Remote Learning Policy

1. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including those with SEND) who are not in school, through use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as support the wellbeing of children and their families.
- Support effective communication between the school and families and support attendance.

2 .Who is this policy applicable to?

- A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble/class are attending school and being taught as normal.
- A child whose bubble/class is not permitted to attend school because they, or another member of their bubble have tested positive for Covid-19.
- All children in the case of a local or national lockdown.

3. Content and tools to deliver this remote learning plan

Resources to deliver this remote learning plan include:

- Online platforms– Tapestry and Google Classroom.
- Use of recorded or live video used for e.g. assemblies, instructional videos and interactive lessons.
- Phone calls home.
- Printed learning packs.
- Physical materials such as story books and writing tools.
- Use of online resources e.g. BBC Bitesize, Oak Academy, Time Tables Rock Stars, Spelling Shed.

The detailed remote learning planning and resources to deliver this policy will be saved on the school's intranet. Where appropriate resources will be available on the school website.

4. Home and school partnership

The school is committed to working in close partnership with families and recognises that each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

The school will provide an induction for parents on how to use online platforms as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The school would recommend that each home 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place for them to work and to the best of their ability, support pupils with their work, encouraging them to work with good levels of concentration. We fully recognise that parents may be supporting more than one child learning at home as well as working themselves.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

The school has an 'Acceptable ICT Use Policy' which includes e-safety rules and this also applies when children are working on computers at home.

5. Roles and responsibilities

Teachers

These responsibilities will differ depending upon the level of isolation e.g. one pupil, whole class, local lockdown.

If teachers are unable to provide learning, for example due to sickness or caring for a dependent, the Leadership Team will ensure that this role is covered by another member of staff.

Remote learning will be provided in the following stages –

- Standalone units – which can be accessed via the website, emailed, or hard copies provided if an individual child is required to isolate.
- Emergency units – lasting for two days, shared in the same way in a situation of a whole class isolating or a local / national lockdown situation.
- Remote teaching – this will begin following the emergency units with the class teacher providing daily learning tasks which will include live or recorded teaching.

Teachers will ensure that:

- Learning is provided as indicated above.
- Feedback is given as swiftly as possible. For cases of individual isolation where the class teacher is also teaching the class in school, this is likely to take longer.
- Any concerns raised are passed along to the relevant person e.g. Headteacher/Designated Safeguard Lead.

- Parents are contacted if their child appears not to be engaging in learning so that any difficulties can be addressed.
- The Senior Leadership Team are informed if difficulties with workload are encountered.

Teachers will ensure that:

- They are wearing suitable clothing when pre-recording or delivering “live” teaching.
- Any computers used are in appropriate areas, for example, living room and not in bedrooms; and that the background is blurred if necessary.
- Recordings (or live teaching) do not feature any other members of the staff’s household.
- The language used is professional and appropriate.
- Where one-to-one sessions are permitted, all conditions for delivering these sessions are adhered to including obtaining prior agreement of Headteacher, notifying parents and that the sessions are recorded and saved.
- They do not share their access codes and/or passwords to Google Classroom or any other online learning platforms.
- They do not permit any member of their household to observe any online teaching or event which might allow them to observe or engage with pupils.
- They report any safeguarding issues that they might identify or concerns that might be raised in relation to any child in consequence of their engagement in online teaching in accordance with the school’s Overarching Safeguarding Policy and the Child Protection Policy.
- They comply with the provisions of the school’s IT Acceptable Use Policy and the Staff Code of Conduct.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set, or reaching out for feedback from children and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Co-ordinating the professional development needs of staff in response to Covid-19.
- Ensuring the wellbeing of staff, including managing workload.

Designated Safeguarding Lead

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

The Inclusion Leader

- 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.
- Writing individual risk assessments for children as required.

Children and parents

Staff can expect children learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete work
- Be up and dressed ready to work at the start of the school day
- Not to share their Google Classroom passwords with others
- Behave online as they would in the classroom and/or in an assembly and remember the school's values and behaviour policy
- Keep to school policies on IT use and to report to parents and/or teachers if anything happens online which worries them/makes them feel unsafe

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
- Share any complaints or concerns with the Headteacher
- Make sure that their child is up and dressed ready to work at the start of the school day
- Make sure their child keeps to the school IT use policy and report to the school any safeguarding concerns they/their child may have because of anything that happens online
- Ensures appropriate supervision is in place while their child is working online
- Support their child's wellbeing e.g. through the use of screen breaks and exercise breaks

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

6. Links with other policies and development plans

This policy is linked to our:

- Overarching Safeguarding policy
- Behaviour policy
- Child Protection policy
- Data Protection policy and privacy notices
- ICT Acceptable Use Policy
- Staff Code of Conduct