



Apex Primary School

REMOTE LEARNING POLICY

Reviewed: February 2023

Next review: February 2025

1. Aims

This remote learning policy for staff aims to:

- ❖ Elaborate how the Apex Primary School curriculum goals will be implemented when school switches to remote learning due to special circumstances
- ❖ 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 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
- Reviewing work set by teachers weekly
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Keeping good maintenance of all IT systems to enable and facilitate the smooth running of remote learning
- Helping staff and parents with any technical issues they're experiencing

2.2 Teachers in the event of a bubble closure

Teachers must be available between 8.00 am and 4 pm. 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 procedures as soon as possible but no later than 7 am written to admin and via phone call to SLT. Teachers must ensure that all planning and resources are prepared and ready for use by potential supplementary staff and are requested to liaise with SLT to that effect.

Teachers are responsible for:

- Sharing the weekly remote learning objectives/plan with all parents and pupils by Sunday 5 pm

- prior (EYFS on the Dojo app, KS1&2 on Dojo+Google Classroom)
- Running their Google Classroom (KS1&2); setting work and weekly resources with clear learning objectives and tutorial videos if necessary
 - Holding live sessions via Google Meet according to the fixed weekly remote learning live-sessions timetable (see appendixes)
 - Completing the register for their subject live-sessions and report pupils not attending to admin
 - Responding to all pupils' queries outside the fixed live-sessions within 24 hours
 - Maintaining the broad Apex curriculum objectives inducing SMSC (during the daily reflection sessions) and thematic, cross-curricular activities
 - Engaging in a range of different activities which will cover all five Apex learning areas; ENGAGE (attitudes) > DEVELOP (knowledge) > EXPLORE (skills) > DEMONSTRATE (values) > REFLECT (ethics) over the course of the module
 - Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
 - Marking and commenting of pupil's work on a weekly basis
 - Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching
 - Encouraging and modelling appropriate *ādāb* (manners and etiquettes) in line with the Apex behaviour policy
 - Recording all live-sessions and sharing them with the respective classes via shared drives on Google Drive
 - Reminding pupils to turn their cameras off ahead of screen recording during the live-lessons or cropping the recorded screen area to not include pupils
 - Updating parents about general learning and sharing good practice via the Dojo app
 - Promoting good behaviour and academic achievement by giving out Dojo points
 - Sharing any concerns that arises with SLT as soon as possible
 - Promoting the Apex values and looking out for each other; mindfulness & *muāḥsabah* (self-reflection & metacognition)

2.3 Pupils and parents

- Ensure they are attending all mandatory live-sessions on time
- Observing appropriate *ādāb* (manners and etiquettes) including; dress code (i.e., not appearing in pyjamas) etc.
- Engaging with all set learning materials and handing in all requested work on time on a weekly basis
- Seeking help from teachers where necessary via Google Classroom or Gmail
- if they need it, from teachers or teaching assistants ➤ Alert teachers if they're not able to complete work

2.5 Trustees

- 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

2.4 Parents

- Providing their children with a suitable learning environment and equipment for remote learning
- Checking if their children have received and understood their weekly learning objectives and resources
- Observing their children's learning progress and work
- Attending all mandatory workshops
- Seeking help from the school if they need it; from teachers if they need clarifications with the teaching and learning, admin with regards to whole school matters and payments
- Providing SLT with valuable and constructive feedback via email on contact@apexprimary.co.uk
- Maintaining and observing respectfulness when making any complaints or concerns regarding school matters or staff

3. Who to contact

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

- | | |
|--|-----------------------------|
| ● Issues in setting work: | SLT (head teacher) |
| ● Issues with behaviour: | SLT (Asst head) |
| ● Issues with IT: | IT Lead |
| ● Issues with their own workload or wellbeing: | SLT (head/ Asst teacher) |
| ● Concerns about data protection: | SLT (head teacher) |
| ● Concerns about safeguarding: | SLT/DSL (head/Asst teacher) |

4. Data protection

4.1 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online. For more information, please refer to the Apex E-Safety and GDPR policies.

4.2 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 with a strong yet memorable password
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to our Child Protection, Safeguarding and E-Safety policies and note that some amendments may be necessary to include COVID-19 amendments.

The policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by SLT and approved by the Apex Trust.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Anti-Bullying policy
- Concerns and Complaints policy
- E-Safety policy
- GDPR policy
- Curriculum policy
- Child Protection and Safeguarding Policy
- Child Protection and safeguarding: Covid-19 addendum

All policies are available on our website.

8. Appendix

- Links to remote learning workshop
 - Apex Remote Learning strategies
 - [Part 1](#)
 - [Part 2](#)
 - [Part 3](#)
 - [How to use Google Classroom](#)
 - [Use your phone to turn in your Google Classroom homework](#)
- Fixed weekly timetable for live-sessions with the relevant codes

FIXED TIMETABLE FOR LIVE-SESSIONS

TIMINGS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08.30-08.50	ASSEMBLY (Sanel) ●●●●●●●●	ASSEMBLY (rota) ●●●●●●●● EYFS (rota) ●●	ASSEMBLY (rota) ●●●●●●●● EYFS (rota) ●●	ASSEMBLY (rota) ●●●●●●●● EYFS (rota) ●●	ASSEMBLY (Meherun) ●●●●●●●●
09.00-09.50	STEAM-1 (Sundas) STEAM-4 (Nirene)	TAZKIYAH-1 (Mayeesha) TAZKIYAH-4 (Essaid)	TAZKIYAH-1 (Mayeesha) TAZKIYAH-4 (Essaid)	STEAM-1 (Sundas) STEAM-4 (Nirene)	PE-Y1 PE-Y2 PE-Y3
10.00-10.50	STEAM-2 (Sundas) STEAM-5 (Nirene)	TAZKIYAH-2 (Mayeesha) TAZKIYAH-5 (Essaid)	TAZKIYAH-2 (Mayeesha) TAZKIYAH-5 (Essaid)	STEAM-2 (Sundas) STEAM-5 (Nirene)	PE-KS2 (teacher rota) ●●●
11.00-11.50	STEAM-3 (Sundas) STEAM-6 (Nirene) NURSERY (Hazra) RECEPTION (Saddef)	TAZKIYAH-3 (Mayeesha) TAZKIYAH-6 (Essaid) NURSERY (Hazra) RECEPTION (Saddef)	TAZKIYAH-3 (Mayeesha) TAZKIYAH-6 (Essaid) NURSERY (Hazra) RECEPTION (Saddef)	STEAM-3 (Sundas) STEAM-6 (Nirene) NURSERY (Hazra) RECEPTION (Saddef)	Time for personal nasiha (this is a private exercise; some mosques have live streams of their Friday khutbah) as well as muḥāsabah (reflection)
13.00-13.50	GLOCAL-1 (Muna) GLOCAL-4 (Rehana)	GLOCAL-3 (Muna) GLOCAL-6 (Rehana)	GLOCAL-1 (Muna) GLOCAL-4 (Rehana)	GLOCAL-3 (Muna) GLOCAL-6 (Rehana)	
14.00-14.50	GLOCAL-2 (Muna) GLOCAL-5 (Rehana)		GLOCAL-2 (Muna) GLOCAL-5 (Rehana)		
15.00-15.30	REFLECTION-1/2/3/4/5/6 (each class separate)	REFLECTION-1/2/3/4/5/6 (each class separate)	REFLECTION-1/2/3/4/5/6 (each class separate)	REFLECTION-1/2/3/4/5/6 (each class separate)	

How to join? 1 Log-in to your (childs') gmail > 2 Go to MEET via the nine dots (top right) > 3 Join the MEET at the set time with the code (above).

NURSERY	RECEPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
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