Policy number: 65

Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

- Ensure pupils unable to attend school remain fully included within the school community

- Continue to ensure that every child receives the best education the school can provide them.

- Ensure that remote education is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

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.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Policy number: 65

2.2 Designated safeguarding Lead

The DSL is responsible for:

- Reporting all concerns in regards to the safeguarding of children to the relevant agencies.
- Sharing information with agencies when a child is perceived to be at risk.
- Training all staff on safeguarding matters including online safety and safer working practices.

2.3 Teachers

When providing remote learning, teachers must be available between 9am and 3:15pm on their working days. Some teachers may be working in school as well as providing remote learning therefore there may be a delay in responses to messages.

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 absence procedure

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will provide learning for their current class.

- Work will be set daily (Maths, English, Phonics etc.) and weekly (Science, topic...) More information is available in the Remote Learning Plan.

- Teachers will use resources provide by Purple Mash, Ed Shed, Times Table Rockstars, the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school subject leaders.

- The work will be set daily on Seesaw so children can access it each morning independently.

- A weekly class Zoom meeting will be arranged for teachers to provide support with learning and socialise.

- Paper packs will also be available for parents to collect from the school office. These can be returned to the office for marking each week.

Policy number: 65

Providing feedback on work:

- Pupils will upload work to Seesaw or program where the activity has been assigned (e.g Purple Mash)

- All work submitted will be acknowledged by the class teacher (e.g. Seesaw 'like') Feedback will be given, when necessary, for on an individual, group or whole class basis.

- Feedback will be age appropriate.

Keeping in touch with pupils who aren't in school and their parents:

- Teachers will communicate with pupils via Seesaw. All conversations will be based around learning and progress.

- Parents will communicate with the school office or on Seesaw.

- If there is a failure to comply with the remote learning, teachers will telephone parents to offer further support.

- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by our SENCO & Family Support Worker

- Messages received from parents and pupils are to be checked between 9am and 3:15pm, Mon- Fri.

2.4 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3:15pm.

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 absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely

- Providing intervention activities for children requiring extra support.

- Will liaise with class teachers to support planning and resourcing differentiated learning.

- Monitoring Seesaw and providing any relevant feedback

2.5 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers to make sure all work set is appropriate and consistent
- Review and monitor work set online which will feed into the school's termly analysis
- Alert teachers to resources they can use to teach their subject remotely.

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3:15pm – although they may not always be in front of a device the entire time

- Complete daily work set by the teacher

- Seek help from teachers if they need it.

- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff
- Make requests for paper packs by contacting the school office

Policy number: 65

2.7 Governing board

The governing board is responsible for:

- 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.

3. Who to contact

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

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO/ Deputy Headteacher teacher
- Issues with behaviour – talk to the Head teacher/Deputy Head teacher
- Issues with IT – contact S.Mowat.
- Issues with their own workload or wellbeing – talk to the Head teacher/Deputy Head teacher
- Concerns about data protection – talk to the Head teacher/Deputy Head teacher
- Concerns about safeguarding – talk to the DSL

4. Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- All staff have access to Google Drive which requires an email address and password
- Parents details are available through the school office or from the Headteacher/Deputy Headteacher

Policy number: 65

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)

- 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 Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by SLT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy