



REMOTE LEARNING POLICY

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 in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

Roles and responsibilities

Senior leaders (middle and senior leadership team)

Senior leaders are responsible for;

- coordinating 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
- taking responsibility for ensuring cover is provided for remote learning if the class teacher is unwell and unable to lead their class' remote learning. If this is the case, home learning provision and systems may need to be adapted due to staff availability
- The Head of School has responsibility for the home learning and should be contacted with any questions

Designated safeguarding Lead

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

Teachers

When providing remote learning, teachers are responsible for;

Setting work;

- providing learning for their current class
- providing daily Maths, Reading and Writing activities and recorded/live inputs for lessons as per the school timetable
- daily phonics lessons will be planned for EYFS, KS1 and SPAG lessons for KS2
- 3 to 4 lessons for foundation subjects each week
- uploading daily /weekly learning onto the Home Learning Drive
- ClassDojo (class story and creating activities on portfolio)
- uploading videos of stories and/or teaching input onto the Home Learning Drive
- outline the work daily via their ClassDojo page

Providing feedback on work;

- pupils can upload their completed work to their Portfolio Page on ClassDojo
- all work submitted will be acknowledged by the class teacher
- feedback will be given for all completed work uploaded
- feedback will be age appropriate
- if work is completed in the paper workbooks given, parents can take photos of the work and upload to Classdojo to have feedback

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

- if there has been no communication from either a parent or child via ClassDojo by day 2 each week of lockdown/self-isolation period starting, the classteacher will contact the parents by Classdojo on day 3 or before and if no response is forthcoming then the DSL will contact the parent by the end of the same week.
- vulnerable pupils will be called weekly in line with their peers- CP/EHCP/identified pupils

Subject leads

Subject leads will continue to be responsible for monitoring the planning for their subject

Pupils and parents

Staff can expect pupils to learn remotely by;

- completing work set
- complete and submit work onto ClassDojo
- complete a minimum of three hours a day of learning tasks for KS1 and four hours a day of learning tasks for KS2
- seek help if they need it, from their teachers

Staff can expect parents with children learning remotely to;

- make the school aware if their child is sick or otherwise can't complete work
- seek help from the school if they need it
- be respectful of staff and show understanding of constraints

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.

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 subject lead or SENCo
- issues with behaviour – talk to SLT
- issues with IT – talk to IT staff
- issues with their own workload or wellbeing – talk to SLT/Mental Health Lead (SR)
- teacher concerns about data protection – talk to SLT
- concerns about safeguarding – talk to a DSL

Data protection

Accessing personal data

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

- access parent contact details via dojo or school office
- do not share any details with third parties.

Keeping devices secure

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

- all staff devices are encrypted to ensure safety
- all devices have antivirus and anti-spyware software
- 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

Safeguarding

Please refer to Child Protection and Safeguarding Policy and addendum.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government to the School.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Home-school agreement
- ICT and internet acceptable use policy

Approved by: Full Governing Body

Date: 1st February 2021