

Policy title	:	Remote Learning
Date approved	:	September 2022
Review date*	:	September 2023

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.

Who is the policy applicable to?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough;
- A high temperature above 37.8°C;
- A loss of, or change to, their sense of smell or taste;
- Has returned a positive result for Covid-19.

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.

Safeguarding

The DSL is responsible for Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

The school safeguarding policy has an addendum providing additional details for support during remote learning. Procedures for reporting unsafe activity will remain the same. Should there be any cause for concern during periods of remote learning, teachers and teaching assistants will continue to alert the Safeguarding Team in the same way.

Roles and Responsibilities:

- Designated Safeguarding Lead:
- Deputy Designated Safeguarding Leads:

- Family Support Worker:

Teachers

When providing remote learning, teachers must be available between 9am and 3pm on their working days. 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.

When providing remote learning, teachers are responsible for:

Setting work: Teachers will provide learning for their current class, in accordance to their Medium Term Plan.

The amount of work they need to provide (weekly) is:

- Maths x5;
- English x5;
- Science x2;
- One lesson for each foundation subject (Geography / History, PSHE / RE, Art / D&T and Computing);
- Daily phonics lessons for EYFS / KS1.

Teachers will use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders, (e.g.: Oddizzi for Geography, TTRS for Maths).

Teachers will outline the work daily via Google Classroom by 9am. The completed learning tasks will be uploaded to Google Classroom by pupils at the end of each lesson. In the case of children not uploading / completing the day's English and Maths by the end of lunchtime (1pm), names of pupils will be sent to SLT / School Office to contact parents of pupils.

For those pupils unable to access Google Classroom: learning packs will be printed by staff who are on site, ready for parents to collect from the office on Monday.

Providing feedback on work:

- Pupils will upload work to Google Classroom.
- All work submitted will be acknowledged by the class teacher.
- Feedback will be given for English and Maths on an individual, group or whole class basis.

Keep in g in to u ch with p u p i l s w h o a r e n ' t i n s c h o o l , a n d t h e i r p a r e n t s :

In the case of a national or local lockdown, Teachers will call their class via Google Classroom meet once a week as timetabled.

Any concerns should be recorded on Safeguard and Headteacher alerted.

In the event of a self / class bubble isolation, communication will be via Google Classroom. If there has been no communication from either a child or parent via Google Classroom by day 3 of the lockdown / self-isolation period starting, the teacher or SLT member will call parents / pupils on day 4.

Vulnerable pupils will be called weekly - CP / EHCP / identified pupils, this will be done by SENCO / DSL / Resource Provision teachers.

Emails received from parents and pupils are to be checked between 9am and 3pm, Mon - Fri. Teachers should respond to pupil / parent emails within 48 hours.

Teaching Assistants:

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

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

- Assisting the class teacher with responses from pupils;

- Addressing misconceptions in the learning;
- Assisting with feedback for pupils.

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.

Supporting pupils with SEND who aren't in school with remote learning:

- SENCO will liaise with class teachers to support planning, and resourcing differentiated learning.
- When pupils are unable to access online learning due to individual needs, the SENCO and Resource Provision team will create learning packs and deliver these home.

Subject Leads:

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for: Monitoring the work set by teachers in their subject.

Pupils and parents:

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time;
- 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 9am Friday to be collected on the following Monday.

Expectations for Google Classroom Wellbeing Meets:

- At least one member of SLT to be present with class teacher;
- All teaching assistants assigned to that class / year group (in regards to EYFS/KS1/KS2) to be present;
- Children have cameras on, and to unmute when speaking;
- Parents to be present / nearby / in the same room;
- Pupils to be appropriately dressed;
- Pupils, where possible, to be situated in a communal area of their home.

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.

Who to contact:

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

- Issues in setting work – contact the relevant subject lead or SENCO;
- Issues with behaviour – contact the Head Teacher;
- Issues with IT – Contact IT staff / Computing Lead / Computing Coach;
- Issues with their own workload or wellbeing – contact the Head Teacher / Wellbeing Team;
- Concerns about data protection – contact the data protection officer;
- Concerns about safeguarding – contact to the DSL, Deputy DSL or Safeguarding Team.

