



Sacks Morasha JPS Remote Learning Policy

Aims of Remote Learning at Sacks Morasha JPS

This remote learning policy is aimed at pupils, parents and staff and sets out the expectations of the entire school community in relation to remote home-school learning. Our policy 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.

At Sacks Morasha we understand the following in relation to remote home school learning;

- It must be manageable for the pupils to complete and for the parents to deliver and explain.
- Parents aren't teachers, so the work should be accompanied by sufficient explanation from the teachers either by video or written instructions.
- Our goal is to ensure our pupils are independent learners, and the work sent home should not require continual 1:1 support.
- We recognise the need to adapt our usual timetable and curriculum for work completion at home, and will send work on a daily basis by 5pm, ensuring that there is a crib sheet to guide you through a structured day.
- We will set work that pupils can do independently, requiring materials they're likely to have at home.
- We understand every family has different circumstances and experiences. Therefore, we understand if work isn't completed, on a case-by-case basis, but ask parents to email the class and Kodesh teachers if they are experiencing difficulties.

Roles and Responsibilities

- Professional Staff - Teachers

In the event of complete lockdown (whereby the whole school is closed) or the isolation of a bubble or individual children, when providing remote learning, teachers must be available between the normal working hours of 8.10am-4.10 pm. If staff 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.

When providing remote learning, teachers are responsible for:

- Filming introductions for subjects taught that day, uploading to YouTube and clearly labelling the video, and providing the correct links on the crib sheet for each days' work.
- Writing crib sheets for each days' work.
- Providing clearly labelled worksheets/resources.
- Communication of work:
 - Emailing crib sheets and worksheets/resources to office.administrator@morashajps.org.uk by 5pm each day so children can work on this for the following day. OR Uploading all work on Google Classroom.
- Mark work/give feedback and next steps
- Calling pupils at least once a week to check in on them.
- Arranging Google Meets once a week.

- **Middle Managers/SENDCo/Phase Leaders**

Alongside their teaching responsibilities, the above are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers, according to your subject responsibility, to make sure all remote work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, Monitoring the remote work set by teachers in their subject.
- 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 learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

- **Designated Safeguarding Lead**

See Child Protection Policy including our addendum to this policy.

- **Responsibility of Pupils**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help, if they need it, from parents, teachers or teaching assistants.
- Alert teachers if they're not able to complete work.

- **Responsibility of Parents**

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is unwell or can't complete work for other reasons.
- Seek help from the school if they need it.
- Send work/upload work on daily basis according to deadline set by school.
- Be respectful when raising any concerns or issues to staff.

- **Governing Body**

The Governing Body 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Ensuring that all staff, including SLT, wellbeing is a priority as much as it is for pupils and parents.

Data Protection

Staff members may need to collect and/or share personal data such, such as email addresses, as part of the management of the remote learning 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.

However, 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).
- 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 on personal devices. Badger Computing will install and update this software on all school devices.
- Keeping operating systems up to date – always install the latest updates.

Safeguarding

During these challenging times, the safeguarding of all children continues to be a priority, whether they are at home or in attendance at school.

The following fundamental safeguarding principles remain the same:

- The best interests of children continue to come first.
- If anyone in our school has a safeguarding concern, they will act immediately.
- A designated safeguarding lead (DSL) or deputy DSL will always be available.
- No unsuitable people will be allowed to gain access to our children.
- Children and parents will continue to be educated and protected when they are online.

Google Classroom

When using Google Classroom to set work and communicate, the 'Stream' function will be disabled by JCAT. Therefore, children will only be able to respond to feedback from their teacher on work they've handed in but will not be able to post on the 'Stream' page.

Children will not be able to use Google Chat (previously called Google Hangouts). Like any chat function, it could lead to bullying, or be a distraction from learning.

During weekly Google Meets, teachers will:

- Sit against a neutral background.
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background).
- Dress like they would for school – no pyjamas!
- If sharing their screen, double check that any other tabs they have open in their browser would be appropriate for a child to see.
- Use professional language when speaking to children, as they would do in the classroom.

Make a recording of the Google Meet sessions, so a record can be accessed at a later point in case of an incident or allegation. Teachers will keep a log of the timetable for their Google Meets, which will have been agreed upon by all teachers together to avoid clashes. Parents to email the class team if they do not give consent for the recording to take place. This will entail that the child will not be able to join the Google Meet session as the recording is there for both the pupils' and teachers' protection.

During weekly Google Meets, pupils will:

- Sit in a shared space in their house, not in their bedroom, where an adult can supervise them during the session.
- Dress like they would for a non-uniform day at school - no pyjamas for pupils either!
- Use appropriate language when speaking, as they would do in the classroom. Use appropriate language when using the Chat sidebar for responding to the discussions being held, and only write messages as directed by the teachers.

When preparing videos to share through YouTube

All teachers must:

- Record against a neutral background,
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background),
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen,
- Use professional language.

When phoning parents at any time, whether or not the child/teacher is in school

- Teachers must call the child's nominated contacts in the order provided.
- Only call during school hours, unless in case of an emergency.
- Make sure someone else at school is aware, and keep a record of the date and time of each call.
- If the conversation, or part of the conversation, needs to be with the child, the parent will put the call on speaker phone and clarify that they're present before the teacher proceeds to speak to the child.

- Teachers must block their number before calling, so parents don't see it. (If possible, give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up).

Monitoring arrangements

This policy will be reviewed on a termly basis by the SLT.

Links with other policies

This policy is linked to our:

- Behaviour and Anti-bullying policy.
- Child protection policy, including coronavirus addendum.
- Data protection policy and privacy notices.
- Home-school agreement.
- ICT and internet acceptable use policy.
- Online safety policy
- SMART Tech policy