Remote Learning Policy

This policy was approved

January 2023

This policy should be reviewed annually

Together unlocking the potential of every child; inspiring children and changing lives.

1. Aims

This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of a bubble

- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work

- Ensure that remote education is offered as soon as it becomes necessary

- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources

- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning

- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being

- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning

- Ensure that pupils engage in learning they would have completed had they been in school as normal

- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback

- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to

- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources

- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

- Children who are absent because they are required to self-isolate, following the Government Guidance and NHS track and Trace, or children who are unable to attend due to other Covid19 restrictions/requirements to households (e.g. isolation for hospital appointments), which have been discussed and agreed with the Headteacher. Children who are absent due to any requirements on isolation which mean that they are unable to be at school. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school

3. Resources

Resources to deliver this Remote Education Plan include:

- Information for parents
- Use of video lessons from staff to pupils
- Printed learning packs if required
- Books and other physical learning materials as required/appropriate
- Staff CPD and online lesson materials
- Oak Academy Online Learning materials
- Purple Mash
- Microsoft 365 (Teams)

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning

- Pupils will study a broad range of subjects, including English, Maths, Science, History/ Geography, Music, Phonics and art

- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning

- Those who cannot attend school will access similar learning to that which their bubble is completing within school

- Activities will be varied and not solely consist of 'screen time'; for example physical and practical home learning challenges/ activities

- Teachers will have access to a wide variety of resources to share remotely

- Resources will be quality assured by subject leaders and senior leaders, who will lead CPD with staff and review impact

- Staff will have the training they need to provide online learning safely

- All pupils will have access to the resources they need to learn. We will ensure this by ensuring that class teachers have regular communication with families to identify needs

- Teachers will communicate the purpose of activities and their success criteria for pupils by clearly stating these on appropriate communication added to learning packs or planners.

- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by including these during ICT lessons and during lessons where appropriate

- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by ensuring regular communication with class teachers and SENDCo

- COVID catch-up funding will be used effectively to support pupils in making accelerated progress to close learning gaps

- Staff workload will be managed by ensuring there is ongoing communication and opportunity for staff to feedback any concerns

- Leaders will measure engagement in remote learning by monitoring completion of work/assignments feedback via emails and discussion between staff and use this information to review provision and make changes as necessary

5. Working with Parents

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to use online platforms and resources.

Resources will be shared with pupils and parents via the school website, class emails, home learning packs and/or Teams.

We encourage parents to support their children's work, and to establish a routine based around the school day wherever possible

Should parents be unable to access online work for any reason, they should contact class teachers so that other arrangements can be made

All children should adhere to the schools e-safety rules and policy. This applies when children are working on computers at home. Pupils and their parents should remember the need for e-safety and how to stay safe on line.

6. Roles and responsibilities

Subject leaders

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement

- Lead virtual meetings to ensure consistency across the year/subject

- Monitoring the effectiveness of remote learning

- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning

- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers will be provided with the necessary training on how to use Microsoft Teams, Purple Mash and any other relevant material.

When providing remote learning, teachers must be available between 8.45-3.15.

Teachers unable to work for any reason during this time should contact the Headteacher.

When providing remote learning, teachers are responsible for:

- Setting work:
    - o Teachers will set work for the pupils in their classes
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible
    - o Teachers will set work using the school website and the Microsoft 365 online platform
    - o Daily English and mathematics work and at least one other subject
    - o Planning and resources will be completed by the class teacher and will be monitored by class teachers, subject leaders and SLT.

- Providing feedback on work:
    - o English and mathematics work
    - o Work in other subjects
    - o The frequency with which teachers will provide feedback will be at least weekly.

- Keeping in touch with pupils who aren't in school and their parents:
    - o Teachers are expected to make weekly contact, via emails, phone calls or via teams
    - o If there is a concern around the level of a pupil's engagement, the teacher should discuss with parents in the first instance and then with the Headteacher if appropriate
    - o Teachers should only use their school email address to communicate with parents and pupils
    - o Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher

will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking

- o Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the Headteacher
- o Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view

- Teachers will respond promptly to requests for support from families at home
  - o Any complaints or concerns shared by parents or pupils should be reported to the Headteacher; for any safeguarding concerns, refer immediately to the DSL or DDSLs.
- Staff who are required to self-isolate are expected to:
  - o Follow the normal reporting procedure for planned absence
  - o Following contact with school, the Office Manager may set up a referral to Occupational Health to support that individual
  - o Obtain a test and share the result of it with school so that appropriate plans can be made
  - o If unwell themselves, teachers will be covered by another staff member. Planning and other activities will not be undertaken until the teacher is fit for work

Teaching Assistants

Teaching assistants must be available during their usual working hours

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 absence procedure

During the school day, teaching assistants must complete tasks as directed by the class teacher or Headteacher. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or SENCOs
- Assisting the class teacher with supporting pupils
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities

Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENDCo

- 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 for pupils with EHC plans.
- Identifying the level of support required by pupils

The Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology

- Ensuring that the school has adequate insurance to cover all remote working arrangements

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day

- Complete work to the best of their abilities

- Seek help if they need it, from teachers or teaching assistants

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

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine making reference to the class timetable

- Support their children in their reading as far as they are able including using Purple Mash

- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus

- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered

- Seek help from the school if they need it, communicating with class teachers by email or by contacting the school office via email

- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body 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

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to the headteacher or Business manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters

- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device

- Making sure the device locks automatically if left inactive for a period of time

- Not allowing family or friends to use the device

- Storing the device securely to avoid theft

- Ensuring that anti-virus and anti-spyware software is up to date

- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on 1st September 2022.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code

- Location, e.g. avoid noisy areas, nothing inappropriate in the background

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- Online safety acceptable use policy

- Acceptable use policy.

- Staff Code of Conduct