



Bevington Primary School

Remote Learning Policy

October 2020

1. Introduction and Aims

This Remote Learning Policy sets out the roles, responsibilities and procedures for all staff at Bevington Primary in the event of a pod closure or whole school closure due to COVID 19.

Our aim is to make learning available online through the use of Google Classroom and Google Meet. This remote learning policy for staff aims to:

- Ensure 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 must be available online for interaction with pupils between 8:45am and 3pm. 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 procedures designated absence number before 7.15am. If this absence affects the completion of any work required teachers must plan with year group partners to ensure that work is completed and available for pupils in line with normal school policy.

In the first instance we would always require teachers to be present on site to deliver online sessions. This is to ensure that they are protected under the school's safeguarding procedures and supported in managing the technology required to deliver these sessions. In addition, teachers are responsible for:

- Following the timetable of teaching for their year group (see appendix 1)
- Registering pupils at the start of every sessions and notifying the office/ SLT of any pupil absence so this can be followed up.
- Planning work for their lessons in partnership with their other year group teacher. This will include flips/PowerPoint presentations to teach from and learning resources for the pupils
- Checking their year group email addresses daily and responding to pupil/parent emails promptly
- Responding to pupils learning and providing feedback through Google Classroom and My Drive.
- Attending school Monday – Friday 8.15- 430pm to conduct learning and take part in CPD or other schools activities unless ill or having tested positive for COVID.
- Contacting pupils in their class every week by telephone to check general well-being. These calls should be made in school and if no response from parent/carer then Safeguarding Lead should be informed.
- Drafting weekly emails to be sent to the school office for each group detailing the learning that has taken place and reinforcing positive messages and sharing the learning that is going on.
- Checking their work emails daily for updates.
- Plan and lead interventions as required

- Attending CPD sessions, INSETs and meeting as required. (N.B. These will take place in person in phase or via Google Meet if conducted by Bevington although some external meetings and CPD sessions may use other video calling platforms.)

2.2 PPA Staff and Learning Mentor

- Will follow the fortnightly cover timetable as usual
- Will continue support and interventions as timetabled

2.3 Teaching Assistants

All teaching assistants, must be available for work during their normal working hours from 8:30- 4:00 Monday – Friday.

In the first instance we would always require teaching assistants to be present on site to deliver or support in online sessions. This is to ensure that they are protected under the school's safeguarding procedures and supported in managing the technology required to deliver these. 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. In addition, teaching assistants are responsible for:

- Supporting the year group that they work with their online learning by preparing resources, marking and giving feedback where needed and working under the direction of the teacher.
- Supporting pupils with SEND when they are learning remotely under the direction of the SENCO and class teacher.
- Supporting vulnerable pupils and key worker children in person, should the restrictions require total or partial lockdown.
- Delivering online to cover for teacher absence as required.
- Plan and lead interventions as required
- Checking their work emails daily for updates.
- Attending CPD sessions, INSETs and meetings. (N.B. These will take place in person by phase or via Google Meet if conducted by Bevington. Some external meetings and CPD sessions may use other video calling platforms.)

2.4 Subject Leaders

Subject leaders will be responsible for:

- Providing guidance and support to help class teachers with planning for their subject
- Researching high quality teaching resources for their subject and sharing them with teachers
- Monitoring the quality of learning in their subject and providing feedback where necessary
- Analyse data and trends within assessments and plan with teachers how to close any emerging gaps
- Undertaking CPD for their subject and sharing this at an appropriate time with staff

2.5 Phase Leaders

Phase leaders will be responsible for:

- Checking in with members of staff in their phase to ensure their continued well-being
- Leading phase meeting
- Ensuring high quality of standards in teaching across the phase through ongoing monitoring

- Analyse data and trends within assessments and plan with teachers which interventions will delivered to close these gaps
- Communication with parents/carers if any issues arise.

2.6 Senior Leadership Team

The Senior Leadership team will be responsible for:

- Checking in with staff on their health and mental well-being
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Continuing to maintain all the other functions of the school including but not exclusively, the maintenance of the premises, the finance, H.R. and business functions of the school to ensure staff have suitable resources in a timely fashion

2.7 Designated Safeguarding Lead

The designated safeguarding lead and deputy DSLs are responsible for:

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

2.8 Office and Site Staff

In the first instance we would always require office and site staff to be present on site to maintain the premises and business functions of the school and be the first line of communication with parents.

The office and site staff are responsible for:

- All daily communication with families, including attendance and admissions
- Maintaining the premises to ensure the health and safety of all
- Ensuring the day to day financial systems of the school are maintained
- Ensuring the day to day HR functions of the school are maintained

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant phase leader
- Issues with behaviour – talk to relevant phase/ DSL
- Issues with IT – talk to Assistant Head (Steve Smith) and IT Technician (Tariq)
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the data protection officer (Business Manager/ HT)
- Concerns about safeguarding – talk to the DSL/ Deputy DSLs

All staff can be contacted via the school email addresses.

Appendix 1

Timetable for remote learning in the event of closure due to COVID 19

In the event of a whole school closure or the temporary closure of individual pods due to a positive case of COVID 19, learning will commence online the next working day.

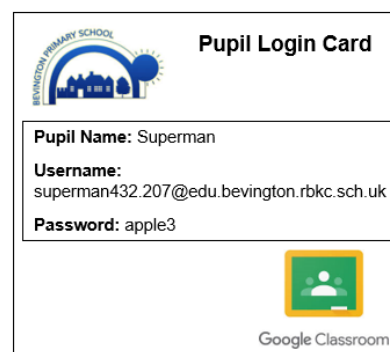
This would be done for all year groups using Google Classroom and Google Meet. The following timetables outline how a day would look for each year group. We would look to return pupils to school at the earliest possible opportunity in accordance with guidance from the Department for Education and Public Health England.

Each pupil has a username and password account created for them. This provides them with access to Google Classroom for Bevington Primary School and also access to Google Drive, where they can use Google Docs, Google Sheets and Google Slides to complete their work and send it back to their class teacher. A link to find out more about Google Classroom is available here:

<https://www.youtube.com/watch?v=0DCOe9v9CuM>

Each child has a login card – an example is shown below. If you have any difficulties logging in, please contact your class teacher using the appropriate Year group email address:

EYFS@bevington.rbkc.sch.uk
Year1@bevington.rbkc.sch.uk
Year2@bevington.rbkc.sch.uk
Year3@bevington.rbkc.sch.uk
Year4@bevington.rbkc.sch.uk
Year5@bevington.rbkc.sch.uk
Year6@bevington.rbkc.sch.uk



Online safety and how to support your child

Please can we ask that parents/carers support the pupils with logging in and by being there to assist, particularly the younger pupils in EYFS and Key Stage 1. In addition, please can you continue to talk to your child about online safety and ensure that they remain safe whilst online. For more information about how to stay safe online please visit the following websites:

www.internetmatters.org
www.childnet.com
www.nspcc.org.uk

For all sessions the children will be registered as present or absent by the class teacher and we will contact you if they are absent in line with our usual procedures.

With all of the lessons there will be:

- An explanation or modelling of the learning by the teachers
- This will be followed by a consolidation task for the pupils to complete
- This may be completed off line if you prefer
- Then pupils will be expected to come back online at an agreed time to share and review their learning with their teacher again

As we are learning the limits of this technology as a whole school approach we respectfully request that parents/carers work with us on the timings. There will need to be some flexibility **however, we will ensure that we start promptly each day.** We will keep in close contact with you at all times to keep you informed and updated.

Appendix 2

G Suite for Education Privacy Notice

This Privacy Notice is meant to help G Suite for Education users and parents understand what data we collect, why we collect it, and what we do with it. This Notice includes information about our privacy practices that are specific to G Suite for Education and summarizes the most relevant portions of the [Google Privacy Policy](#), which provides additional examples and explanations that may be useful. We hope you will take the time to read this Notice and the Google Privacy Policy, which both apply to G Suite for Education accounts.

Information we collect

A G Suite for Education account is a Google Account created and managed by a school for use by students and educators. When creating this account, the school may provide Google with certain personal information about its students and educators, which includes a user's name, email address, and password in most cases, but could also include secondary email, phone, and address if the school chooses to provide that information. Google may also collect personal information directly from users of G Suite for Education accounts, such as telephone number, profile photo or other [information](#) they add to a G Suite for Education account.

Google also collects information based on the use of our services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number of the user;
- log information, including details of how a user used our service, 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 we use information we collect

1. **In G Suite for Education Core Services**
2. The G Suite for Education Core Services ("Core Services") are listed in the [Services Summary](#) and include Gmail, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts, Vault, and Chrome Sync. These services are provided to a school under its [G Suite for Education agreement](#) and, as applicable, [Data Processing Amendment](#). (Users and parents can ask their school if it has accepted the Data Processing Amendment.)
3. User personal information collected in the Core Services is used only to provide the Core Services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
4. **In Google services generally**
5. Besides the Core Services, G Suite for Education users may have access to other Google services that we make generally available for consumers, such as Google Maps, Blogger, and YouTube. We call these "Additional Services" since they are outside of the Core Services.
6. The Google Privacy Policy describes fully [how Google services generally use information](#), including for G Suite for Education users. To summarize, we use the information we collect from all of our services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and our users. We also use this information to offer users tailored content, such as

more relevant search results. We may combine personal information from one service with information, including personal information, from other Google services.

7. Google may serve ads to G Suite for Education users in the Additional Services. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or other Google services accessed while using a G Suite for Education account.

Information users share

A school may allow students 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 services provide users with various options for [sharing](#) and [removing content](#).

Information we share

Information we collect may be shared outside of Google in limited circumstances. We do not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With user consent.** We will share personal information with companies, organizations or individuals outside of Google when we have user consent or parents' consent (as applicable).
- **With G Suite for Education administrators.** G Suite for Education administrators have access to information stored in the Google Accounts of users in that school or domain.
- **For external processing.** We provide personal information to our affiliates or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.
- **For legal reasons.** We will share personal information with companies, organizations or individuals outside of Google if we have 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, our users or the public as required or permitted by law.

We may share non-personal information publicly and with our partners – like publishers or connected sites. For example, we may share information publicly to show trends about the general use of our services.

Transparency and choice

We provide a variety of user controls that enable G Suite for Education users to make meaningful choices about how information is used in Google services. Depending on the settings enabled by the school, users can use the various controls described in the [Privacy Policy](#), such as [Google activity controls](#), to manage their privacy and information. We provide additional information for parents, students, and administrators on the [G Suite for Education Privacy Center](#).

Parental review and deletion of information

The parents of G Suite for Education users in Primary/Secondary (K-12) schools can access their child's personal information or request that it be deleted through the school administrator. School administrators can provide for parental access and deletion of personal information consistent with the functionality of our services. If a parent wishes to stop any further collection or use of the child's information, the parent can request that the administrator use the service controls available to them to limit the child's access to features or services, or delete the child's account entirely. Guidance for administrators on how to use service controls to accomplish this is available in the G Suite [Help Center](#).

Interpretation of conflicting terms

This Notice is intended to provide the key information about our collection and use of data for G Suite for Education users, and is consistent with the Google Privacy Policy and the G Suite for Education agreement, which provide additional examples and explanations that may be useful. Where there are terms that differ, as with the limitations on advertising in G Suite for Education, the [G Suite for Education agreement](#) (as amended) takes precedence, followed by this Privacy Notice and then the [Google Privacy Policy](#).

Contact us

If you have questions about management of G Suite for Education accounts or use of personal information by a school, please contact the G Suite for Education account administrator. If you have questions about our practices, please visit the [G Suite for Education Privacy Center](#). Also see our [Privacy Troubleshooter](#) for more questions about privacy and Google's products and services. G Suite for Education administrators can contact Google about the information in this Notice by submitting the [contact form](#) while signed in to their administrator account. Parents can also [contact](#) Google about the information in this Notice.

Appendix 3 – Pupil Acceptable Use Agreement

All pupils must follow the conditions described in this policy when using school ICT networked resources including: school desktop computers, chrome books, iPads, cameras, Internet access, the LGFL Learning Platform both in and outside of school.

Breaking these conditions may lead to:

- Withdrawal of the pupil's access,
- Close monitoring of the pupil's network activity, investigation of the pupils past network activity, sanctions in accordance with our Behaviour Policy,
- in very rare and serious cases, criminal prosecution.

Pupils will be provided with guidance by staff in the use of the resources available through the school's network. School staff will regularly monitor the network to make sure that it is being used responsibly. The school will not be responsible for any loss of data as a result of the system or pupil mistakes in using the system. Use of any information obtained via the network is at the pupil's own risk.

Conditions of Use

Pupil access to the networked resources is a privilege, not a right. Pupils will be expected to use the resources for the educational purposes for which they are provided. It is the personal responsibility of every pupil to take all reasonable steps to make sure they follow the conditions set out in this Policy. Pupils must also accept personal responsibility for reporting any misuse of the network to the Network Manager.

Acceptable Use

Pupils are expected to use the network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the school ethos, code of conduct and the Bevington Values. Upon starting the school each pupil will sign an Acceptable Use agreement, alongside their parent/guardian. Any future changes to the Acceptable Use Agreement will be discussed with the Headteacher, Senior Leadership Team, Staff, Parents and Pupils.

A key component of the Acceptable Use Agreement is the education that pupils receive within curriculum time surrounding online safety and acceptable use of digital devices and the internet. Online safety is taught as part of Computing and PSHE.

Appendix 3 – EYFS Pupil Acceptable Use Agreement

EYFS Pupil Acceptable Use Agreement:

- I will help to look after all digital equipment at Bevington.
- I will tell an adult if any digital equipment is broken.
- I will use only my login details.
- I will log out when my lesson/session ends.
- I will tell an adult if anything I see on a screen that worries me and use Hector the Dolphin.
- I will only go on websites that an adult has says I can access.
- I will use SMART rules when online at school and at home using Google Classroom.



I can confirm I have read and understood the above statements.

NAME: _____

DATE: _____

Appendix 4 – KS1 & KS2 Pupil Acceptable Use Agreement

KS1 & KS2 Pupil Acceptable Use Agreement:

- I will respect and look after all digital equipment at Bevington.
- I will think before I send or post a message/comment to ensure that it is kind, necessary, inspiring, helpful and true.
- I will only log in using my username and password.
- I will not share my login details (username and password) with anyone else.
- I will always log off at the end of my lesson/session.
- If I find an unattended machine logged on under another user's username I will not continue using the machine – I will log it off immediately.
- I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the internet.
- I will use the rules of SMART when accessing the internet (Stay Safe, Not Meet Up, Accepting Files, Reliable, Tell Someone).
- If something appears on my screen that is inappropriate or worries me I will click Hector the Dolphin and tell an adult immediately.
- I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
- I will abide by all the above in school and at home when using Google Classroom.



I understand that if I don't follow the Pupil Acceptable Use Agreement I may be liable to restricted access to the school's digital devices and internet access.

I can confirm I have read and understood the above statements.

NAME: _____

DATE: _____