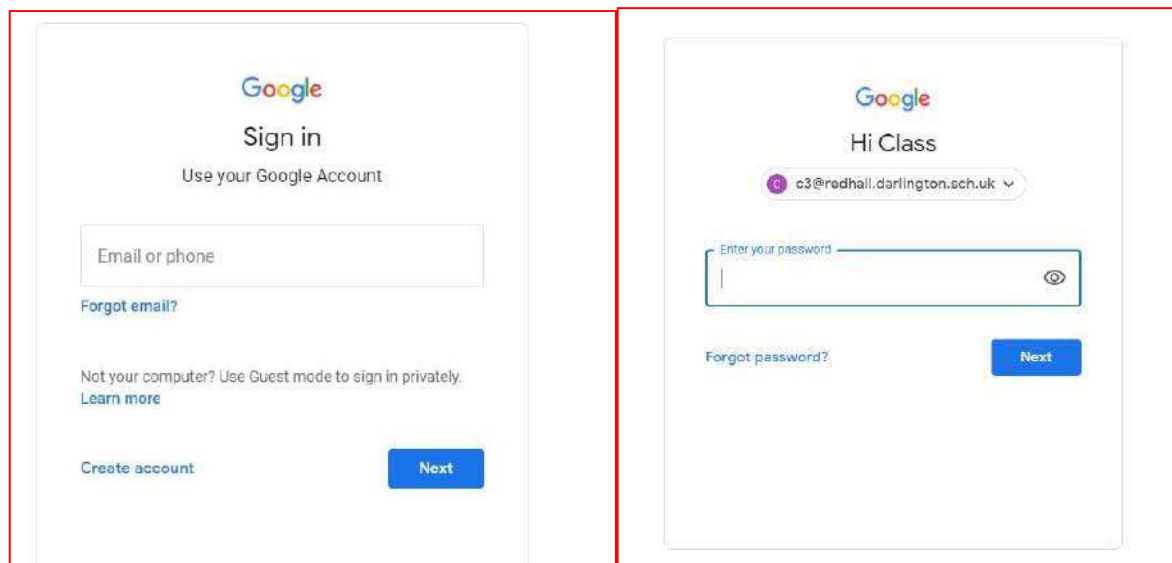
Open your internet browser and go to [www.google.com](http://www.google.com)

Click on 'Sign in'.



#### Step 2:

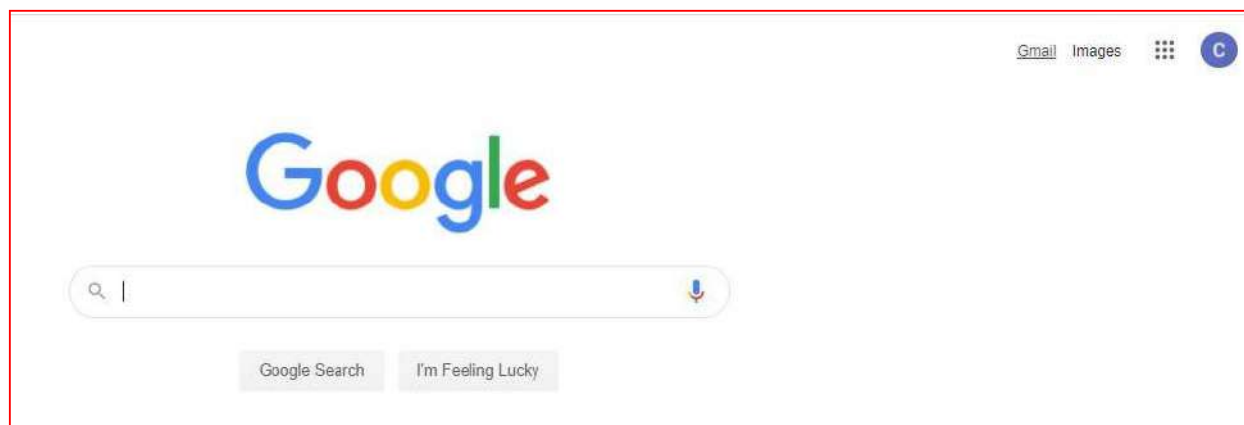
Log in to your Gmail account. Use you log in and password above.





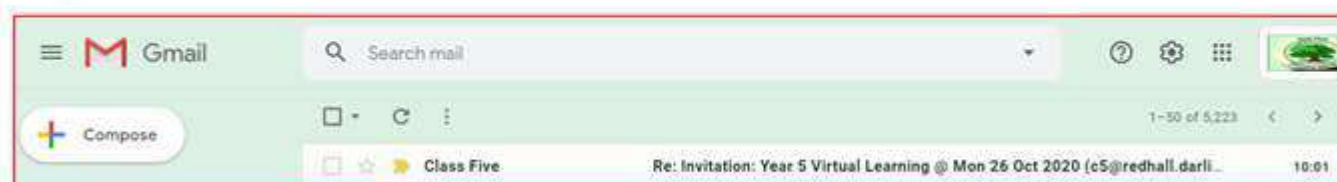
### Step 3:

You should now be signed in to your Google Account. To access your emails, click on Gmail.



### Step 4:

This will open your emails. Your teacher will send you an email with the link for your Virtual Learning. Click on this.



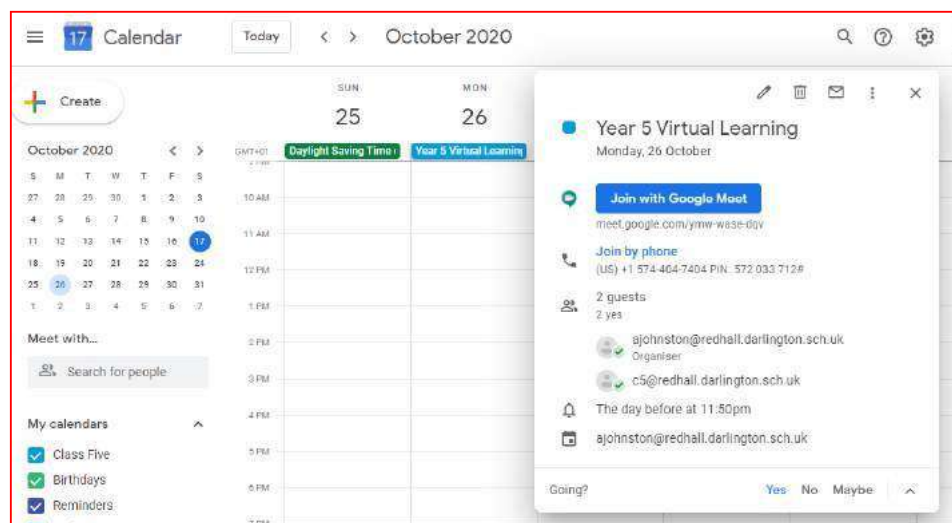
### Step 5:

Now click on the link 'yes'.



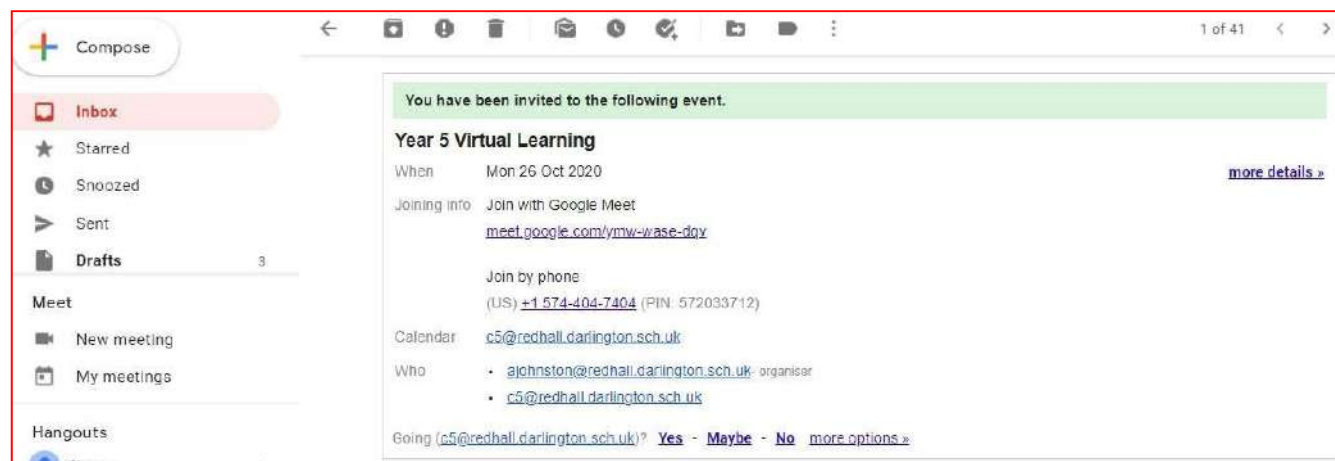
### Step 5:

This will be then open up you calendar and show it added to your calendar.



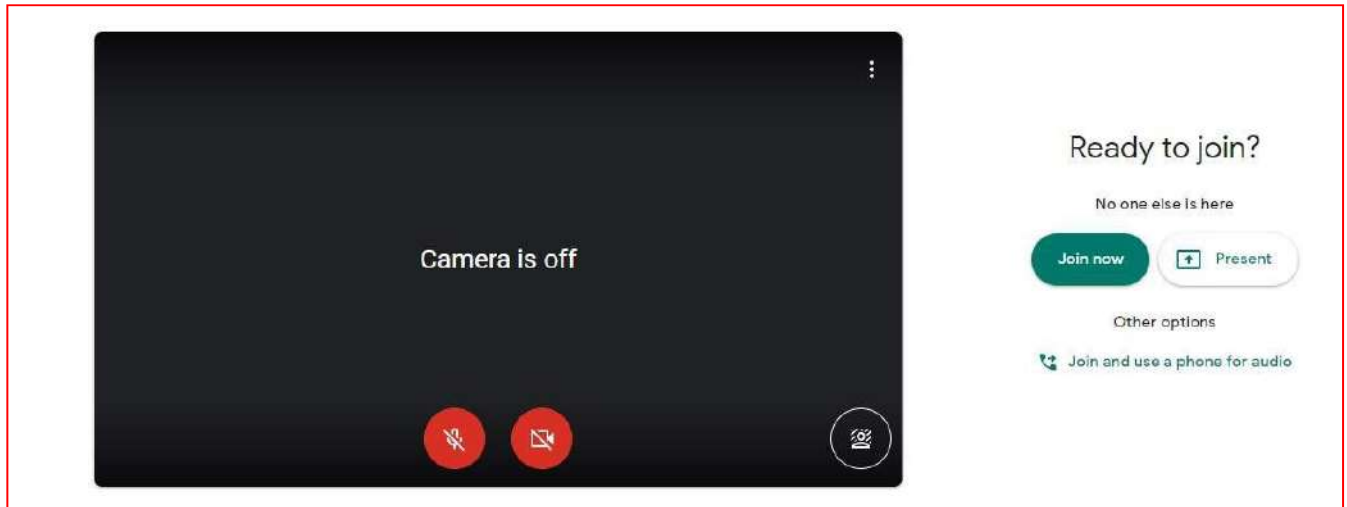
### Step 6:

On the day of your Virtual Learning session (via Google Meet) you need to log into your emails, click onto the email and then join the Google Meet.



**Step 7:**

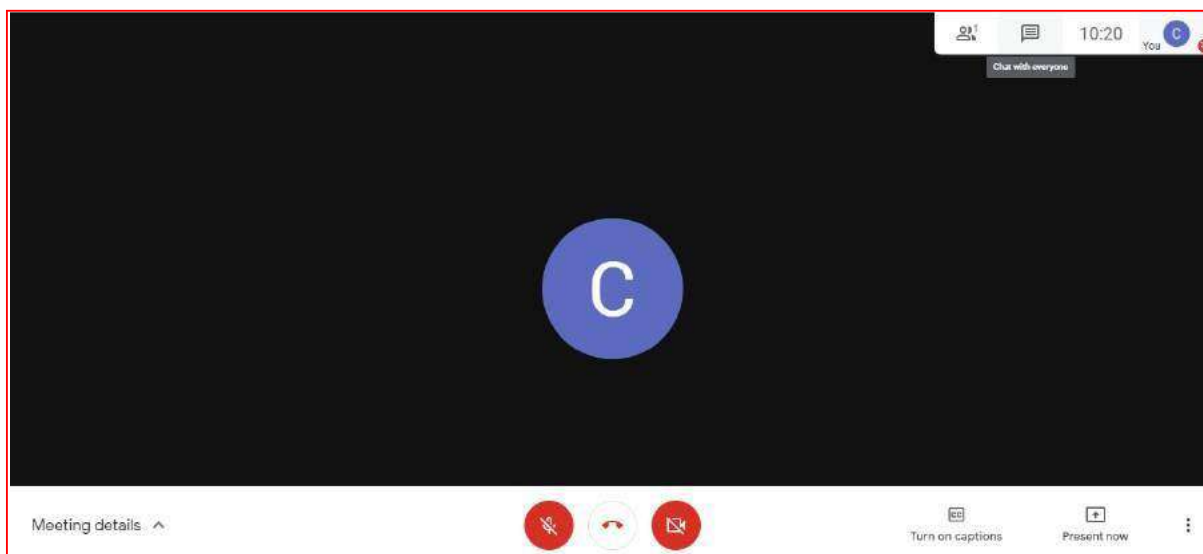
This will open the Google Meets Screen.



Click here to turn on the Camera and the microphone.

**Step 8:**

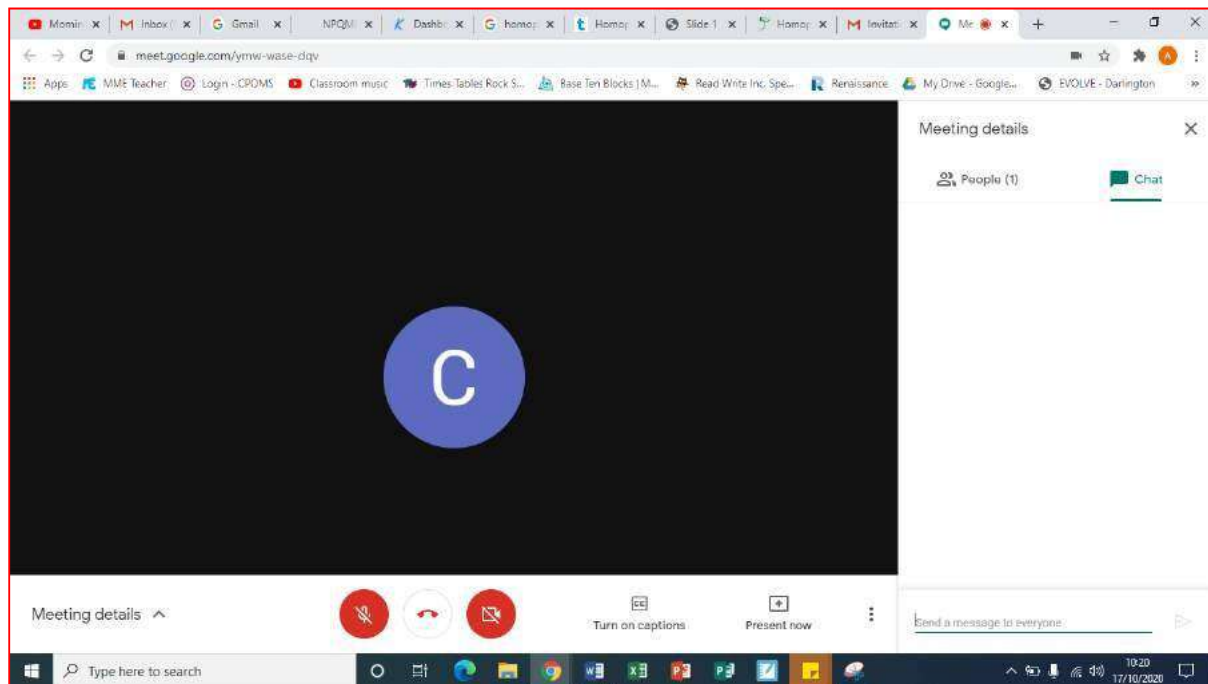
Your screen will open like this and you will be able to see your teacher.



If your teacher asks you to use the chat feature click in the chat symbol, in the top right hand corner.

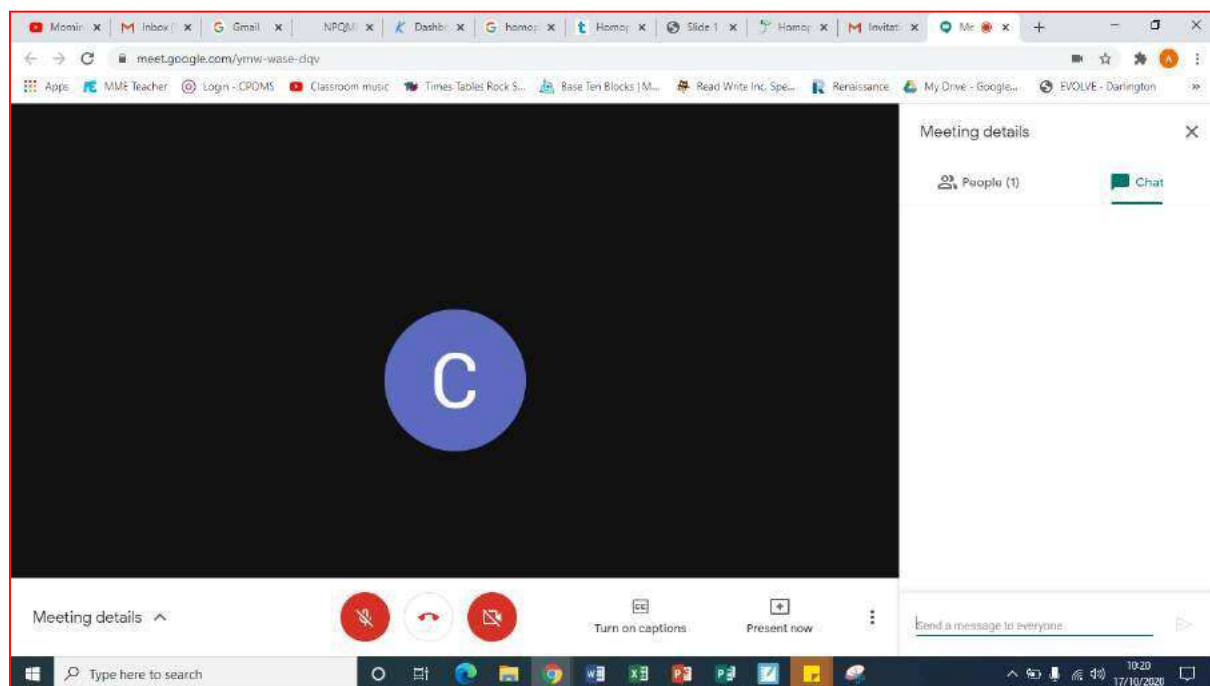
**Step 9:**

Now you can type what questions you would like to ask your teacher or share your answers.



**Step 10:**

To end the call, click on the red telephone.



## Appendix 2

### Teacher Instruction on How to Use Google Classroom

# How to use our school's Google Classroom

Follow these steps to get set up on Google Classroom, invite pupils to your class, assign tasks, and give feedback on their work.

---

**Note:** you'll need your log-in details for your G Suite for Education account to complete the steps below. If you can't remember these log-in details, please contact Mark Jackson

---

## Log in to Google Classroom on a computer or laptop

- Go to [www.classroom.google.com](https://www.classroom.google.com)
  - Log in to your G Suite for Education account, then click on your class
- 

## Invite your pupils to your class

- Log in to your class, and click 'Stream' (at the top of the page)
  - Copy the class code (underneath the class name on the left-hand side)
  - Email the code to your pupils, or their parents
- 

## Use the 'Stream' to send messages to a whole class or individual pupils

This works a bit like a social media feed: you can post 'announcements' or resources to your class, or simply post messages to check in with pupils:

- Open Google Classroom, then click 'Stream' (at the top of the page)
- Click 'Share something with your class ...'
- Under 'For', choose who can see the message (e.g. your whole class, or maybe a specific group of pupils)
- Write your message
  - To include any resources, click 'Add' to link to YouTube videos or documents on your Google Drive, attach files from your computer, or link to other websites
- Click 'Post' to send the message
  - Or, you can click the arrow next to 'Post' to schedule the message to send later, or save it as a draft

**Consider turning off class comments in the 'Stream' section**

If you want to stop pupils talking to each other within Google Classroom, you can disable pupil comments. Pupils will still be able to respond to your feedback on work they've handed in, but won't be able to post on the 'Stream' page.

- Click on a class in Google Classroom (e.g. Year 1A)
  - Click the cog icon in the top-right corner to open the class settings
  - Scroll down to 'General'
  - Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
  - Click 'Save' (in the top-right corner)
- 

## Assign whole-class or differentiated tasks in the 'Classwork' section

- Open your class in Google Classroom, then click 'Classwork' (at the top of the page)
  - Click 'Create', then 'Assignment'
  - Give the assignment a title and instructions
    - (Optional) Click 'Add' to attach documents or videos to the assignment
    - (Optional) Click 'Create' to make resources using Google's tools (like Google Forms, Docs, and Slides)
  - Under 'For' (on the right-hand side), choose who the assignment is for – the full class, a smaller group of pupils, or individual pupils
    - (Optional) Set a due date, and a 'points value' if appropriate
  - Then, click 'Assign' (on the right-hand side of the page) to send the task to the relevant pupils
- 

## Give feedback on pupils' work

- Open your class in Google Classroom, then click 'Classwork'
- Click on the assignment you want to mark
- Click 'View assignment' to see all the work that pupils have handed in
- Click on a pupil's name, then any attached documents

Once the document's loaded, you can assign a mark (on the right-hand side), and add general comments.

To leave specific comments within the document, highlight the relevant bit of the document, click the '+' icon on the right-hand side, type in the comment, and click 'Comment'.

When you've finished marking, click 'Return' in the top-right corner to send the assignment back to the pupil.

### Save time with the comment bank

Save your frequently-used comments and phrases so you don't have to type them repeatedly:

- While marking an assignment, click the speech bubble icon on the right-hand side of the page
- Click 'Add to bank'
- Type a comment (like "Excellent use of semi-colons"). Start a new line to add another comment, and repeat to keep adding more
- Click 'Add'

Google Classroom will then suggest phrases from your comment bank whenever you start typing a comment in a document.

---

## Appendix 3

### Parent/Carer Instructions on How to Use Google Classroom

# How to use our school's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

**Note:** your child will need their log-in details for their school G Suite for Education account to complete the steps below. If they can't remember these log-in details, please contact their class teacher

#### Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>➤ Open the Play Store app</li><li>➤ Search for 'Google Classroom'</li><li>➤ Tap 'Google Classroom'</li><li>➤ Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>➤ Open the App Store app</li><li>➤ Search for 'Google Classroom'</li><li>➤ Tap 'Google Classroom'</li><li>➤ Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their G Suite for Education account
- Tap the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that their teacher has provided, then tap 'Join'

#### Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to [www.classroom.google.com](https://www.classroom.google.com)
- Log in to their G Suite for Education account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that the teacher provided, and click 'Join'

## How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

---

## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

---

Remove this section if teachers aren't expected to mark and give feedback on work.

## If work has been marked, your child will be told by email

They can find their returned work by following the steps below.

### On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side

### On a mobile device (Android or iOS)

- Open the Google Classroom app
- Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.

---

Remove this section if you haven't set up 'guardian email summaries' for Google Classroom. Find out more [here](#).

## Parents: you'll get regular emails on your child's work

This includes:

- Upcoming deadlines and assignments
- Class activity and announcements

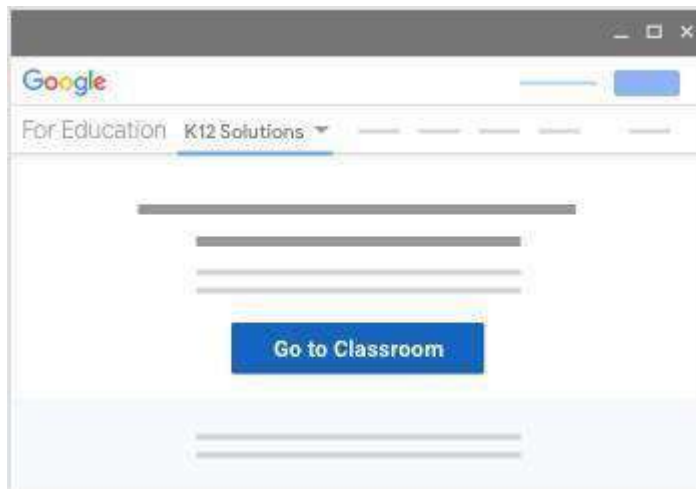


## Google Classroom Login

You must have an active internet connection to sign in. If you already know how to sign in to Classroom, go to [classroom.google.com](https://classroom.google.com). Or, follow the detailed steps below.

Sign in for the first time

1. Go to [classroom.google.com](https://classroom.google.com) and click Go to Classroom.



2. Enter the email address for your Classroom account and click Next



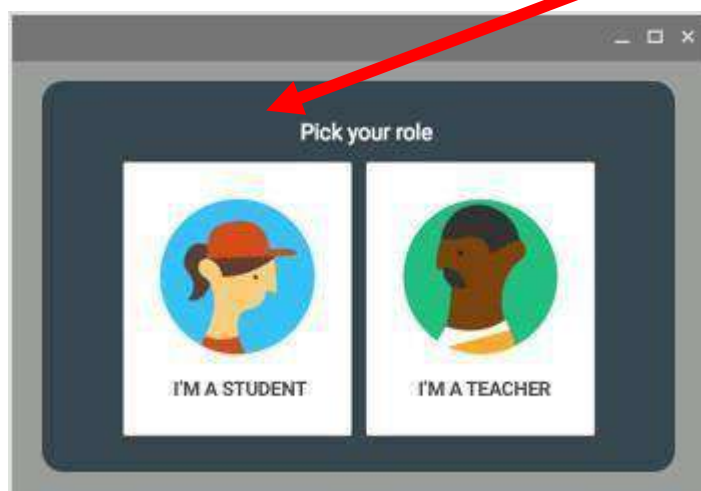
This will be

3. Enter your password and click Next.

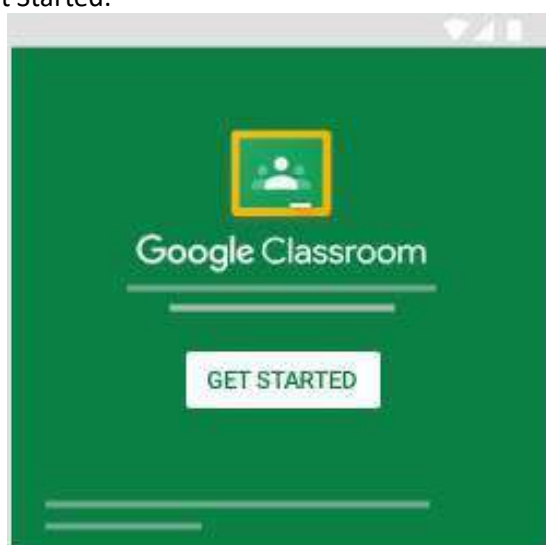


Password is case sensitive.  
Please check it.

3. If there is a welcome message, review it and click Accept.
4. If you're using a G Suite for Education account, **click I'm A Student**.



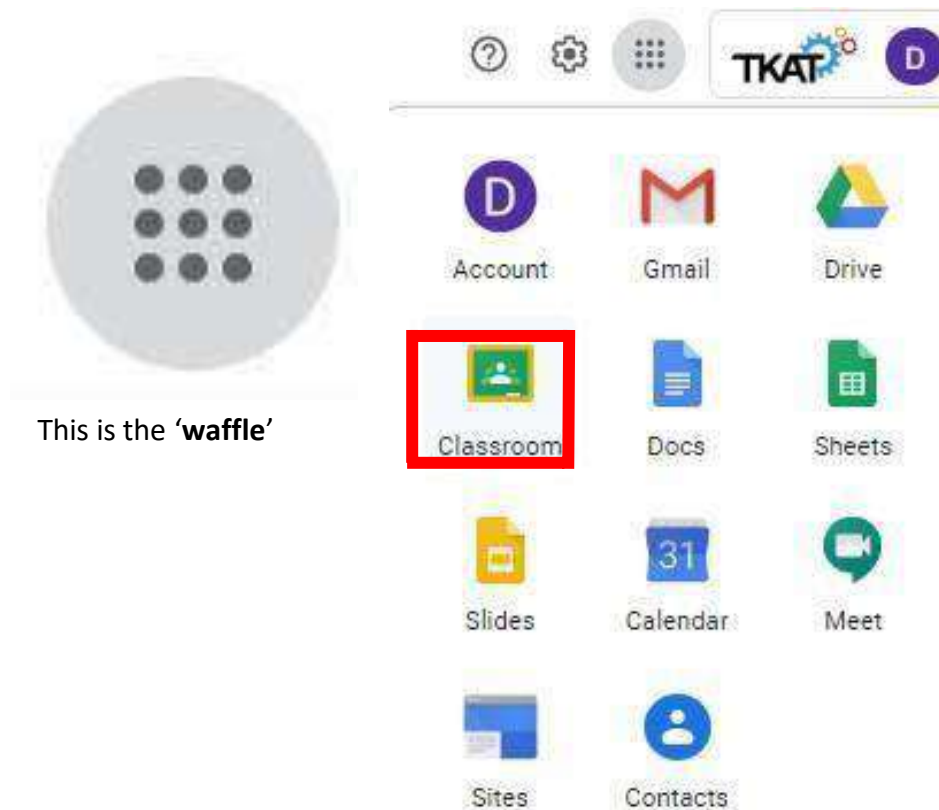
5. Click Get Started.



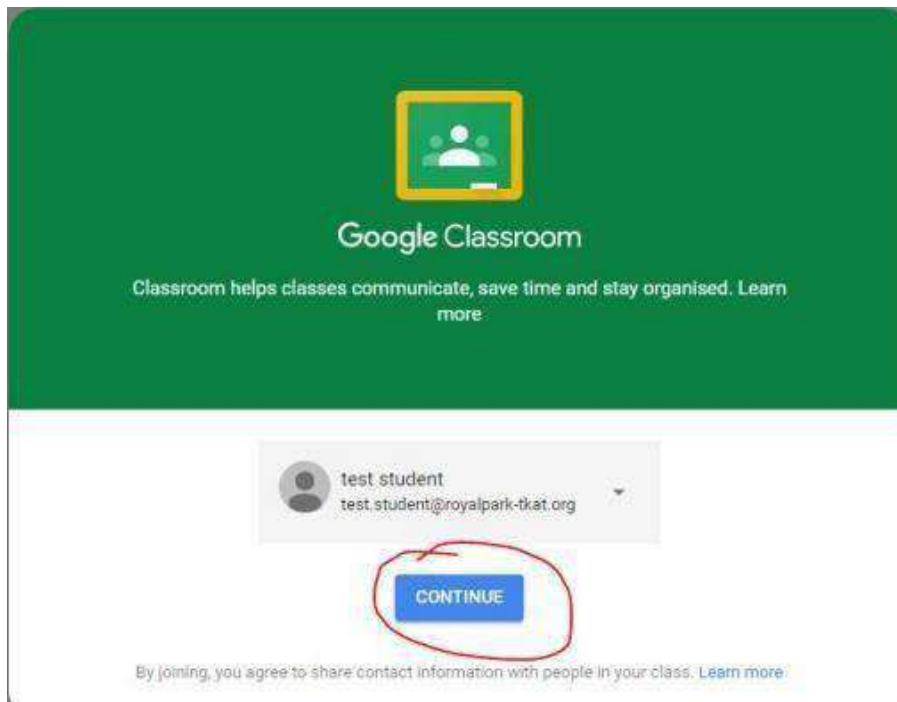
6. When you have logged in you will see a screen like this (see below).  
You should click on the **waffle**

(9 dots in a 3x3 formation) located at the top right of the screen.

7. Then click classroom (in red box below).

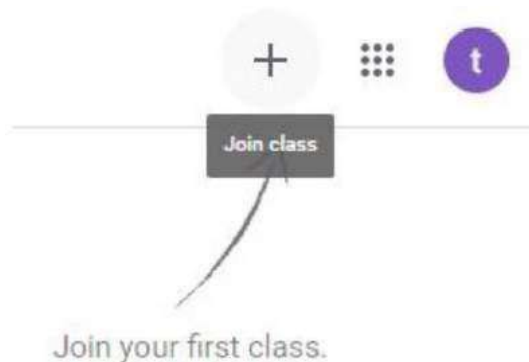


8. You then may be presented with this screen.

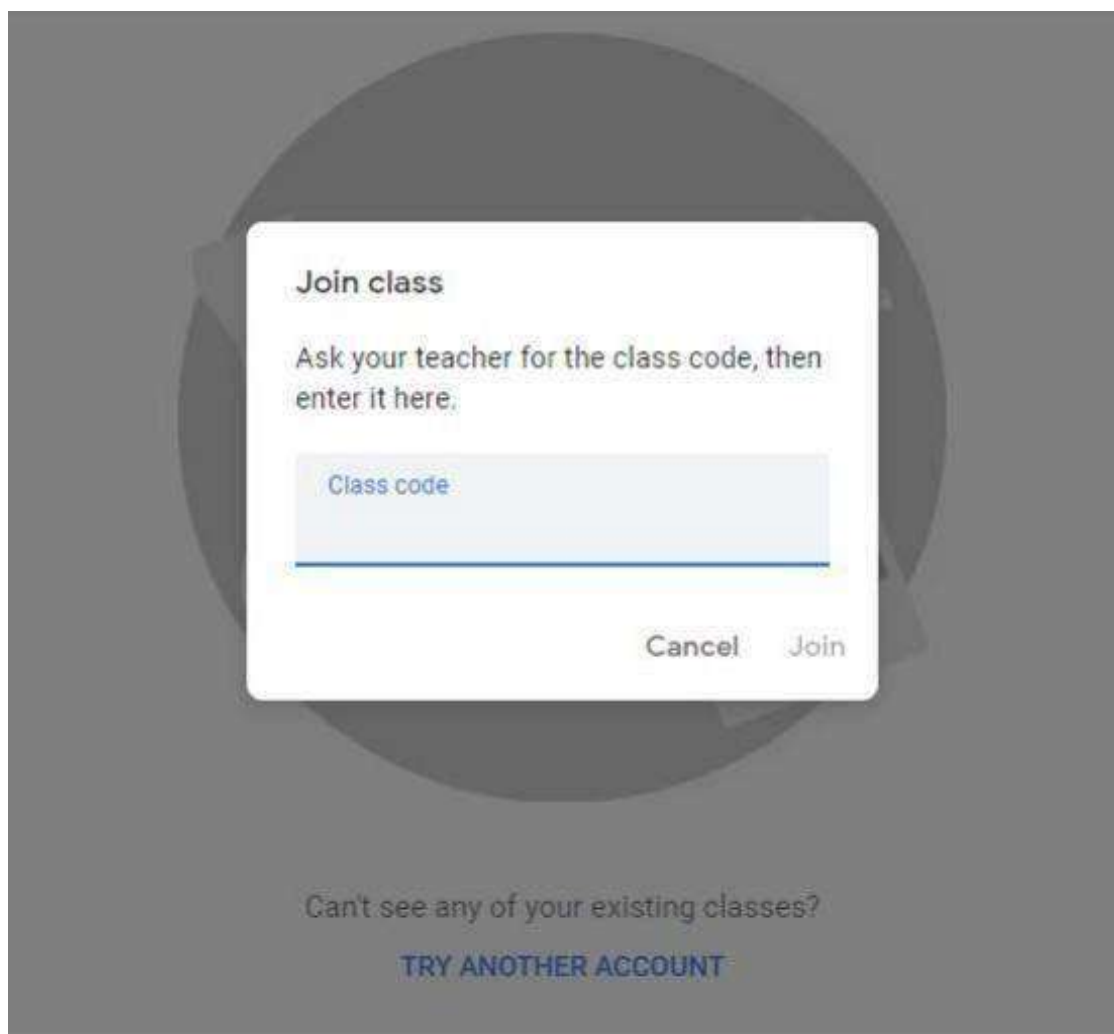


9. Just click [continue](#) and pick the role of student.

Then press the little plus sign in the top right to get a menu, this will show create and a join class. We will need to join class.



10. Finally, enter the class code you have been assigned and click join.



**Congratulations** you have signed into your class and will be able to receive updates information and work from here.

Remember when you have logged in, go to the waffle, click classroom and you will be able to see your class.

## Appendix 4

### Website How To Guide

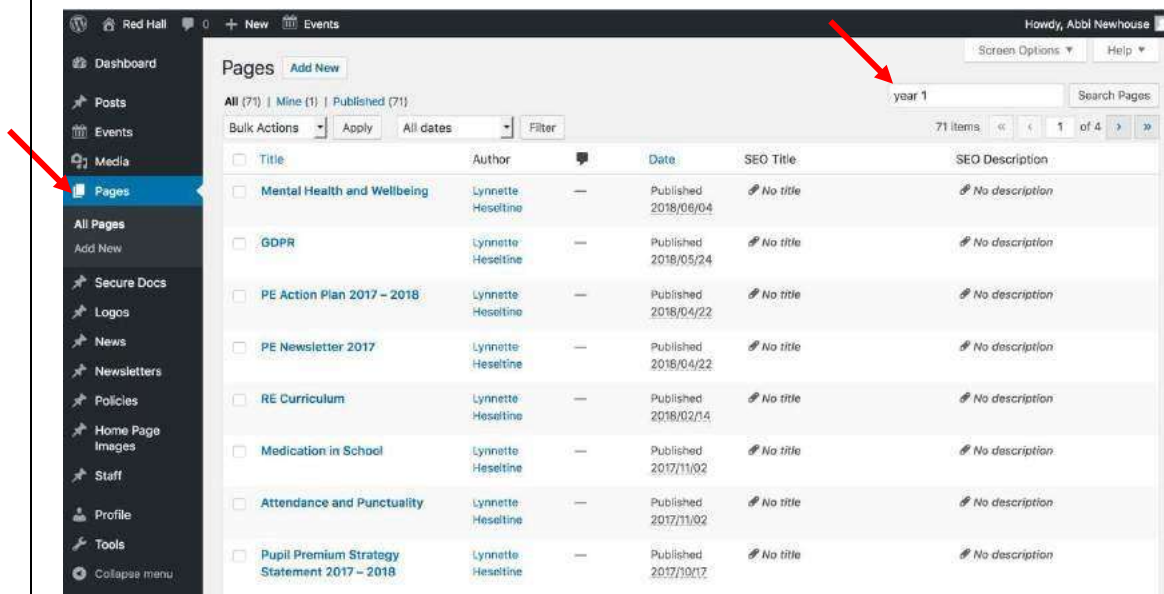
#### To logon

Type the link into your web browser: <http://redhallprimary-darlington.co.uk/wp-admin>

#### To find your page

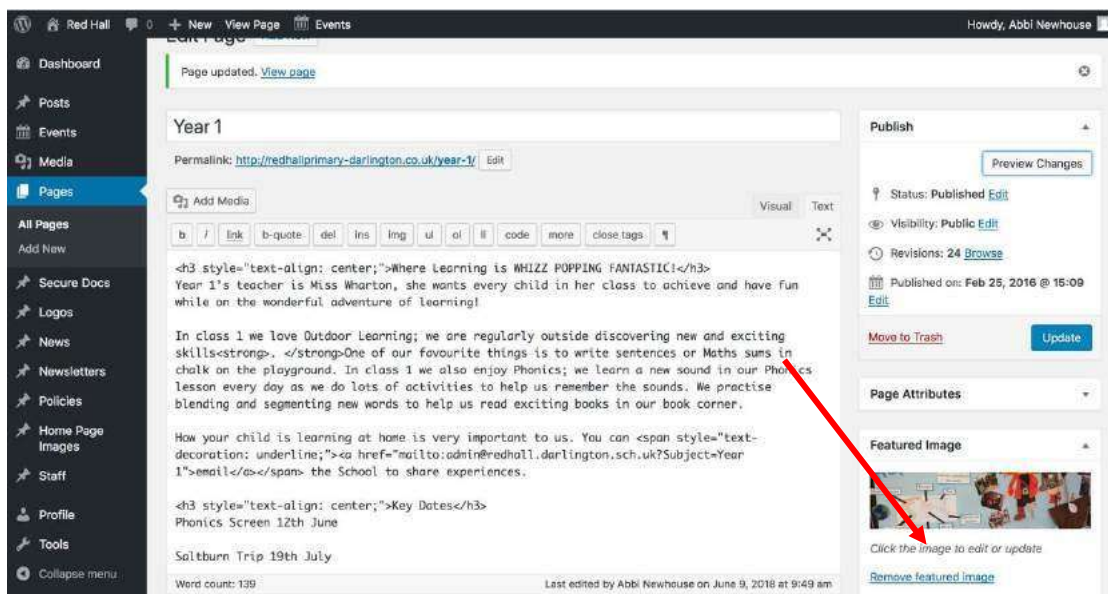
On the left hand side you want to click 'page' and in the search bar type e.g. Year 1.

Then when you find your page in the list hover over it and click 'edit'.



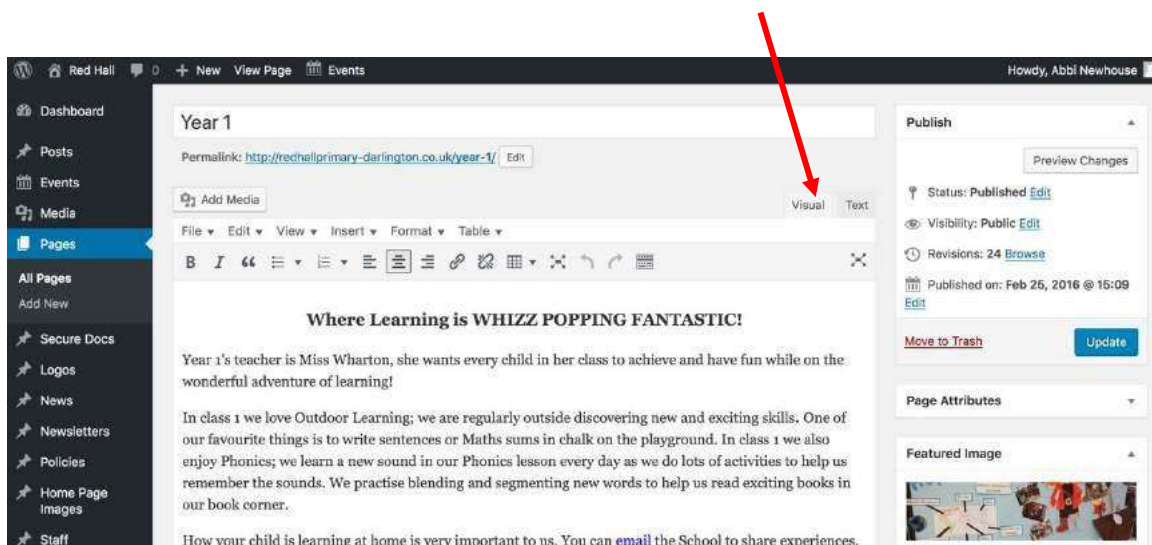
Then it will bring up your website page – This is Year 1's.

#### Update banner on your Class' Webpage



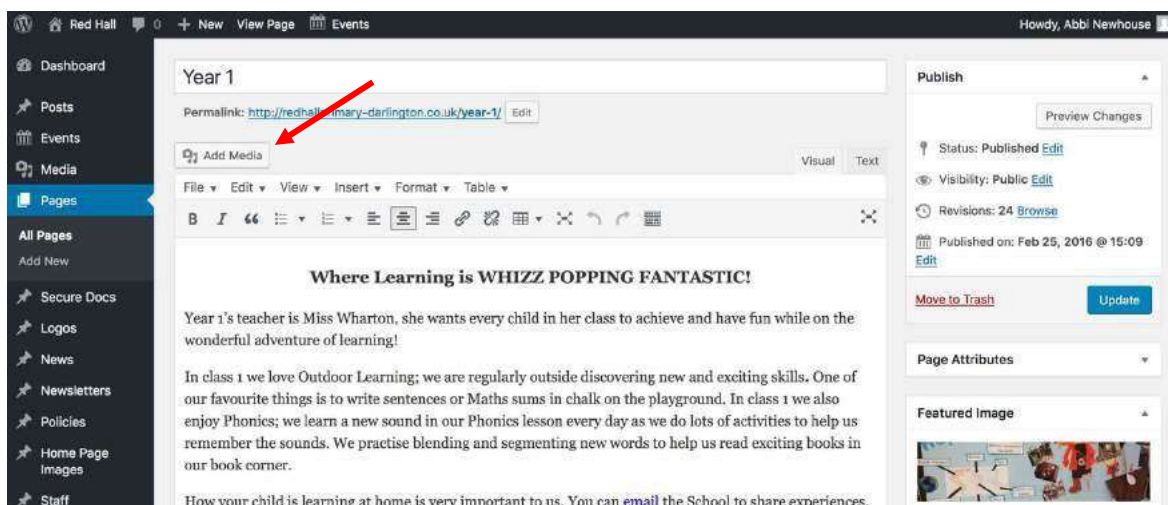
Click the image to edit it, this will take you to another screen to select your new photo which must be on your computer.

If you see the website in this version you need change to 'visual' mode by selecting...



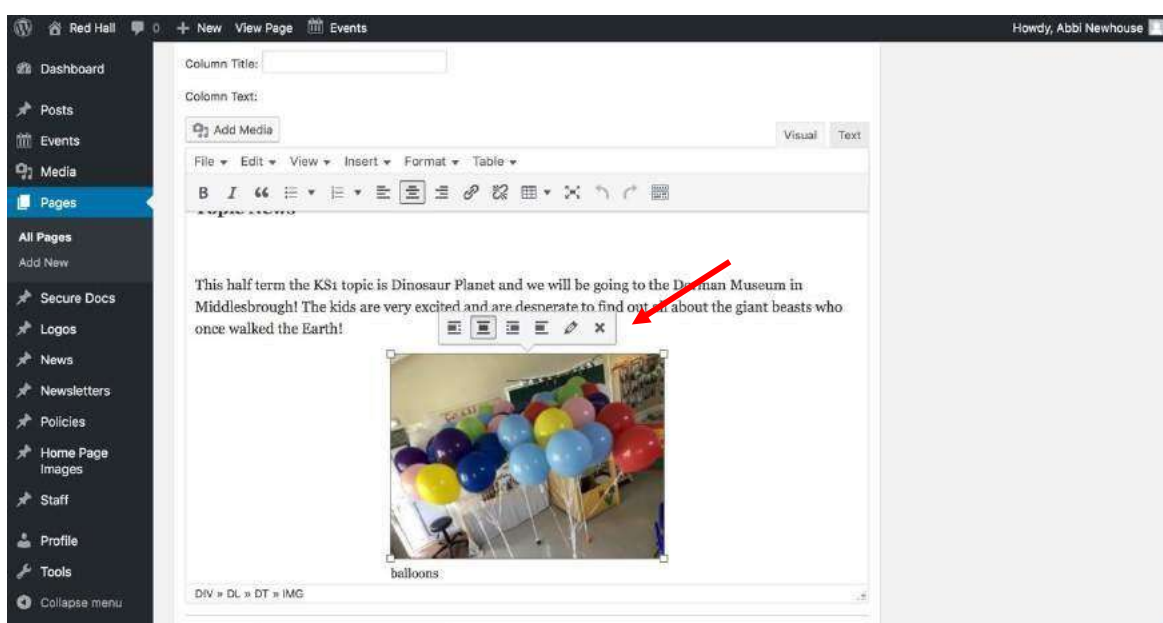
## To add photos

Click exactly where you would like the photo to go and select the 'add media' button. This will take you to another screen to select your new photo which must be on your computer.



## To delete photos

Click the photo and click the 'x'.

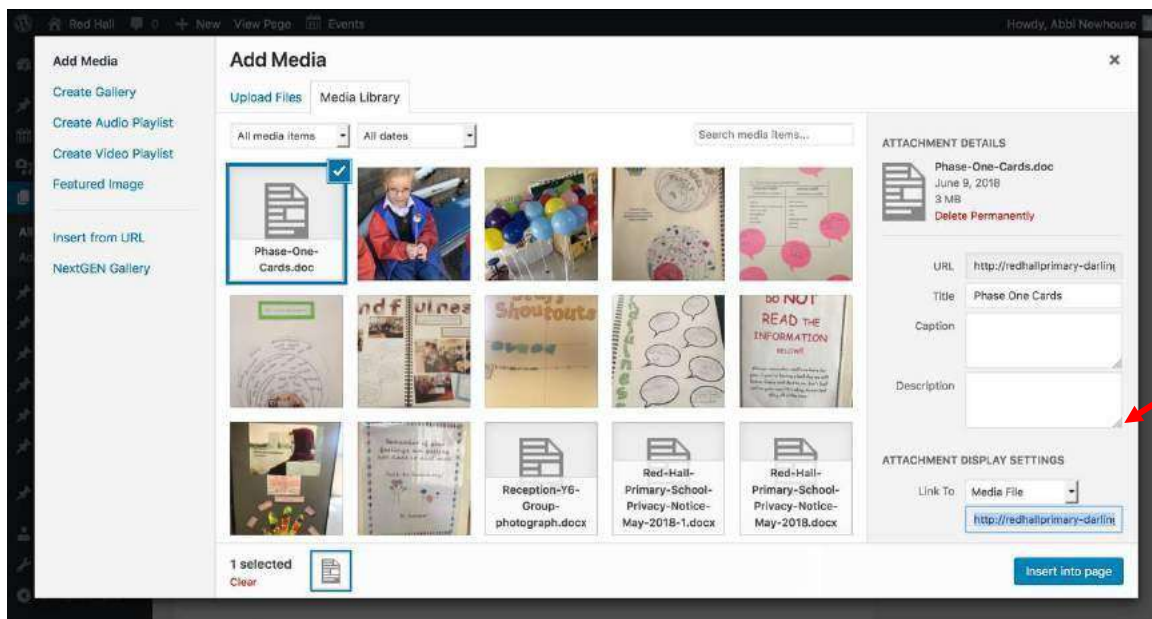


## To add a newsletter

Click exactly where you would like the Newsletter link to go and select the 'add media' button. This will take you to another screen to select your document which must be on your computer.

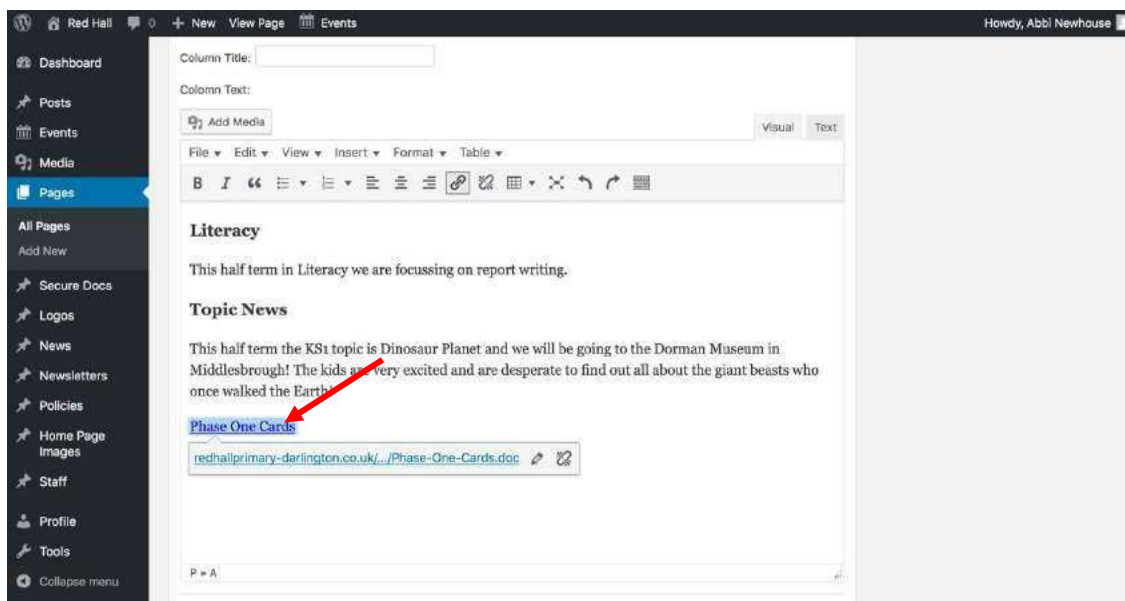
After uploading you can change the name of the document, this is the name that will appear on the website.





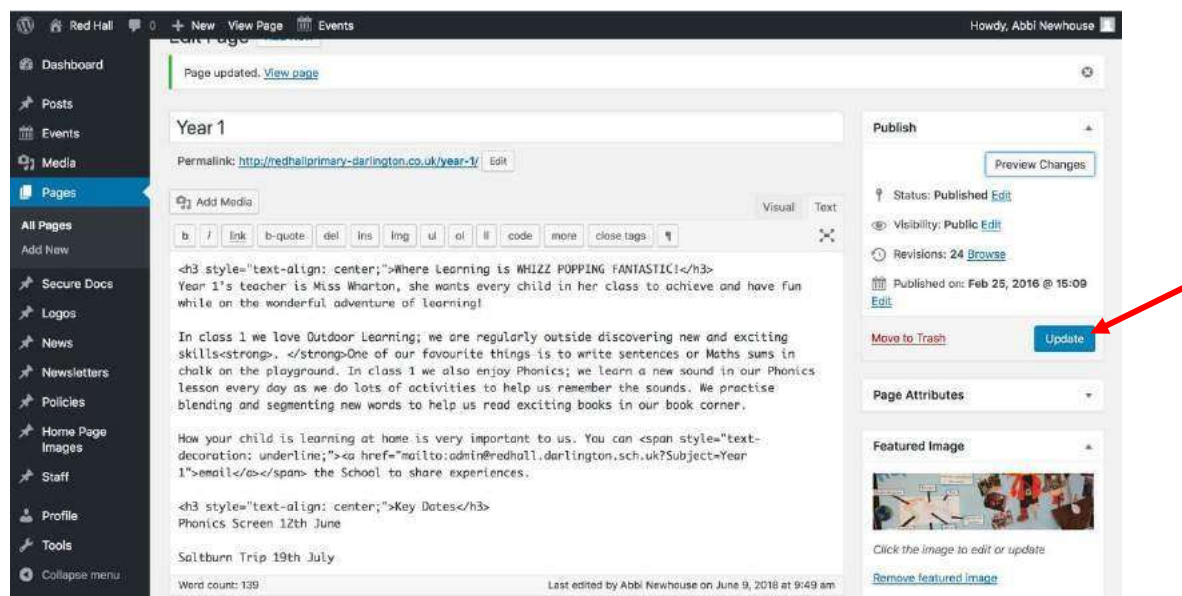
## To delete a newsletter

Simply highlight the link and press the delete button or backspace on the keyboard.



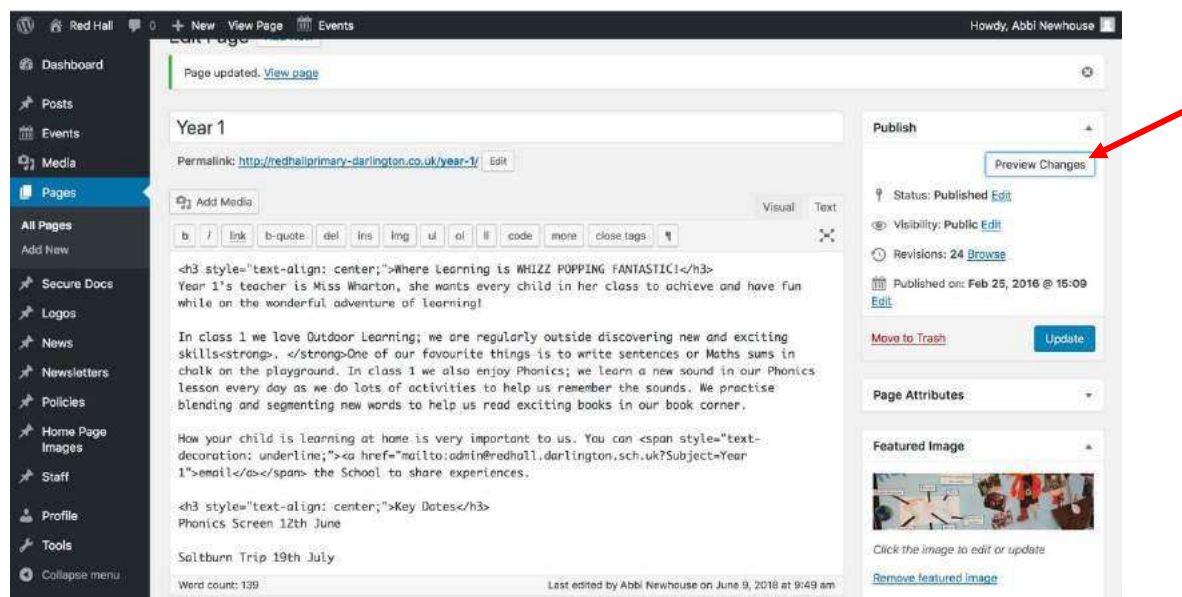
## To save your changes

Simply scroll to the top of the page and click 'update'.



## To preview your changes

Simply scroll to the top of the page and click 'update'.





## Appendix 5

To be personalised by each year group

# Home Learning Support

---

## When will my child need to learn from home?

- If your child has to **self-isolate** because of an illness, such as coronavirus
  - If there's a **local lockdown** and the school is advised to partially close or your child has to shield
- 

## What's my child expected to do?

We're determined to keep all of our pupils on-track this year and make sure no one falls behind if they need to learn from home because of coronavirus.

So, we want to make sure your child can learn as much as possible at home. The following new guidelines cover our ideal expectations of what we'd like your child to do while learning remotely, and how we plan to support you and them.

Each week we'd like your child to:

- Virtual learning to deliver English x2 a week
- Virtual learning to deliver Maths x3 a week
- Virtual learning to deliver VIPERS x1 a week
- Virtual learning to deliver wider curriculum subjects. x2 a week
- Independent learning tasks to be completed via google classroom (English).
- Independent learning task to be completed from support pack (VIPERS)
- Independent learning task to be completed in a maths work book (maths)
- VIPERS to be delivered via work pack.
- Wider curriculum challenge grids x3 a week (google classroom, support pack)
- DEAR x1
- Access Times Table Rock Stars x3 a week

It's important that your child engages with home learning. If they aren't, we'll use the following strategies to provide additional support:

- Phone call home
  - Support packs
  - Increased intervention sessions
- 

## What support will the school provide?

- **Regular contact with teachers** through Google Meets (video call).

- **Regular feedback** twice a week, so your child knows how they're doing.
  - Intervention sessions with teachers and teaching assistants
  - Support packs for those children who do not have access to a tablet/laptop.
  - Weekly phone calls twice a week to those who do not have access to laptops/tablets.
- 

## What can I do to help my child?

Create a positive environment for your child to learn at home, for example:

- **Distinguish between weekdays and weekends**, to separate school life and home life
- **Designate a working space if possible**, and at the end of the day have a clear cut-off to signal school time is over
- **Create and stick to a routine**, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed before starting the 'school' day
- **Stick the timetable provided by your teacher up on the wall** so your child knows what they should be doing when, and tick activities off throughout the day
- **Make time for exercise and breaks** throughout the day to keep your child active



## Appendix 6

# Remote Learning Expectations (Draft)

Please can all staff complete this document to outline each day/week what you would be putting in place for your year group

<u>Year Group</u>	<u>Expectations</u>
<u>Early Years</u>	<u>Nursery</u> <ul style="list-style-type: none"> <li>Home learning challenges via Facebook Group</li> </ul>
	<u>Reception</u>
<u>KS1</u>	<u>Year 1</u> <ul style="list-style-type: none"> <li>Story time with Miss Wharton via Google Meets.</li> <li></li> </ul>
	<u>Year 2</u>
<u>LKS2</u>	<u>Year 3</u>

	<u>Year 4</u>
<b><u>UKS2</u></b>	<u>Year 5</u> <ul style="list-style-type: none"> <li>• Virtual learning session x2 a week via Google Meets</li> <li>• Maths and English home learning booklet</li> <li>• VIPERS comprehension</li> <li>• Topic challenge grid</li> <li>• Access Times Table Rock Stars</li> </ul>
	<u>Year 6</u>