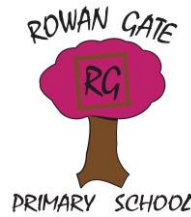


# ROWAN GATE PRIMARY SCHOOL



## **REMOTE LEARNING POLICY**

*This school policy reflects the consensus of opinion of the whole teaching and support staff and has the full agreement of the governing body.*

*"This policy reflects the philosophy of the Equal Opportunities Policy, the Mission Statement and the School Aims in relation to the whole curriculum".*

### **1. Introduction**

Rationale in the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence. Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply following an infectious disease outbreak; learners are self-isolating at home but are not suffering with relevant symptoms. This gives every student the opportunity to continue with education during this time.

### **2. 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.

### **3. Roles and Responsibilities**

3.1 The **Senior Leadership Team** are responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- 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.

- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

### 3.2 The **DSL** is responsible for:

- Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

### 3.3 The **ICT Technician** is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required.

### 3.4 The **Teachers** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- The teacher is responsible for co-ordinating and delivering remote learning for their class.
- When providing remote learning, teachers must be available between 9am-3pm on their working days. 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.
- Teachers to put all planning into a class folder on Microsoft Outlook, in order that it is accessible to Level 3 TA.
- Setting work:

<b>PLANNING &amp; TEACHING REQUIREMENT/SCENARIO</b>
2 X 30 minute daily full class Teams Meeting with children and TA's 9.00 am & 2.30 pm
Class teacher will upload worksheets/ learning platform links between 3pm-5pm the day before lessons

to allow parents to see the learning materials prior to supporting their child. (M)
4 x weekly English, Maths & Topic activities (T-F) linked to the theme/story; simplified weekly planners to be emailed to parents, containing only activities for their child. Clear guidance on resources needed, w/s available and activities to be completed. (see template attached)
Teachers to share a 'Story for the Week' (or similar) for children and families to refer to when completing activities. Teachers to share weekly story with parents using Class Team files, please copy your PM lead in
Instructions regarding daily Maths & English activity to be given during the 9.00 am session, either as a whole class or split into groups with Teacher & TA's sharing tasks with smaller groups.
A meeting to celebrate the days learning at 2.30 pm on Teams for all TA's and children. Parents to share pupils work with teachers by sending photographs of work done, at least twice weekly, attaching these to an email to teachers.
Email your PM lead a brief summary of the week.
READING: Please use 'Reading Eggs' & 'Serial Mash' on Purple Mash to guide parents.
WORK PACKS: teachers to send home individualised 'Key Skill' work packs and a set of appropriate stationary/equipment. Activities to be linked to EHCP/IEP outcomes. Parents to communicate via email providing evidence/updates at least once weekly. Teacher to update EHCP's on O & U accordingly.

- Teachers will outline the work daily via their Class Team files or Assignments.
- Providing feedback on work – Pupils can email work to their class teachers. All work submitted will be acknowledged by the class teacher. Feedback will be given on an individual basis.
- Keeping in touch with pupils who aren't in school and their parents – Any concerns should be recorded and Head teacher alerted. If there has been no communication from a parent via e-mail by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon-Fri. Teachers should respond to pupil/parent emails within 48hours.
- Attend virtual meetings.
- Wear appropriate clothing during virtual meetings
- Liaise with teaching assistants with regards to subject content.

### 3.5 Teaching Assistants are responsible for

- Teaching assistants must be available between 9:00AM – 3.00PM. 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.
- If a teacher becomes ill, the teaching will be delivered by level 3 TA.
- In the case of school closure, Level 3 TA to take the class tablet home, in order to provide home learning in the event of teacher illness.
- Where possible, all support staff to contribute to the daily teams meetings. If this isn't possible, staff to contact teacher by telephone daily in order to receive instructions for daily tasks.
- Wear appropriate clothing during virtual meetings.
- Liaise with teachers with regards to support planning and resourcing differentiated learning.

### 3.5 Parents/ Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times scheduled by the school.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- 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

### 3.6 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

## 4. **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 your line manager (Assistant Heads)
- Issues with IT – talk to ICT technician - easipc
- Issues with their own workload or wellbeing – talk to the Head Teacher/ Deputy Head
- Concerns about data protection – talk to Business Manager (Shirley Crooke)
- Concerns about safeguarding – talk to the DSL; report on CPOMS

## 5. **Data Protection**

### 5.1 **Accessing personal data:**

- 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 Tablets are the school's preferred devices to be used when accessing any personal information on pupils

### 5.2 **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-protected
- 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 locked if left inactive for a period of time
- Not sharing the device among family or friends
- Ensure that antivirus and anti-spyware software are installed and updated
- Keeping operating systems up to date – always install the latest updates

## 6 **Online Safety**

6.1 This section of the policy will be enacted in conjunction with the school's **Appropriate Use of Internet Policy**.

6.2 Where possible, all interactions will be textual and public.

6.3 All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.

- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

6.4 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils in situations of crisis. This will be decided and approved by the SLT

6.5 The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

6.6 The school will consult with parents at least one week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

6.7 The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections and allows for audio and visual material to be recorded or downloaded, where required.

6.8 The school will communicate to parents via letter, email or telephone about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

6.9 During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

6.10 The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

## **7. Safeguarding**

Please refer to Child Protection and Safeguarding Policy

## **8. Links with other policies**

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy

Computing policy

Appropriate Use of Internet policy

## **9. Review**

*This policy will be reviewed as and when updates to home learning are provided by the government by Natalija Zemcugova. At every review, it will be approved by the Governing Body.*