



Remote Learning Policy

September 2020

Approved by Governors: December 2020

To be reviewed: September 2021

Introduction

From September 2020, whilst we hope that all children will be in school fulltime, accessing their learning in class, we understand that due to the Covid crisis, there is the possibility that one or more classes (bubbles) may be sent home to self-isolate for a period of time. In that situation, the children would be expected to immediately engage in remote learning.

Aims

This remote learning policy 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

From September, all teachers will ensure that children are familiar with the online learning platforms that they will use for remote learning.

EYFS teachers will use Seesaw for their remote learning but will also put a video, story or activity on Seesaw every week to ensure that families engage with the learning platform straight away.

Teachers in KS1 will use Seesaw to set both weekly home learning tasks and remote learning should their class be required to self-isolate.

KS2 staff will set both their home learning tasks and remote learning on Google Classroom.

In KS1/2 children will have home learning/remote learning books for their work and are expected to take them home and bring them into school as required by their teachers.

Home learning

Through setting weekly home learning tasks on the learning platforms, teachers will be able to monitor children's engagement and provide support to ensure that families are accessing the learning platforms at home. This will facilitate the switch to remote learning if it proves necessary.

Remote learning

If a class needs to self-isolate, remote learning will begin the day after children are sent home.

Whilst the class are self-isolating, teachers will upload work onto the learning platform, either Seesaw or Google Classroom, by 8.55 – the beginning of the school day.

Children who need to borrow a school device will ideally take one home on their last day before self-isolating. If not, the school will ensure that they have access to one as soon as possible.

When providing remote learning, teachers are responsible for setting 2 to 3 hours of work per day, depending on the age of the class.

KS2 teachers will produce an online session for English and an online session for Maths every day. The lessons will be recorded for accessibility, but children will be expected to join in with the lesson online, following the class timetable if possible. KS2 teachers will ensure that they plan sessions that enable children to engage as a class, being mindful of their pupils' social and emotional needs.

EYFS/KS1 teachers will also include a live element/video in their teaching at least once a day. They will also organise Zoom sessions twice a week to ensure that pupils continue to engage with their peers. Any Zoom sessions will be organised through the school Zoom account.

Our expectation is that the curriculum will be covered in all areas and that new learning will happen.

Specialist teachers will continue to plan and deliver their sessions, for example, French and music, following the class teacher's remote learning timetable.

Teachers are expected to monitor pupil engagement. Attending school, even remotely, is compulsory from September. Teachers will continue to take registers during remote learning. If a pupil has not engaged in remote learning, the class teacher will have a responsibility to follow this up and to ensure that there is a phone call home.

Support Staff

Support staff are responsible for engaging with children as directed by class teachers.

In preparation for remote learning, class teachers, the SENDCO and support staff will plan a remote learning timetable, including specific discussions about supporting children with SEND.

Support staff could be asked to support a small group online, deliver an intervention remotely, deliver a differentiated activity to a small group of children online, prepare paper copies for children who need them, work on SEND targets with an individual pupil or group of pupils and support the teacher in delivering feedback to pupils and in monitoring pupils' engagement.

Subject Leads

Subject leads will support class teachers to adapt the curriculum if necessary, in order to enable subjects to be delivered remotely, including alerting teachers to resources that they can use to teach their subject remotely.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.

Senior leaders are responsible for the security of remote learning systems, including data protection and safeguarding considerations

Staff wellbeing

Whilst working from home, staff may have questions or concerns about their own workload or wellbeing, or about issues such as setting work, data protection or safeguarding. Please contact a member of the SLT or, if appropriate, the designated safeguarding lead as soon as possible.

Staff are not expected to communicate with pupils or parents online outside of the boundaries of a normal school day.

If a member of staff is 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.

Pupils and parents

Schooling is compulsory and if children are required to self-isolate, staff expect pupils to fully engage in remote learning from the day that they are asked to remain at home.

Parents/carers are responsible for maintaining good school routines, for example, clear bedtimes, short breaks, healthy eating and opportunities to exercise.

Children will be expected to complete all work set by teachers and to engage in online sessions and Zoom times.

Parents must let the school know if there are any difficulties with accessing remote learning and must seek help if it is needed.

Parents must contact the school to inform them that their child won't be able to complete their online learning, for example, if their child is unwell. Registers will be kept and children not completing work will be marked absent.

The Governing Body

The governing body is responsible for monitoring the school's approach to providing remote learning to ensure that education remains as high quality as possible. They should also ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Monitoring arrangements

This policy will be reviewed by the SLT on a regular basis throughout the Autumn Term, as and when the school needs to deploy remote learning, to ensure that it is fit for purpose. The policy will also be amended should the government guidance change before the next full review.

Appendix.

KS2 Letter regarding protocols to be observed when children are attending live lessons.

Date

Dear Parents/Guardians,

If you are reading this letter this means that your child has been asked to self-isolate at home for a period of time and the school will be providing access to remote learning. As you may be aware, the school has a legal obligation to provide lessons for your child whilst they are self-isolating and your child is legally obliged to attend school. If your child does not attend without explanation, this will be treated as a school absence.

On the first day of self-isolation the school will provide links to websites and specific tasks to be completed on that day. Thereafter, your child will be expected to log on to Google Classroom where they will have live lessons with their class teacher.

We appreciate that your child is at home and that your home is not a classroom, however it is important to ensure that your child is ready to learn and participate in the lessons as best as they can.

Please support your child by ensuring that

- She /He is on time and ready for registration at 9.00 am every morning
- He /She is sitting on a chair at a table
- She / He has a device that is fixed in one position, so that the teacher can see their face – please discourage your child from picking up their device and moving around with it during the lesson
- He / She is not eating or snacking during the lesson
- Where possible, the room is quiet and free from distractions
- You always monitor their use of their device

If you have any technical problems, please contact the school office as soon as you can, so that we can try to minimise the amount of time lost.

Kind regards

Anne Fontaine
Headteacher

