REMOTE LEARNING POLICY

2020

Hove Junior School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.

Our Vision

At Hove Junior School, we are committed to ensuring that our pupils can continue their learning remotely when necessary and we will provide immediate access to remote learning to any pupils who can't attend school due to coronavirus (COVID-19). This includes where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home.

Aims

We aim to ensure that our remote learning curriculum replicates the provision pupils would receive in the classroom, reflects our school aims and our LEARN statement:

Look after each other
Everyone does their best
Aim high
Respect
New day, new challenge

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

We aim to include in our remote learning the same factors that determine the effectiveness of live classroom teaching as found by The Education Endowment Foundation (EEF).

For example:
- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

We realise that the circumstances which may cause our children to have to isolate, or our school to close, will have affected our families and staff in different ways and that therefore there is a need to work flexibly from all sides. An understanding of, and willingness to adapt to, our current challenges is essential for success.

Remote Learning Platforms

Home Learning for pupils will be provided on our school website under each year group. In addition, the school uses Seesaw for Year 3 pupils and Google Classroom for pupils in Year 4, 5 and 6. These platforms are used in an interactive manner allowing teachers to set and respond to work and pupils to interact with the teacher and their peers. Links to other educational websites and teaching resources will also be made available on the website and virtual classroom.

Roles and Responsibilities

1. Teachers

Teachers will ensure that pupils receive acknowledgement and praise for their efforts at a time when they are working independently. They will ensure that they correct misconceptions and continue to improve their work, make progress and develop their thinking.

In the event of a class/year group isolation or whole school lockdown, teachers are responsible for:

- Upskilling pupils in their class on Seesaw or Google Classroom
- Recording one introductory video a week to the class with a specific learning focus and pastoral support
- Providing a weekly online timetable which mirrors class provision and a **suggested** schedule for each day
- Setting daily lessons for their class in line with HJS expectations, ensuring these include clear links to explicit teaching videos such as National Oak Academy and BBC Bitesize
- Providing individual feedback at least twice a week in addition to general feedback, guidance and praise
- Monitoring the chat facility carefully and deal with any incidents of unacceptable behaviour on Google Classroom
- Keeping in touch with pupils and parents either via Google Classroom, email or telephone
- Attending virtual meetings with families where necessary

If teachers are unavailable for work these responsibilities may be covered by another member of staff.

2. Year Group Leaders

Year Group Leaders:

- Oversee the virtual teaching and learning across the year group
- Ensure all members of the team contribute equally to planning and preparation of remote learning

- Ensure all learning is proof-read and checked before being published on Google Classroom

- Ensure consistency of approach for all classes in their year group (across both sites)

- Support teachers in their year group with teaching and learning issues where necessary

3. Subject Leaders

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

- Working with teachers teaching their subject to make sure work set is appropriate, consistent and meets the demands of the curriculum

- Working with other subject leaders and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the work set by teachers in their subject – through reviewing the work set online by teachers and year group leaders

- Alerting teachers to resources they can use to teach their subject remotely

4. Support Staff

- **HLTAs** will support planning and feedback with link classes guided by year leader

- HLTAs could be asked to cover a virtual class in the absence of the class teacher

- LSAs will support teachers wherever possible in preparing work or resources to be sent home

- LSAs who work individually with SEND pupils may be asked to support with the provision of differentiated resources, activities and feedback for their linked child

5. Senior Leaders

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school

- Maintaining a digital register and ensuring all families have access to online learning

- Ensuring the quality of remote learning reflects the high quality provision in the classroom

- Monitoring the effectiveness of remote learning by taking regular feedback from staff, pupils and parents/carers

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

6. Inclusion Manager/SENCo

The Inclusion Team is responsible for:

- Monitoring the provision of online learning for SEND and vulnerable pupils across the school

- Ensuring all SEND and vulnerable pupils have access to learning materials (digital access and other 'hard' resources where necessary e.g. appropriate reading books, text books)

- Ensuring differentiation of materials for pupils who are working well below age related expectations

- Oversee the safeguarding of pupils in line with safeguarding / child protection policy

7. IT Technician

IT staff are responsible for:

- Setting up and overseeing pupil and class log in details and codes for Seesaw and Google Classroom

- Helping staff and parents/carers with technical issues with setting up and using the remote learning platforms

- Reviewing the security of systems and flagging any data protection breaches to the Data Protection Officer

- Assisting pupils and parents/carers with accessing the internet or devices including loaning technology where necessary

8. Pupils

Pupils will be expected to:

- Use Google Classroom appropriately to complete home learning, interact with the teacher and with their peers

- **Follow the agreed guidelines and protocol**

9. Parents

Parents will be expected to:

- Support their child with home learning to the best of their ability

- Be aware of and monitor their child's behaviour in Google Classroom

- Raise any concerns or issues to school staff in an appropriate and acceptable manner

GDPR / Data protection

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
- Not storing 'red' data on home devices
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

Monitoring Arrangements

This policy and the remote learning provision will be monitored by the Senior Leadership Team and the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding / Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Hove Junior School Continuity Plan (Autumn 2020)