HOME LEARNING OFFER

2020

Rodmarton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.
Please refer to the school's Child Protection Policy for more information.

'We have carefully considered and analysed the impact of this offer on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'

Purpose

At Rodmarton school, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

When school is required to close, our Home Learning offer will be implemented.

Aims:
- Minimise the disruption to pupils' education.
- Deliver a high quality curriculum matching our curriculum expectations.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

All Staff Members are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Headteacher asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL or Deputy DSL's and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher
- Reporting any defects on school-owned equipment used for remote learning to the Headteacher.
- Adhering to the Staff Code of Conduct at all times.

For all classes, Google Classroom will be updated with home learning activities for each day.

Class Teachers are responsible for:
- Setting daily and weekly work (depending on the subject area) that is meaningful and ambitious each day in a range of subjects. The core of this must be in line with what pupils would receive in school each day.
- Teaching a well-planned and sequenced curriculum, so that knowledge and skills continue to be built incrementally with a good understanding about what is intended to be taught and practised in each subject.
- Providing frequent clear explanations of new content deliver by the teacher in school, or through high quality curriculum resources and videos.
- Using a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of workbooks, email, online learning portals, oak academy, reading tasks, and pre-recorded video or audio lessons.
- Set deadlines for the work and ask that it is uploaded to Google Classroom.

- Gauge how well pupils are progressing through the curriculum through formative assessment methods and adjust accordingly the pace or complexity of task for the pupils to ensure understanding.
- After the hand in deadline (which could be daily or weekly, depending on the subject) ensure all student work has been acknowledged and any question dealt with.
- Will make a record of any students who do not complete the work and will contact parents to offer support. They will contact parents via telephone and email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Monitor the academic progress of all pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.
- Monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- Keeping in regular contact with pupils and parents through Google Classroom, Google Hangout, telephone and email.
- Ensuring that any complaints or concerns shared by parents and pupils are directly referred to the DSL/Headteacher in line with the Safeguarding/Complaint process
- Address any behavioural issues, such as failing to complete work, during this time by liaising with parents before reporting to the Headteacher.
- Attend virtual meetings with staff and external agencies, parents, and pupils.

All Teaching Assistants are responsible for:
- Adapting and amending work to enable SEND pupils to access learning remotely or preparing and printing work in school for home learning packs to be collected.
- Giving feedback to identified pupils about learning completed tasks. Reminder that no staff at home should be using their own phones, emails social media etc in line with guidance and advice for teachers.
- Offer and deliver 1-1 interventions to pupils.
- Attending virtual meetings with staff and external agencies, parents, and pupils.

Subject leaders, including the SENCO are responsible for:
- Ensuring that work set matches the curriculum plans in place, including any adaptation's for catch up.
- 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.
- Monitoring the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work.
- Alerting teachers to resources they can use to teach their subject,
- Liaising with leaders to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements, where necessary, for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.

- **The SENCO** will ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period. The **SENCO** will coordinate the provision of those children on the SEN register and support students / staff and provide guidance / feedback as necessary.

The **Headteacher** will:
- Ensure that staff, parents and pupils always adhere to the relevant policies.
- Ensure that there are arrangements in place for identifying, evaluating, and managing risks associated with remote learning including health and safety risks as well as ensuring GDPR compliance in consultation with the Trust DPO.
- Put procedures and safe systems for learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensure that vulnerable pupils are provided with necessary information and instruction, as required.
- Oversee that the school has the resources necessary to action the procedures in this policy.
- Ensure that there are arrangements in place for monitoring incidents associated with remote learning.
- Arrange any additional training staff may require to support pupils during the period of remote learning.
- Conduct regular reviews of the remote learning arrangements to ensure pupils' education does not suffer.
- Manage the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Review the effectiveness of this offer on a regular basis (at least annually) and communicating any changes to staff, parents, and pupils.
- Regularly check the work set and will work with staff to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.
- oversee student engagement with home learning, intervening and escalating as appropriate.
- Review the use of video calls to ensure safeguarding compliance and quality of delivery of teaching and learning.

Pupils and parents
Staff can expect pupils to:
- Adhere to this offer at all times during periods of remote learning.
- Have written and verbal contact with a member of teaching staff at least once per week via Google Classroom, email or telephone call.
- Ensure that their work is completed to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants through Google Classroom.
- Alert teachers if they are not able to complete work through Google Classroom.
- Report any technical issues to teachers and teaching assistants as soon as possible.
- Ensure they use any equipment and technology for remote learning as intended.
- Adhere to the behaviour policy at all times.

Staff can expect parents to:
- Adhere to this offer at all times during periods of remote learning.
- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it via class email addresses

- Be respectful and calm when making any complaints or concerns known to staff.
- Ensure their child is available to learn remotely at the agreed times and that the schoolwork set is completed on time and to the best of their child's ability.
- Report any technical issues to the school as soon as possible.
- Ensure their child uses the equipment and technology used for remote learning as intended.

Safeguarding

This guidance document is supported by the Safeguarding policy, Acceptable Use Policy, Online Safety Policy and Staff Handbook in place at Rodmarton School. (Specific additions to note: The use of video teaching is governed by the responsible use policy for all members of our community).

The **Designated safeguarding lead** is responsible for:
- Ensuring that all within the school follow the Child Protection Policy including the latest amendment's and communicate any changes to this guidance.
- The DSL 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.
- The DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning in accordance with the policy.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, arranged where required.
- All contact with vulnerable pupils will be recorded on Insight and any issues will be recorded on the 'Note of Concern' forms in line with safeguarding procedures.
- The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- The **DSL/DDSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- All members of staff will report any safeguarding concerns to the **DSL** immediately.
- Pupils and their parents will be encouraged to contact the **DSL** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Online safety

This section of the offer will be enacted in conjunction with the school's online safety policy. Where possible, all interactions will be textual and public.

All **staff and pupils** using video communication must:
- Communicate in groups – one-to-one sessions are not permitted unless parents are also in the room.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.

- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

All **staff and pupils** using audio communication must:
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Headteacher in collaboration with the SENCO.
Pupils not using devices or software as intended will be disciplined in line with the behaviour policy.
The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
The school will communicate to parents via email about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure. This will be at regular intervals throughout the year.

During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Data protection
Accessing personal data
When accessing personal data, all staff members will:
- Ensure paper files remain at school in locked cupboard.
- Use a school device.

Sharing personal data
Staff members may need to collect and/or share personal data such as email addresses 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 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.