



# Bandon Hill Primary School

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## **BANDON HILL PRIMARY**

### **Remote learning policy**

#### **Oak Field**

At Bandon Hill school online work is closely aligned with the learning and teaching children in school are offered.

During a School/Class Closure all children who are not attending school will be offered daily remote learning and teaching via dojo by their Class Teacher and other specialist staff. This will be in the form of pre-recorded sessions, set activities and optional live sessions.

Children who are isolating or shielding while school is open to all will be offered remote learning and teaching on Dojo by available teachers or sent an activity pack.

#### **Aims**

- All members of the school community have clear guidelines for data protection, safeguarding and confidentiality at all times on Dojo and Zoom.
- Any files taken home by school staff must be kept in a secure place. Laptops/Tablets/USB sticks with school and children's information should have passwords.
- Quality first teaching and learning expected and monitored on Dojo and Zoom.
- A broad and balanced curriculum offered online through recorded sessions and activities on Dojo and Zoom.
- Ensure consistency in the approach to remote learning and teaching for pupils and staff.
- Assist families with access to remote learning and teaching to those who need it by offering step by step guides for Dojo and giving devices to those in need.
- Ensure our online offer is in line with government guidelines.

#### **Roles and Responsibilities**

### **Role of Senior Leadership/Management Team**

- Set clear expectations for teachers, parents and children, oversee, and manage the running of Dojo.
- Ensure teachers are continually reviewing and improving procedures on Dojo.
- Ensure teachers are continually reviewing and improving procedures during live lessons.
- Deal with any queries and complaints regarding remote learning and teaching from staff, children and parents.
- Support all members of the community with any difficulties they face with remote learning and teaching.
- Telephone families who are not participating with online learning and offer support.
- Running virtual staff meetings and training regularly.
- To ensure CPD continues where possible.
- To use recorded sessions on Dojo and live lessons to monitor staff performance in order to carry out performance management reviews.

### **Role of Class Teachers**

- All class teachers to be put on rota for posts on Dojo and during their work from home time, they should be preparing these recordings and activities.
- All posts should be uploaded on to Dojo by 9.15 each day.
- **Ensure the correct amount of pre-recorded sessions and activities are uploaded on to Dojo:**
  - **3 sessions a day for each child**
    - **One whole school post (video or activity)** - this will be appropriate for all children and will cover topics including signing, sensory processing and therapeutic advice.
    - **One pathway specific post (video or activity)** – this will be tailored to the needs of the individual pathways and will cover activities that would usually feature in the child's pathway curriculum.
    - **One class story post (video or activity)** - this will be either a video recording of a story/activity/attention or an activity sheet with learning that would usually be delivered by class teachers.
  - **Weekly communication with class teacher**
    - A class story Dojo post from your class teacher to keep in contact.
    - Class teacher will contact families whose children are not accessing school at all on a weekly basis either via a message on Dojo or phone call. Support will be given to see if there are any other ways school can support the family, for example providing social stories.

One live session available for children to access with their parents at home. This is held via Zoom.

### **Role of support staff with remote Learning and Teaching**

- When available, support staff will be asked to gather and make resources with remote learning sessions.

### **Role of Subject Leaders with remote Learning and Teaching**

- Subject leaders to monitor work set on Dojo for all year groups that is linked to their subject in order to track the quality of work and curriculum coverage of their subjects.

### **Role of Governors with Remote Learning and Teaching**

- 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.

### **Role of the Pathway Leaders with Remote Learning and Teaching**

- To be available to support staff with any concerns or queries they have about children with remote learning lessons and their provision.
- To observe children within Zoom lessons if needed.
- To research and offer advice to both staff and parents for any child who is struggling with remote learning.
- To work with the ELSA team to ensure vulnerable children are having regular contact with them.
- To continue to communicate with teachers and parents regarding any children who they feel may need ELSA support.
- To work with the senior leadership team to support children who have been affected by COVID19 in their family.

### **Role of parents with Remote Learning and Teaching**

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Refer to Dojo on a daily basis and access the remote learning supplied by class teachers.
- Alert teachers if they are not able to complete work or have trouble-accessing Dojo.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff. This should be communicated directly to SMT and not through whole school Dojo comments.

### **Attendance**

- Parents are encouraged to inform the school office if they cannot access Dojo and therefore not participate in activities.
- Teachers and SLT to monitor views and comments on Dojo.

### **Assessment in Remote Learning and Teaching**

- Teachers will gather feedback from parents and implement these changes to their posts. They will consider the strengths and weaknesses in their class and plan posts accordingly.

### **Safeguarding and the role of Designated Safeguarding Leads**

- To check and follow up My Concern daily to monitor any new safeguarding concerns made by staff.

- To check in with vulnerable families who may be struggling with isolation or home schooling.
- To set clear expectations to staff to ensure they are all following the safeguarding procedures during remote learning.

### **Who to contact**

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

- Issues in setting work – talk to the relevant Pathway Lead, Deputy Head of Base or Head of Base.
- Issues with IT – talk to Cygnet or Dojo lead.
- Issues with their own workload or wellbeing – talk to their line manager/HR manager/SMT/SLT.
- Concerns about data protection – talk to the data protection officer/SLT.
- Concerns about safeguarding – talk to the DSL.
- Issues with dojo or Zoom-talk to SLT.

### **Data protection**

#### **Accessing personal data**

When accessing personal data for remote learning purposes,

- All staff members should come into school to access SIMS and use school email addresses/phone numbers to contact parents directly.
- If a staff member is unable to come into school e.g. because they are shielding, they must contact the school office to find the relevant information.
- Any personal data that has to be shared externally with a staff member must be sent password protected via the school email addresses and should only be held by the staff member for as short a time as possible.
- If a staff member needs to call a parent via their personal phone number, they must block their caller ID by dialling 141 at the start of the number.
- Once a staff member no longer needs a pupil/parent's personal data, then it should be deleted securely.

#### **Processing personal data**

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

However, staff are reminded to collect and/or share as little personal data as possible online.

#### **Keeping devices secure**

All staff members take appropriate steps to ensure their devices remain secure. This includes:

- Keeping any personal data about children in a secure place.
- 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 for a period of time
- 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

## Appendix 1 – New letter re dojo



# Bandon Hill Primary School

Dear Parents/Carers,

Technology is changing the way that schools communicate. The ClassDojo website and app aim to deepen the conversation between home and school learning. It is currently used in thousands of schools worldwide. It is also free!



It provides an easy way for you to join the conversation. It is **secure and personal** to our school and provides information in an easy to use format similar to Twitter and Facebook.

We use Class Dojo for all means of communication with parents.

ClassDojo has several different elements. We use:

- **Class Story** - for general class news and celebrations, reminders and updates and photos of learning within the classroom. We will also post trip letters and any other information relevant to one class here.
- **School Story** - news from across the school, on the day it happens, informing you about whole school events and other whole school information and updates.
- **Messaging** - this can be used to message your child's teacher with any questions or information. Personal letters will be sent to you here (e.g. Annual Review invites).
- **Portfolios** - We will share individual pupil achievements here. You can also upload photos and pictures of any achievements at home on the portfolio. Portfolio's are only viewable to staff and parents associated with the specific child.

Please remember the following points:

- **The right to privacy - do not copy images to social media**
- **Parents are not permitted to share images from ClassDojo on other systems.**
- **It is acceptable to share your own child's image but you are not permitted to share the image of other children.**
- **We are using a secure system like ClassDojo to enable us to have a more secure community and expect parents to respect the wishes of other parents for privacy.**

ClassDojo is available on Android, iPhone, Kindle Fire and online through the website; please check Google Play Store, Appstore, Amazon or [www.classdojo.com](http://www.classdojo.com) for details.

ClassDojo meets various standards for security and privacy online. It is compliant with the European General Data Protection Regulations (GDPR). As you sign up for ClassDojo you will sign consent for their system to process your information, please read this consent carefully and only proceed if you agree.

Please use your individual code to link you to your child's account at school. Thank you for your time in joining the app. We look forward to keeping in contact with you via Class Dojo.

***By using Class Dojo, you agree to adhere to the terms of use, and never share or download any photos that have any child other than your own in them.***

Many thanks  
Miss Andrews

