



## Remote Learning / Home Learning Policy

Reviewed: July 2025

Review Due: July 2026

Since the Covid-19 pandemic, it has been necessary to have a system for teaching and learning to continue in circumstances when a child/ the children cannot come into the school building. This policy sets out the remote learning (Home Learning) for Jordans School pupils. Daily teaching and learning lessons, activities and meetings will be conducted via Google Classroom, as an online platform. For cases of individual pupils needing to isolate, teaching and learning will be posted on the Google Classroom after the in-school lessons. The school website- Class Pages- also has resources and support. The National Oak Academy has an archive of learning activities to support topics further: <https://classroom.thenational.academy/schedule-by-year>

Google Classroom is also used to upload weekly learning, when the school is open, keeping families informed of their child's weekly learning and sharing resources to strengthen the learning at home if families choose to do so.

### **Aims**

This remote learning policy 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

### **Roles and Responsibilities**

Headteacher is responsible for:

- Providing all the necessary guidance and support for all teachers in setting up and managing our Jordans School Google Classroom (online portal for teaching and learning activities and communication between teacher/pupil/parents)
- Monitoring the effectiveness of Google Classroom by providing regular feedback, support and guidance in order for the use of our Jordans School Google Classroom to continue to evolve and improve
- Investigating and finding solutions for any Jordans School Google Classroom technical issues raised by teachers, parents and pupils
- Monitoring the security of our Jordans School Google Classroom, including data protection and safeguarding considerations

- Coordinating the Jordans School Google Classroom across the school
- Gathering feedback from the team and developing solutions to issues
- Ensuring their availability via email and on the phone during school hours to support the team
- The organisation of regular virtual meetings

### **Subject Champions**

Subject Champions are responsible for:

- Considering whether any aspects of their subject curriculum need to change to accommodate remote learning
- Supporting teachers teaching their subject
- Alerting teachers to resources they can use to teach their subject

### **Teachers**

We ask that teachers are available on their working day to run 20 minute 'Google Classroom-Meet' virtual registers and wellbeing discussions for their whole class at:

Reception: 8:45am

Year 1: 8:55am

Year 2: 9:05am

And

A 20 minute end of the day story and discussion of the day's work at:

Reception: 2:30pm

Y1: 2:30pm

Y2: 2:55pm

We ask teachers to set daily lessons and work, uploaded to Google Classroom. This will be a combination of teacher narrated powerpoints (sound activated by the bell icon on relevant slides), videos (including the National Oak Academy), activity ideas, links to websites, and resources.

To be available during their normal school day hours in order to respond to questions and queries from the children. We ask them to be flexible on the days they manage Google Classroom whilst not exceeding their contracted hours. Teachers who class-share should continue to do so. If teachers 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.

Teachers are responsible for:

- Familiarising themselves with the Jordans School Google Classroom guidance for teachers on how to organise their classes, assign work and provide feedback
- Providing work for the classes they teach via Google Classroom as per the Jordans School remote learning timetable
- Providing a daily English lesson and activities (45 minutes)
- Providing a daily Maths lesson and activities (45 minutes)
- Providing a daily Phonics lesson (20 minutes)
- Providing work, and setting out in a remote learning timetable, for other subjects they teach (45minutes each), once every two weeks
- Scheduling work, where possible, by 5pm the previous day. If this is not possible, we ask for it to be scheduled at 7am on the day it is set
- Providing feedback to children in the following ways:
  - To all students in the class via the Stream - as an instruction, reminder or in general response to their work
  - To individuals via the personal comment option (this should be selective based on necessity and importance of the comment and does not have to be instant)
  - To individuals when work is returned to them (this should be encouraging and supportive taking into account potential home circumstances)
- Their availability to liaise with their job share / teaching team / headteacher / whole staff team via email and virtual meetings
- Setting tasks to ensure that children's learning is maintained but are straightforward in their instruction and accessibility in order for children and parents to cope at home.

In the event of a whole bubble isolation or school lockdown, teachers will be given the first day to prepare and upload lessons, ready for the following day.

### **Working flexibly in a challenging situation**

If teachers are working in school whilst the school is only open for vulnerable children and those with a key worker parent, they will be given time during the school day, by other members of staff, to also access their Google Classrooms. To support this, teachers will be given notice of their requirement in school and parents/children will be informed.

## **Teaching Assistants**

We ask that Teaching Assistants are available and contactable during their normal school day hours. If they are unable to do so 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.

Teaching Assistants are responsible for:

- Acknowledgement and responding to school emails
- Providing support / possible resources for teachers in terms of the work set on Google Classroom
- Ensuring availability when meeting virtually as a class team or school team
- Completing online training/tasks set by the headteacher

If Teaching Assistants are working in school whilst the school is only open for vulnerable children and those with a key worker parent, they will be given time during the school day, by other members of staff, to access any emails or attend necessary virtual meetings. To support this, Teaching Assistants will be given notice of their requirement in school and parents/children will be informed.

## **Designated Safeguarding Lead**

The Designated Safeguarding Lead is responsible for:

- Ensuring that all aspects of the Child Protection Policy are met

## **Pupils**

The pupils (aided by parents) are responsible for:

- Attending Google Classroom Meet sessions:
  - ready to learn
  - in a quiet undisturbed area of the home
  - in appropriate clothing, wearing the school jumper or cardigan
- Completing work set by the teachers with flexible deadlines according to their class Remote Learning Timetable
- Seeking help if they need it by asking questions to their teachers via the personal comment box during school hours only (8.45am-3.00pm) or during the Google Meet sessions at the beginning and end of each day
- Communicating with teachers should they be unable to complete work

## **Parents**

The parents are responsible for:

- Setting up Google Classroom for their child on a home device. Useful tips and guidance can be found here:

<https://jordan-school.secure-primariesite.net/remote-learning-2020-2021/>

- Liaising with the school if there is difficulty in accessing a device for their child (arrangements can be made for paper copies of work or for electronic devices to be loaned from the school- subject to availability)
- Communicating with the school should their child be unwell or otherwise and cannot complete the work
- Seeking help from the school if they need it via the personal comment box during school hours only (8.45am-3.00pm)
- Being respectful of all members of school staff and showing awareness of their possible personal circumstances
- Addressing any issues with the school directly, being mindful of how negativity on parent WhatsApp groups may affect other parents' mental health and is not conducive to a successful working partnership with the school

## **Governing Board**

The Governing Board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons
- Monitoring staff wellbeing and workload

## **Who to contact**

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

Issues with setting work – access the online tutorial videos/ talk to the teaching team in the first instance and headteacher if needed

Issues with behaviour - talk to the job share/ teaching team in the first instance and headteacher if needed

Technical issues - talk to the school administrator / headteacher

Issues with workload or wellbeing - talk to the headteacher

Concerns about data protection - talk to the headteacher

Concerns about safeguarding - talk to the designated or deputy safeguarding lead

## Data Protection

If education has to take place remotely, Jordans School ensures that teachers, pupils and parents all maintain professional practice. When communicating online with parents and pupils, staff should:

- Communicate within school hours as much as possible
- Communicate through the appropriate school channels:
  - Pupil / work comments = google classroom
  - Parent liaison = class email address
  - Whole school = office email / parentmail via Administrator / Headteacher
- Use school emails accounts - not personal ones
  - [Foxes@jordans.bucks.sch.uk](mailto:Foxes@jordans.bucks.sch.uk)
  - [Owls@jordans.bucks.sch.uk](mailto:Owls@jordans.bucks.sch.uk)
  - [Deers@jordans.bucks.sch.uk](mailto:Deers@jordans.bucks.sch.uk)

We continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and consider the following:

- Taking care not to share contact details when emailing multiple people (using BCC, not CC.)
- Being careful when sharing usernames and other personal data for access to online resources (use of admin accounts in Google Classroom to avoid the sharing of such personal data)
- Providing any necessary access to school data systems safely. 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 function as a school and doesn't require explicit permissions.

Staff are reminded to collect and/or share as little personal data as possible online.

All staff members will take appropriate steps to ensure their work devices (laptops/ipads) remain secure, including:

- Keeping the device password-protected with a strong password (i.e at least 8 characters, combination of lower and upper case letters and special characters)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems/ security settings up to date - always installing the latest updates

### **Safeguarding**

Whilst children are being educated at home during the COVID-19 outbreak, the safeguarding of pupils and teachers is paramount.

Jordans School's child protection policy contains all the information required, including Covid addendums:

<https://jordan-school.secure-primariesite.net/policies/>

Teachers can also refer to guidance from the following documents to ensure theirs and their pupils safety:

- Advice from the NSPCC (<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>)
- Guidance from the UK Safer Internet Centre (<https://swgfl.org.uk/resources/safe-remote-learning/>)

Jordans School emphasises the importance of a safe online environment and encourages parents and carers to set age-appropriate parental controls on devices and use internet filters. The following guidance is recommended to parents:

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.thinkuknow.co.uk/parents/>

### **Monitoring arrangements**

In the current situation (Covid-19 outbreak), this policy will be reviewed and updated, if required, weekly.

Moving forward from lock-down/ bubble isolation circumstances, this policy will be reviewed and updated annually and approved by the governing board.



## Reception Fox Class: Two Week Remote Learning Timetable

	Week A					Week B				
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Friday
8:45am	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time
	Phonics	Phonics	Phonics	Phonics	Phonics	Phonics	Phonics	Phonics	Phonics	Phonics
	Literacy	Literacy	Literacy	Literacy	Literacy	Literacy	Literacy	Literacy	Literacy	Literacy
	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
	Understanding the World	Communication and Language	PSED	Expressive Arts and Design	Physical Development	Understanding the World	Communication and Language	PSED	Expressive Arts and Design	Physical development
2:30pm	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time



## Year 1 Owl Class: Two Week Remote Learning Timetable

	Week A					Week B				
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Friday
8:55am	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time
	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling
	English	English	English	English	English	English	English	English	English	English
	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
	Science	Computing	PSHE	Topic	Art/DT	PE	RE	Science	Topic	Music
2:30pm	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time



## Year 2 Deer Class: Two Week Remote Learning Timetable

	Week A					Week B				
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Friday
9:05am	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time	Register Class time
	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling	Phonics /spelling
	English	English	English	English	English	English	English	English	English	English
	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
	Topic	Computing	PSHE	Science	Art	Music	RE	Science	Topic	PE
2:55pm	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time	Story time