Author	Claire Pannell	Target group	All employees, consultants and volunteers
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Remote Education Policy: Covid-19

Aims

This policy is to ensure the ongoing education of Gladstone Park Primary pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time due to school closure from Covid-19. It also covers the ongoing education of pupils who cannot be in school as a result of Covid-19 restrictions but are able to continue with their education when the school remains fully open.

This remote education policy aims to:

- set out and explain our approach to remote education during Covid-19 to the whole school community
- ensure consistency in the approach to remote education for pupils who are not in school
- set out expectations for all members of the school community with regards to remote education
- provide appropriate guidelines for data protection.

Remote education

If one or more of the following events occur, remote education will be implemented by the School for all affected students:

- An individual student is awaiting a Covid-19 test result
- An individual student is self-isolating due to Covid-19
- A proportion of students from a class/year group/bubble are self-isolating due to Covid-19
- A whole class/year group/bubble is self-isolating due to Covid-19
- The school is only open to critical workers/vulnerable children due to Covid-19
- The school is closed due to Covid-19.

Remote education minimum standards

Anthem commits to the following minimum standards for remote education provided in the above scenarios:

- Work will be provided for all affected students and will be accessible on our pre-agreed platform(s).
- Affected students will have access to remote education which is equivalent to core teaching every day.
- Affected students will be provided opportunities for feedback and assessment on a regular basis.
- Work provided will be ambitious and in line with the in-school curriculum.
- Affected students will have the opportunity for daily contact with a member of staff.

Remote educational provision

For all students affected as above, we will provide access to a weekly timetable of remote education activities. The same provision will be provided for all affected students, whether an individual or a whole class is isolating or otherwise affected. This is to ensure equality of provision. Our remote learning offer will be shared through our online learning platform or communicated via direct contact to your home. This timetable will link to our long-term curriculum plans and the learning those in school will or would be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will sometimes make use of a number of carefully selected and high-quality online materials such as quizzes from agreed platforms and carefully selected lesson videos.

We commit to putting in place remote education from the first day an affected student is off school, however please note there may initially be an interim period of one or two days before the whole program and normal ongoing support is accessible and ready.

Platforms and how to access

Anthem-approved remote education platforms are Google Classrooms and Microsoft Teams.

Parents and students can access this school's remote education offer here:

Online reading programme Bug Club - activelearningprimary.co.uk

www.mymaths.co.uk

www.whizz.com/

KS2- use google classroom

KS1- use Class Dojo to communicate with parents and upload work on the school website on the class pages – classdojo.com

EYFE- Work is uploaded on to our school website on the class pages

Support to enable students to access remote education

We understand that remote education during current times presents new challenges for many. We commit to the following to help support students to access remote education:

Ensuring all students complete an Anthem Remote Education Agreement prior to accessing the online learning platforms.

- Using Computing time to allow pupils to use practise using online learning platforms.
- Upskill students in our online learning platform through delivering some elements of the home learning.
- Where necessary, phone calls from staff to guide pupils through use of technology.
- Virtual information sharing events for parents.
- Providing practical support with technology where possible.

Roles and responsibilities

Teachers

When providing remote education, teachers will be available between 9am and 3pm. If a teacher is 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 education, teachers are responsible for:

- Setting work –
    - For all pupils in the class
    - Daily reading, writing and maths. Weekly, Science, RE, PSHE, History/ Geography, Art/DT
    - Work will be set either weekly or daily
    - Work should be uploaded on the relevant platform for your key stage
    - Co-ordinating with other teachers in their year group, to ensure consistency across the year and to make sure pupils with limited access to devices can still complete the work.

- Providing feedback on work –
    - Teachers will be expected to respond to work via the relevant learning platform within 2 days of the given completion date

- Keeping in touch with pupils who aren't in school and their parents –
    - Weekly contact via the relevant learning platform, telephone or email
    - Teacher should respond to emails from parents during working hours by the end of the next working day
    - any complaints or concerns shared by parents and pupils should be initially dealt with by the teacher and escalated where necessary
    - parents of children who fail to complete their work should be contacted by email or phone

    - Attending virtual meetings with staff, parents and pupils –:
    - All staff to be dressed appropriately for any virtual meeting
    - All staff to be mindful of background noise and appropriate environment

Teaching assistants

When assisting with remote education, teaching assistants will be available between 9am to 3pm.

If a teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

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

- Supporting pupils who aren't in school with learning remotely –
    - TAs working with a child with an EHCP will provide daily work and continue interventions
    - Daily telephone calls to ensure the child can access the work

- Attending virtual meetings with teachers, parents and pupils –
    - All staff to be mindful of background noise and appropriate environment

o All staff to be dressed appropriately for any virtual meeting

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote education.
- Monitoring the remote work set by teachers in their subject by accessing the learning platforms and through virtual meetings with teachers where necessary
- Alerting teachers to resources they can use to teach their subject remotely.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote education approach across the school – Bina Patel is the Google classroom lead
- Monitoring the effectiveness of remote education –through meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for:

- Regular contact with vulnerable pupils
- Liaising with social care
- Follow up any teacher concerns
- Respond to any external agency requests in terms of safeguarding

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 remote education systems and flagging any data protection breaches to the data protection officer.

Pupils and parents

We expect pupils learning remotely to:

- Be contactable during the school day – although we understand that you may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if you need it, from teachers or teaching assistants.
- Alert teachers if you are not able to complete work.

- When attending live lessons or conversations with school staff, to dress appropriately (no pyjamas or offensive images/wording) and to have an appropriate background (ideally a clear background with no other people in view, with no offensive imagery).
- To be kind, considerate and respectful when communicating with other students and school staff online, in line with the school's Behaviour Policy and Anti-Bullying policy.
- To complete the Anthem Remote Education Agreement and be aware of the Interim Online-Safety Policy for parents and pupils.

We expect parents with children learning remotely to:

- Make the school aware if your child is sick or otherwise can't complete work.
- Seek help from the school if you need it.
- Be respectful when making any complaints or concerns known to staff.
- Be aware of the Interim Online-Safety Policy for parents and pupils.

Anthem

The Trust is responsible for:

- Working across all schools in the Trust to develop a remote education strategy, as set out within this remote education policy.
- Setting up CPD for remote education.
- Enabling peer support on remote education between schools across the Trust, for example via the PLN network.
- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons.

Live teaching

There is no expectation on schools to deliver Live teaching. Online lessons may be recorded, or they may be delivered live. Live teaching will only be delivered if the following criteria can be met:

- It has to be safe
- It has to be inclusive
- It has to be the most effective approach to the learning

Live teaching will only be considered once basic access to lesson resources for all relevant students is in place. Where lessons are delivered live, the Live Teaching Protocol will be followed.

Children with SEND

It is primarily the role of the SENCo, Nasreen Iqbal to ensure all SEND needs are supported effectively and that appropriate resources are allocated and available to meet pupil need. However, all teachers and teaching assistants have a duty to support children with SEND. Teachers should ensure that work is differentiated as required for all learners when setting online tasks.

To support children with SEND and or learning difficulties with remote education, the SENCo will:

- know which students they are expected to support

- have a good knowledge of 'their' student need, the barriers they may face and how best to support
- share access to Pupil Passports, SEND or EHCP plans to ensure successful strategies and interventions are used to support
- ensure that statutory EHCP Part F school provisions are covered.

Support will include:

- Deploying Teaching Assistants effectively
- Ensuring pupils can access all necessary learning platforms and know what is expected of them.
- Checking the work to be completed each day and any deadlines and sharing this with pupils.
- Ensuring EHCP Risk Assessments are known, adhered to.
- Delivering interventions and teaching individuals as directed by the SENCo.
- Researching and resourcing any additional resources necessary for personalised learning.
- Liaison with outside agencies as appropriate.
- Attending virtual meetings with teachers, parents and pupils as necessary and directed by SENCo.
- If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.
- Ensuring class resources are accessible and appropriately differentiated as part of Quality First Teaching by all staff on all occasions.
- Support and contact from class/subject staff on a personalised basis as appropriate.

All SEND students should continue to receive allocated outside agency support remotely where appropriate and possible (provided by agencies) and time will need to be allocated to co-ordinating this work also.

Who to contact

If you have any questions or concerns about remote education, please contact the following individuals:

- Issues in setting work – talk to the relevant subject lead, year group leader or SENCo
- Issues with IT – talk to computing lead (Julie Metcalfe)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the school data protection lead (Rasa Undaraciute)
- Concerns about safeguarding – talk to the DSL (Vanlata Nathu / Dorothy Scott)
- If parents and/or students require support with gaining digital access at home, please speak to [Godfrey Oti]

If any pupil has worries or concerns during this period of remote teaching then they should contact Miss Scott at the school (tel 020 8452 1350 or email dscott@gladpark.brent.sch.uk) or, alternatively, they can contact Childline via the following website: https://www.childline.org.uk/get-support/contacting-childline/

Communication between staff and pupils/families must be through the authorised school systems above and not through email, personal social media accounts, nor personal phones It should follow the usual rules outlined in the Staff Code of Conduct, Home School Agreement, Remote Education Agreement, Online Safety Policy and Acceptable Use Agreements.

Safeguarding and remote education

With the increased use of digital technologies that comes with remote education, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Please refer to the Interim Online Safety Policy for further information.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. If parents or students have any concerns over any online content related to the school or Trust they can contact the school or the Trust via enquiries@anthemtrust.uk.

If parents have any safeguarding concerns that need discussing, they should contact [Miss Scott: email dscott@gladpark.brent.sch.uk]. Staff should continue to be vigilant at this time and follow our usual Online Safety for Staff and Child Protection and Safeguarding Policy and procedures.

Data protection

Accessing personal data

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

* Save necessary information on an encrypted memory stick
* Use school laptops to access the data
* Follow the Acceptable Use Agreement

Processing personal data

Staff members may need to collect and/or share personal data such as parent / carer telephone numbers, emails as part of the remote education 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.

Staff will only collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members are expected to 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 eight 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.
* 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.

Monitoring arrangements

This policy will be reviewed every year by the Trust. The Education Executive Team will monitor the implementation of this policy.

Links with other policies

This policy is linked to our:

- Behaviour Policy and Covid-19 Addendum
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- E-Safety Policy
- SEND Policy
- Acceptable Use Agreement – all staff and students using school digital technologies must have signed and must follow this agreement
- Staff Code of Conduct
- Interim Online Safety Policy for staff
- Interim Online Safety Policy for parents and pupils
- Anthem Remote Education Agreement