Old Fletton Primary School

Remote Learning Policy (V2 - February 2021)

Remote learning is where we are leading the education of pupils who will not be attending school, as a result of government guidance; the closure of a bubble or the need to self iso-late – whether for an individual pupil or for many.

1. Aims

The Remote Learning Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of a bubble

- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work

- Ensure that remote education is offered as soon as it becomes necessary

- Ensure remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources meets the curriculum enti-tlement

- Provide clear expectations with regards to delivering high quality interactive remote learning

- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being

- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning

- Ensure that pupils engage in learning they would have completed had they been in school as normal

- Ensure that online tools used enable appropriate interaction with pupils, the assess-ment of their work and the provision of feedback

- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to

- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources

- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

- Children who are absent because they or a household member are awaiting test re-sults and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Individual pupils who are unable to at-tend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school.

- Children who are part of a whole bubble which is not permitted to attend school be-cause a member of their bubble has tested positive for Covid-19.

3. Resources

Resources to deliver this Remote Learning Plan include:

- Online tools

  - 2Build for EYFS and Y1

- Microsoft Teams for Years 2-6

- Read, Write, Inc. Phonics online videos

- Lexia Core5

- Times tables Rockstars

- Accelerated Reader quizzes

- Links to curriculum videos as required sent by teachers

- Oak Academy

- Staff CPD through Microsoft Teams

- Information for parents will be communicated through MarvellousMe (94%+ engaged), weekly newsletters from the Headteacher, school website - each year group has a curriculum map, knowledge organisers and reading opportunities identified

- Microsoft Teams will be used to enable children to see each other and the class teacher allowing for greater engagement - the teacher will also be able to share their screen so all children can see the live modelling of lessons

- CGP books have been purchased for all year groups across the core curriculum for any families where tech is an issue that cannot be resolved easily or there is an unwillingness to engage in online learning. Printed knowledge organisers will also be available for foundation subjects.

- In the event of a bubble closure or a known planned absence children will be sent home with the following resources

  - their personal reading book

  - the class text book

  - Read, Write Inc spelling book

  - a blank notebook with the accompanying stationery

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study the full national curriculum with adaptations made where required, e.g. netball skills may change to rules in netball
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning
- Those who cannot attend school will access the same learning to that which their bubble is completing within school although the experience may be different, e.g. no paired talk
- Activities will be varied and not solely consist of 'screen time'; for example the teacher will set independent practice activities to be completed in the notebooks that were sent home, reading from the class text book and Read Write Inc spelling activity book
- Teachers will have access to a wide variety of resources to share remotely, such as those outlined above in section 3

- Staff will have the training they need to provide online learning safely, including regular CPD at staff meetings

- All pupils will have access to the resources they need to learn. We will ensure this by sending home the relevant text books and notebooks and for technology requirements to be support will be based on parent/carer response to questionnaire sent home September 2020

- Teachers will communicate the purpose of activities and their success criteria for pupils

- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by having regular homework set via Microsoft Teams or 2Build

- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by the SENCO identifying particular needs and resources and the member of support staff ringing daily to check in on the progress being made

- COVID catch-up funding will be used effectively to raise standards in Reading and to identify targeted pupils that will benefit from the national tutoring programme

- Staff workload will be managed by the Headteacher and Deputy Headteacher and they will regularly seek the views of staff on where things can be improved

- Leaders will measure engagement in remote learning by reviewing the daily register and use this information to review and make changes as necessary and to challenge non-attendance or access

5. Working with Parents

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to support learning via the Headteacher's weekly update.

Resources will be shared with pupils and parents via Microsoft Teams, MarvellousMe and the school website.

We would encourage parents to support, but not over guide their children's work, and to establish a routine based around the school day wherever possible.

Should parents be unable to access online work for any reason, they should contact the school office so that other arrangements can be made.

All children know the school rules on e-safety. This applies when children are working on computers at home and pupils and their parents should remember that.

6. Roles and responsibilities

Senior and subject leaders

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement

- Lead virtual meetings to ensure consistency across the year/subject

- Monitoring the effectiveness of remote learning

- Ensuring that staff, pupils and parents have appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance or unnecessary workload
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers will be provided with the necessary training on how to use 2Build and Microsoft Teams.

When providing remote learning, teachers must be available during normal school hours.

Teachers unable to work for any reason during this time should follow the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers will set work using 2Build or Microsoft Teams
- Providing feedback on work:
  - Providing live feedback based on questioning
  - Reviewing work submitted by pupils
  - Microsoft Teams quizzes give instant feedback
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers are expected to make daily contact with pupils, via Microsoft Teams or 2Build or daily telephone contact should there be an online barrier
  - If there is a concern around the level of a pupil's engagement, the teacher should contact the Headteacher or Deputy Headteacher immediately
  - Teachers should not use their school email address to communicate with parents and pupils. All parent/carer emails should come through the office email account. Any contact with parents should be via the telephone or office email account.
  - Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the Headteacher or Deputy Headteacher
  - Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
- Teachers will respond promptly to requests for support from families at home, by:
  - Sharing complaints or concerns raised by parents or pupils with the Headteacher or Deputy Headteacher
  - Log any safeguarding concerns using My Concern
- Staff who are required to self-isolate are expected to:
  - Follow the normal reporting procedure for planned absence
  - Following contact with school, the school office manager may set up a referral to Occupational Health to support that individual
  - Obtain a test and share the result of it with school so that appropriate plans can be made

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- o If unwell themselves, teachers will be covered by another staff member. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual working hours.

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.

During the school day, teaching assistants must complete tasks as directed. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed
- Assisting the class teacher with supporting pupils
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities

Designated safeguarding lead

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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- 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 and IHPs
- Identifying the level of support required by pupils

The Finance Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Ensure iPads and MS Tablets have all apps required for remote learning
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Deputy Headteacher will assist pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers

- 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:

- Wherever possible, maintain a regular and familiar routine, making reference to the normal school day
- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources via Lexia Core5, Accelerated Reader and Read, Write Inc Phonics
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by contacting the school office
- Be respectful when raising concerns to staff

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

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

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

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported following the school procedures - My Concern. If they are unable to contact someone and it is an urgent matter, speak directly to either of the three DSLs. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training in September.

Staff must ensure all communication with parents and pupils is conducted through the office email following normal guidance and ensure this remains professional.

10. Expectations of staff working online

When working online all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour and Expectations Policy
- Data protection policy and privacy notices
- Online safety and internet acceptable use policy
- Code of Conduct