Rockmount Primary School is committed to providing continuity of education to all its learners and will do so through a process of remote (online) learning, in the event of a school closure or a pupil self-isolating, as a result of government guidance on Covid-19. This remote learning policy aims to ensure consistency in the approach to remote learning and sets out expectations for all members of the school community with regards to remote learning. It will ensure that pupils who are unable to attend school remain fully included within the school community and ensure that every child receives the best education the school can provide. Remote education is integrated into the school curriculum, alongside classroom teaching to ensure that a seamless bridge between home and school learning is provided.

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

o A continuous, dry cough
o A high temperature above 37.8℃
o A loss of, or change to, their sense of smell or taste

or if they have had access to a test and this has returned a positive result for Covid-19

Whole School Closure

In the event of local or national restrictions requiring pupils and staff to remain at home, staff will be available between 8:30 and 4pm on their working days. 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 absence procedure.

Remote Learning for pupils will be conducted using Google Classroom

- Using Google Classroom, staff will conduct a daily morning Google Meet to teach either a live maths or literacy lesson.
- Staff will also conduct an afternoon Google Meet to teach a topic-related live lesson.
- Staff will also produce a pre-recorded maths or literacy lesson daily (see Google Classroom Protocol for specific timings).
- Teachers will plan lessons relevant to the curriculum focus for that year group ensuring that English, Maths, Phonics/ Reading, the Wider Curriculum, Wellbeing and Online Safety are covered.
- Staff will regularly update the Google Classroom Stream with information for pupils and families.
- Assignments can be completed and submitted on Google Classroom. Work samples may also be completed on paper and a photo of the learning sent to the year group email.
- Parents/Carers must report any problems relating to the work set or remote learning in general using the year group email.
- Parents/Carers must seek help from the school if they require support or if they have concerns about their child's ability or motivation to complete the work

Feedback and Marking

- Teachers must monitor the progress of all children in their class whilst teaching remotely. Verbal or written feedback will be given on work to ensure pupils understand their points for improvement and stay motivated.
- Staff will provide specific daily feedback relating to the learning on any work submitted by commenting on Google Classroom or via email to individual and/or groups of pupils. Some work will gain immediate feedback using the features on Google Classroom.
- Staff will ensure that some work is self or peer assessed during live video lessons and will therefore not need written feedback.

Pupils who are learning remotely should be contactable during the school day. If a child is unable to complete work during this time, for example due to sickness, this should be reported to the school using the usual absence procedure

Self-Isolation

In the event of government guidelines requiring staff or a pupil to self-isolate or shield, they should follow the normal reporting procedures for planned absences. Whilst self-isolating, and if able to do so, staff will be asked to support the learning provision for their class or phase remotely using Google Classroom.

If a child or group of children are self-isolating, staff will assign work to Google Classroom with work closely linked to that being taught in the classroom.

- Assignments can be completed and submitted on Google Classroom but may also be completed on paper with a photo of the learning sent to the year group email
- Work must be completed to the best ability of the pupil and submitted on time
- Parents/Carers must report any problems relating to the work set or remote learning in general using the year group email
- Parents/Carers must seek help from the school if they require support or if they have concerns about their child's ability or motivation to complete the work
- Staff will give specific feedback related to the learning on any work submitted.

Safeguarding

Keeping pupils and staff safe during remote education is essential. Staff delivering remote education online should be aware that the same principles set out in the Staff Code of Conduct will apply.

- Staff will ensure any pupil/s self-isolating are contacted weekly via email, phone or Google Classroom. Any concerns should be recorded and discussed with the phase Learning and Teaching Leader.
- In the event of a class bubble isolation, staff will communicate via Google Classroom, email and phone.
- Staff will ensure they have spoken to pupils as well as parents/carers and must log this contact daily during any period of lockdown. (Please see appendix 1). If there has been no communication with either a parent/carer or child by day three of the lockdown/self-isolation period starting, staff will notify a member of the Senior Leadership Team to carry out the appropriate welfare checks.
- Any children identified as vulnerable pupils will be called daily by the school SENCO or one of the school Designated Safeguarding Leads.

The Senior Leadership Team and Designated Safeguarding Leaders are responsible for Safeguarding concerns, including those related to Remote Learning. Staff members must apply

the safeguarding measures outlined in the Safeguarding Policy with particular attention paid to the remote learning section.

Data Protection

Accessing Personal Data

When accessing personal data, all staff will:
- Only use their official school email account and never use personal messaging systems
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data 'leaves' the school premises

Sharing Personal Data

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

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 any files containing personal data are 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 will lock 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

Use of Technology

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and SLT will ensure that support is given promptly.
The school will support families to access online resources where possible. For some families who are unable to access online learning, provisions will be made for paper-based learning.

This policy should be read in conjunction with
Safeguarding Policy
Google Classroom Protocol
Behaviour Policy
Child Protection Policy
Data Protection Policy
Staff and Volunteer Acceptable Use Policy
Staff Code of Conduct
Working from Home Policy

Remote Learning
Contact Log

Year Group: **Class:**

Child's name	Date of contact	Child spoken to/seen	Comments	Follow-up