REMOTE LEARNING POLICY

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Approved by:	Governing Body
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INTRODUCTION

Remote learning was an integral part of education for many of our pupils during the Summer Term 2020. We believe that no child should be at an educational disadvantage if they are required to be away from classroom teaching as a result of COVID-19 related issues, life limiting illnesses or other situations. At Offord Primary School, our aim is to create a culture of rich and effective learning, planned by teachers, and using approaches which research and evidence suggest are the most useful. This policy has been written to ensure that if the situation arises where some or all children cannot receive education on the school site, the school will still provide quality teaching and learning opportunities.

This policy also recognises the significant impact that teacher feedback can have on pupils learning and therefore seeks to make the most effective use of teacher and support staff time in relation to this.

However, this policy also recognises that there can be no substitute for strong classroom teaching led by familiar, highly capable teaching staff. There can be significant limitations, particularly at Primary level, with any model of remote learning.

Aims

This Remote Learning Policy aims to:
- ensure consistency in the approach to remote learning for all pupils (inc. SEND) who are not able to be in school
- set out expectations to members of the school community with regards to remote learning
- support effective communication between the school and families and support attendance
- provide appropriate guidelines for data protection and safeguarding

Who is this policy applicable to?
- A child who is absent because the household is required to self-isolate because they are awaiting test results for a member of the family or because they have been asked to self-isolate by Track and Trace. The rest of their school bubble are attending school and being taught as normal.
- A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons at the point they begin self-isolation. The first few days learning is also available on the school website. Subsequent days learning will be shared by the class teacher to the child or bubble - it will not be shared with the whole school, as it is year group and key stage specific.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:
- Online tools for EYFS, KS1, KS2: *Numbots, Timetables Rockstars, Spelling Shed, Maths Shed, Purple Mash and Read, Write Inc*
- MS Teams for a daily delivery of an area of the curriculum (if staff are well enough and when whole classes or bubbles are self-isolating)
- Direct email for parents and children to class teacher via the class emails
- Phone calls home for families who are vulnerable, or those not engaging with the learning
- Children's individual learning books to record learning
- Printed learning packs for families who have difficulty accessing online resources
- Physical materials such as story books and writing tools for those families who need them
- Use of BBC Bitesize, Oak Academy

The detailed remote learning planning and example resources can be found here:
- Remote education provision - information for parents
- Flowchart
- Online learning with TEAMS staff guide
- Online learning with TEAMS support guidance including video conferencing Code of Conduct

Home and School Partnership
Offord Primary School is committed to working in close partnership with families and recognises each family is unique, and because of this remote learning will look different for different families in order to suit their individual needs.

Offord Primary School will provide a refresher online training session and induction for parents on how to use MS Teams and Purple Mash as appropriate.

Offord Primary School recognises that it is beneficial for young people to maintain a regular and familiar routine. Where possible we would recommend that each 'school day' maintains structure and to support this, when whole classes, bubbles or school is self-isolating, live lessons will be scheduled so that they can be aligned with other siblings in the household. Lessons and work off-line will be encouraged too.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils by encouraging them to work with good levels of concentration, and sending in work to their class teacher.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.
https://www.childrenscommissioner.gov.uk/digital/5-a-day/

By accessing the online lessons provided, all children are agreeing to our 'Video conferencing Code of Conduct' which can be found here.

Roles and responsibilities
Teachers
To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available between 9am and 3.30pm. 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.

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
    - Daily Core learning and weekly Foundation Subject Learning work will be shared via Purple Mash and/or direct message on Parent Hub.
    - Teachers will be setting work on Purple Mash as well as giving verbal instruction through the live teaching. Parents will also be informed of teaching through Parent Hub.

- o Teachers in KS1 and KS2 will be teaching one session per year group and one session per class per day via MS Teams.
- Providing feedback on work:
  - o Feedback will be given by teachers via online lessons, via Purple Mash and by class email.
- Keeping in touch with pupils who aren't in school and their parents:
  - o If there is a concern around the level of engagement of a pupil then parents should be contacted via phone to access whether school intervention can assist engagement.
  - o All parent/carer emails should go directly to the class emails
  - o Any complaints or concerns shared by parents or pupils should be reported to the headteacher– for any safeguarding concerns, refer immediately to the DSL.

Details of the remote education provision can be found in the document 'Remote education provision – information for parents' on the school [website](#).

Teaching Assistants

Teaching assistants must be available during their normal 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 will be required to complete tasks as directed by a member of the SLT.

Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The SENDCo

The SENDCo is responsible for:

- Liaising with the IT 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 and delivered to SEND children

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help from teachers if they need it

- 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

Links with other policies and development plans

This policy is linked to our:
- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy