



MINCHINHAMPTON C OF E PRIMARY ACADEMY
Diocese of Gloucester Academies Trust

Remote Home Learning Policy for use during COVID-19

Approved by: [.....] **Date:** [28 09 20]

Last reviewed on: [08 06 20]

Next review due by: [28 09 20]

I. Aims

This is an adaptable remote learning policy for staff which aims to clarify expectations and safeguards for staff working remotely currently.

In line with advice and guidance from the DFE, a range of work will be planned that can be completed both online and offline and takes into account the class teachers knowledge of the children's ability as well as taking into account our knowledge that not every child will have access to technology at this time. We also, recognise that parents cannot be expected to become teachers, particularly when many have their own work to undertake.

At Minchinhampton work for pupils during a lockdown will be set via Padlet and Google Classrooms. At Minchinhampton Academy, we use G Suite for Education- each child has been given an email for an Education account. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and is used by tens of millions of students and teachers around the world. At Minchinhampton, students will use their Gmail to communicate with their teachers and become enrolled in their class' virtual classroom. In addition to this, Spelling Shed, My Maths and Charanga music login details have been set up for all pupils and can be accessed from home.

In the event of a class teacher falling ill and the class being required to self-isolate, classes are to access work on class Padlet/Tapestry - this will be uploaded by one of the teaching team who are well. If a class is required to self-isolate but the class teacher is well enough to teach, they will teach via Google Classroom. Class teachers will use class emails and phone calls via School Comms to keep lines of communication between home and school open.

Whilst many schools use this platform to communicate with children, we must remind you that Google Meet and Gmail are Google services and, as such, Minchinhampton CofE Primary Academy has no control over, and therefore is not responsible for, messages or other content sent and received by means of these services that originates from third parties unconnected with the school.

The key aims are :

- Ensure continued 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

2. Roles and responsibilities

2.1 Teachers

Teachers are responsible for:

- Setting work which is appropriate, engaging and takes account of different home circumstances, needs and strengths. Work will be uploaded on the school website and on the class Padlet pages. Planning teams liaise closely to ensure consistency across year groups – this coordinated by the deputy head.
- Providing feedback on work by commenting on Padlet and responding to emails on the class email site and through drop in sessions on Google Classroom. Class emails have been specially set up for this. All staff are expected to use school equipment.
- Keeping in touch with pupils and parents – through Padlet, through regular phone calls and through assemblies and drop in sessions on Google Classroom. Teachers ringing from home must withhold their number or use a mobile phone with a sim card specially bought for this purpose. Parents are always

asked to stay in the room when the child is talking on the phone and come on the phone when necessary.

- Attending virtual meetings with staff and external agencies, parents, and pupils, staff will adhere to the Staff Conduct Policy and follow a suitable dress code and ensure a neutral background.
- In order to safeguard all those involved, teachers will be recording all video sessions and storing the recordings in a secure location on Google Drive.

2.2 Teaching assistants

Teaching assistants are responsible for:

- Supporting pupils with learning remotely by engaging on padlet when they get the opportunity.
- Attending virtual meetings with staff and external agencies, parents, and pupils, staff will adhere to the Staff Conduct Policy and follow a suitable dress code and ensure a neutral background.

2.3 Subject leaders, including the SENDCO

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

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent with schools plans and expectations.
- Working with other subject leads 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
- Alerting teachers to resources they can use to teach their subject,
- Reviewing and amending long term plans.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school. Mr Ricketts, Ms Mcarron, Mrs Jackson are the online team. These staff will ensure members of their teaching and learning teams are sufficiently trained in the use of Google Classroom should a second national lockdown or a class being required to self-isolate occurs.
- Ensuring that all pupils including PP and SEND pupils can access learning set and that arrangements are in place to oversee and monitor equality of opportunity.
- Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that all within the school follow the Trust safeguarding policy including the latest amendment's and communicate any changes to this guidance. Especially if an online presence is delivered. Please see the link below for latest guidance and advice.

2.6 Pupils and parents

Staff can expect pupils to:

- Seek help if they need it, from teachers or teaching assistants through posting questions on their respective class Padlet pages or sending the Class Teacher an email at the class@minchscool.net email system.
- Alert teachers if they are not able to complete work and how they will do this.
- We also expect good behaviour from the children. Children should be dressed appropriately and any inappropriate behaviour (see also online safety advice on the school website), will result in children being exited from the session, with the possibility of not being allowed into further live activities.

Staff can expect parents to:

- Seek help from the school if they need it – Class Teachers will have links to external support material on the Padlet pages.
- Be respectful when making any complaints or concerns known to staff
- For safeguarding purposes, we will expect that a parent is present with their child for the duration of a video conference call, with however a few conditions:-

Video conference calls are intended to provide children with the opportunity to communicate with their teachers. Please remain an observer only during sessions.

Contributions must remain positive at all times during video conference calls.

If you have a query, please contact us through the proper channels (class email addresses).

Parents are asked to please refrain from recording the screen or audio in any way (eg screenshots, pictures of the screen) during video calls. Participants need to be aware that there are legal implications to using an image of any person without obtaining their permission first. If these guidelines are not adhered to, you will be asked to leave and removed from future invitation lists.

School will ensure that parents are kept updated with the DFE guidance and advice for supporting pupils at home through <https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19> for Primary pupils,

<https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19> for SEND pupils and

<https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19> for Pre-school pupils.

2.7 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, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the HT
- Issues with their own workload or wellbeing – talk to the HT
- Concerns about data protection – talk to the HT
- Concerns about safeguarding – talk to a DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Explain how they can access the data.
- Which devices they should use to access the data – if you have provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as names and dates of birth 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, all staff are reminded to collect and/or share as little personal data as possible online.

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)
- 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
- 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

All staff should be following the current Trust safeguarding policy and amendments. DSL's will communicate all updates to the school community. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding. Safeguarding policy and the COVID 19 appendix are to be found

6. Monitoring arrangements

This policy will be reviewed regularly throughout this period. At every review, it will be approved by the Chair of Governors.

7. Links with other policies

This policy is linked to our:

- Safeguarding Policy and coronavirus addendum to this policy
- Relationships Policy
- Relationships Charter
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- DGAT code of conduct
- DGAT working at home guidance

Appendix

- See Google Suite Notice below if you have any questions.
- Once you have read the FAQ, please do not hesitate to contact head@minchscool.net if you have any other worries or concerns.
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- G Suite for Education Notice to Parents and Guardians
- This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.
- Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):
- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard

- Keep
- Sites
- Vault
- Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:
- What personal information does Google collect?
- When creating a student account, Minchinhampton CofE Primary Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.
- When a student uses Google services, Google also collects information based on the use of those services. This includes:
 - device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
 - log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
 - location information, as determined by various technologies including IP address, GPS, and other sensors;
 - unique application numbers, such as application version number; and
 - cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
- How does Google use this information?
- In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
- Does Google use student personal information for users in Reception to Year 6 schools to target advertising?
- No. For G Suite for Education users in primary and secondary Reception to Year 12 schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.
- Can my child share information with others using the G Suite for Education account?
- As Minchinhampton CofE Primary Academy, because of the age of our pupils, we will not be encouraging them to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. Our main aim is for the pupils to communicate online with teachers in a safe environment. In order to do that, we need to provide them with a secure email account to allow them access to the google meets.
- Will Google disclose my child's personal information?
- Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Minchinhampton CofE Primary Academy, G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - · meet any applicable law, regulation, legal process or enforceable governmental request.
 - · enforce applicable Terms of Service, including investigation of potential violations.
 - · detect, prevent, or otherwise address fraud, security or technical issues.
 - · protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
- Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.
- What choices do I have as a parent or guardian?
- First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.
- If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting admin@minchscool.net. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.
- What if I have more questions or would like to read further?
- If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact admin@minchscool.net. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).
- The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].
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