All Saints C.E Primary School

Remote Learning Policy

Our mission statement:
Where we learn to value Knowledge; To value Each Other; but most of all ... to value Ourselves

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Policy written by	
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Remote Learning Policy

1. Aims

This policy aims to:

- To outline our approach for children who will not be attending school, as a result of government guidance or the closure of a bubble.
- Ensure consistency in the approach to remote learning for children who are not in school
- Minimise the disruption to children' education and the delivery of the curriculum.
- Ensure provision is in place so that all children have access to high quality learning resources.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, assessing and planning for children.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.

2. Roles and responsibilities

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.

Designated Safeguarding Lead

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

Teachers

When providing remote learning, teachers must be available between 9am to 3pm.
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 (please contact Headteacher by 8am).
When providing remote learning, teachers are responsible for:

- Setting work:
  - If the whole class if isolating:
    - Teachers will provide learning for their current class. The amount of work they need to provide is daily English (writing), maths, guided reading (Key Stage Two), phonics (Key Stage One and Early Years) and one foundation subject work.
    - Teachers will communicate and set work remotely on Class Dojo.

- Work must match planning and learning taken place in class. As much as possible, teachers must send the worksheets, PowerPoints and guidance, which are being or would be used in class.
- Work must be tracked so it is clear what has been completed.
- For children with no internet access or struggling to access the online material, paper packs will be provided. Teachers will upload work to the school sever (under Shared - Staff – Home learning – Appropriate Class). This work can be printed by staff who are on site, ready for parents to collect or staff can deliver to homes. Teachers must make the relevant staff aware of which documents need sending to which children.
- For children who have difficulty accessing a device, Chromebooks are available to loan from school. Parents must sign and agree to an agreement set by the head teacher and provide broadband details for the appropriate firewall settings to be put into place.
  - For individual children self-isolating:
- Paper packs will be provided for these children.
- Maths work must match planning and learning in class and staff are advised to use printed out worksheets from White Rose Maths.
- If possible, children should be learning about the same writing genre that the children in class. Staff are advised to look at the Literacy Shed and Talk for Writing learning packs.
- Providing feedback on work
  - Children can submit their work on Class Dojo to teachers or submit their work online via the appropriate learning platform (for example, Purple Mash).
  - All work submitted must be acknowledged by the class teacher.
  - Feedback for English and maths must be given on an individual basis.
  - Children are to bring in paper packs from home for the teacher to mark when they return to school.
- Keeping in touch with children who are not in school
  - In the cause of a national or local lockdown, teachers must call children/parents every week. Details of these calls must be recorded in a class book.
  - Any concerns should be passed onto the head teacher and a note of concern must be completed if there are any safeguarding concerns.
  - Vulnerable children and families must be identified and the Learning Mentor must keep a separate log of these communications.
  - Emails received from parents and children are to be checked between 9am and 3pm, Monday to Friday. Teachers should respond to pupil/parent emails within 48hours.
  - The Learning Mentor is to keep in contact with children who are self isolating to see if any more work is needed.

Teaching assistants

Teaching assistants must be available from 9am to 3pm. 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 (please contact Headteacher by 8am).

When assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils who are not in school with learning remotely:
  - When requested by Head Teacher/SENDCO.
  - Will liaise with class teachers to support planning and resourcing differentiated learning.

Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

Along with their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Review and monitor work set.
- Alerting teachers to resources they can use to teach their subject remotely.

Pupils and parents

Staff can expect pupils learning remotely to:
- Be contactable during the school day – 9am-3pm although they may not always be in front of a device the entire time.
- 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:
- 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 when making any complaints or concerns known to staff.

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:
- Issues in setting work – talk to the relevant subject lead or SENCO.
- Issues with behaviour – talk to the relevant member of the senior leadership team.
- Issues with IT – talk to IT support staff (computing lead or Computeam).
- Issues with their own workload or wellbeing – talk to the relevant member of the senior leadership team.
- Concerns about data protection – talk to the Headteacher.
- 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:
- Teachers are able to access parent contact details via school office using a secure password.
- Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

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.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.

- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- 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 the Governing Body.

7. Links with other policies

This policy is linked to our:
- School sickness absence policy
- Safe code of conduct for ICT
- Curriculum intent policy
- Safeguarding policy
- Data protection policy and privacy notices