

Brookland Federation

'Brookland Junior School'

Remote Learning Policy



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Written/Updated by: Shelley Murphy	
Approved by: Mandeep Barton	
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1. Aims

In the event of children having to learn from home during the COVID-19 pandemic or another pandemic, our aim is to continue to provide a well-sequenced, ambitious curriculum to all children. We aim to replicate learning as close as possible to that in the classroom, using Google Classroom, accompanied by online resources, videos, interaction, live lessons and useful feedback. By providing clear lessons and activities, we want to ensure meaningful learning can continue and that all our families feel supported when helping their children at home

This remote learning policy for staff 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

2. Roles and responsibilities

Teachers must be available between school directed hours (8:30am – 4pm) term time only. If they 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 procedures before 7:00am by calling or texting the headship team or school business manager. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or leaders of learning to ensure work is completed.

2.1 Teachers

Teachers are responsible for:

☑ Setting work:

- Creating a weekly timetable of work for their year group in liaison with all teachers from the year group. This must include subjects from across the curriculum. Additional PowerPoints and worksheets will be used where needed.
- Lessons should include teaching videos, either from a website (e.g. white rose, national oa academy, purple mash) or pre-recorded over slides. This may include the teacher talking through/over a powerpoint.
- Set differentiated learning via google classroom, Purple Mash, Times Tables Rockstars for supporting videos.
- Learning time is approximately 4 hours for KS2.
- Class teachers to ensure that work is clearly labelled on google classroom, so that pupils and parents can easily find the work to complete, e.g. Week beginning [insert day] followed by day and subject folders.
- Working as a year group team to ensure the above work is planned and ready.
- Online safety curriculum to be followed at thinkuknow website; <https://www.thinkuknow.co.uk/>. Purple Mash can also be used to support online safety work at home.

- Arrange for paper packs to be collected or delivered if children are unable to access online work.
- Make contact via telephone should a child not be accessing google classroom or completing work after 2 days, to see how the school can support the child.
- Follow the data protection policy to ensure that personal data is kept secure.
- Monitor google classroom and remind children about being safe when working online – *Please be aware that the school has a legal duty to report any safeguarding concerns to the relevant authorities without parental consent, where there is a risk of harm*

Should teachers still be working in school with a class while a child(ren) is isolating and completing work at home, teachers will endeavour to complete the above duties as soon as reasonably practicable at the end of the school day.

📧 **Providing feedback on work:**

- Pupils can send work to teachers via their class email address at [\(classname\)@brooklandjm.herts.sch.uk](mailto:(classname)@brooklandjm.herts.sch.uk) e.g. pine@brooklandjm.herts.sch.uk or via google classroom.
- Teachers should give feedback via google classroom or class email, as required.
- Teachers should respond to emails from parents/children within 48 hours.
- Teachers should upload any work, to be displayed, on the class pages on google classroom with a short blurb about the work.

📧 **Keeping in touch with pupils and parents:**

- Emails received via the class email address, from pupils or parents, are to be checked between 8:30am and 4pm, Monday to Friday during term time only. There is no expectation for staff to check emails outside of these hours.
- Any issues that are received are to be dealt with professionally, by the class teacher. Headship team can be BCC'd in the communication. If necessary, teachers are to contact a member of the Headship team for advice.
- Teachers are expected to have daily interaction with their pupils via google classroom. Where pupils are not engaging and the teacher has been unable to have interaction with their pupils, a check-in phone call should be made weekly. Contact details can be accessed from Arbor, please ensure you log off and do not share any information with a third party. Record all contact with parents on CPOMs and add any relevant actions. Example CPOMs comment: 'Mrs Z (class teacher) telephoned XXXX's mum to offer support during home learning and [Teacher name] spoke with [child name] who is getting on well. No other concerns.' If there is a safeguarding concern, alert all nominated DSL's (Mandeep Barton, Adam Pugh, Caroline Abraham or Courtney Clark).
- Contact should be polite and encouraging. Teachers must adhere to the Online Safety and Code of Conduct policy and not give out any personal details. Any concerns should be forwarded to a member of the Headship team, who may choose to contact parents directly.

Though we are to encourage the completion of home learning, this cannot be enforced. Some completion of work is better than none.

📌 Attending virtual meetings with pupils, parents and staff:

- If required, any online 'face to face' meetings between staff and parents/pupils, should be arranged via Google Hangouts using the pupils log in details. Where possible, any conversations need to be kept to a telephone call and recorded on CPOMS where necessary.
- Locations – avoid areas with background noise, nothing inappropriate in the background, all participants should be appropriately dressed (no pyjamas), adults to be aware of who is in view of the camera during a pupils learning time – this will ensure that safeguarding needs are met for all participants. This is the same if recording a lesson and posting.

2.2 All Support Staff

When assisting with remote learning, teaching assistants must be available between 8:40am – 3:10pm, unless contracted hours differ from this. 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, phoning and/or texting the headship team or school business manager.

When assisting with remote learning, teaching assistants are responsible for:

□ Supporting pupils who aren't in school with learning remotely:

- Teaching assistants should liaise with the class teacher to discuss which pupils they will be required to check in on on a more regular basis (this could be SEND or PPG pupils or any pupil who falls in a vulnerable category).
- Teaching assistants to use google classroom as and when required to provide support.
- Support with the preparation of paper packs for children working at home.
- Support the teacher in the preparation of resources for main teaching activities.

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- Locations – avoid areas with background noise, nothing inappropriate in the background, all participants should be appropriately dressed (no pyjamas), adults to be aware of who is in view of the camera during a pupils learning time – this will ensure that safeguarding needs are met for all participants. This is the same if recording a lesson and posting.

2.3 Subject leads

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

- Monitoring the work set by teachers in their subject and or year group and how this may need to be adapted to meet the remote learning requirements.
- Review set work weekly – class teachers are to ensure that all work is saved on the shared drive for subject leaders/leaders of learning to be able to review easily.
- Evaluate what changes will need to be made and feedback to year teams, as appropriate.
- Liaise with staff, as appropriate; to ensure curriculum coverage, the work set is appropriate and consistent.
- Work with other subject leaders and the Headship team to make sure work set remotely across all subjects is appropriate and consistent, and deadlines being set are an appropriate time away from each other.
- If any meetings are required, these need to be arranged by using Microsoft Office Teams or on Google Hangout.
- Alert teachers to resources they can use to teach your subject remotely.

2.4 Senior leaders and Headship team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers' weekly, monitoring google classrooms, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSLs are Adam Pugh and Caroline Abraham, supported by the Deputy DSLs, Mandeep Barton, Courtney Clark and Helen Bevis.

Staff are aware of the need to immediately report any Safeguarding concerns arising during remote learning. These may arise through messages seen or received on Google Classroom, when making contact with parents/children over the telephone, or during Live Lessons on Google Meet

The DSL is responsible for:

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

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Creating emails.

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 8:40am – 3:10pm – although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants.
- Complete work to the deadline set by the teacher.
- Alert teachers if they are not able to complete the work that has been set.

Staff can expect parents with children learning remotely to:

- Seek help from the school if they need it – staff should refer parents to the ‘Children’s’ section on our school website and ‘Class Pages’ for the weekly timetables and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff.
- Make school aware if their child is sick or otherwise can’t complete work.

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.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

3. 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.
- Issues with behaviour – talk to the senco or headship team.
- Issues with IT – talk to IT staff (INTERIM) [REDACTED]
- Issues with their own workload or wellbeing – talk to a member of the headship team.
- Concerns about data protection – talk to the data protection officer - school business manager.
- Concerns about safeguarding – talk to the DSL or DDSL’s.

All staff can be contacted via their class email by parents/children or work email address or mobile phone by colleagues.

4. Data protection

4.1 Accessing personal data

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

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Parent contact details can be accessed via Arbor using a secure password and 2 factor authentication. Do not share any details with third parties and ensure Arbor is logged out after use.
- School laptop and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online. Under no circumstances should personal email addresses or phone numbers be shared with parents or pupils. If a phone call needs to be made, ensure your phone is set to a withheld number or dial 141 before dialling the phone number.

4.3 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). Even stronger is to use 3 random words as your password.
- 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.

5. Safeguarding

The DSLs are Adam Pugh and Caroline Abraham, supported by the Deputy DSLs, Mandeep Barton, Courtney Clark and Helen Bevis.

Staff are aware of the need to immediately report any safeguarding concerns arising during remote learning. These may arise through messages seen or received on google classroom, when making contact with parents/children over the telephone, or during live lessons.

6. Monitoring arrangements

The policy will be reviewed regularly by the Executive Headteacher and Head of School. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety policy

Most policies can be found on the school website at : <https://www.brooklandjm.herts.sch.uk/policies/>