WHITEHILLS PRIMARY SCHOOL

"...putting children first...."

REMOTE LEARNING POLICY

Date reviewed: **September 2021**

Reviewed by: **N James**

Ratified by Governors: **September 2021**

Whitehills Primary School

REMOTE LEARNING POLICY

Specific Aims

This policy's aims are to ensure that any child who may not be present in school, due to COVID-19, has access to remote learning that is purposeful, reflects what is being taught in school and limits any loss of learning. Remote learning is applicable for pupils that are not able to attend school due to self-isolation or in line with government guidelines and assuming they are well enough to complete the work set.

Whitehills Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one needs fall too far behind. Once a child or family are self-isolating, the class teacher will ascertain via a telephone or email in a timely manner, whether the child is well enough to have work sent to them and if the family have the technology to support remote learning. If necessary, school will lend a device to the family to enable remote learning to take place.

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.

- 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.

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-3pm on their working days. 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.

In the event the child is waiting on test results and is well enough to access remote learning, we initially would encourage the child to complete: DoodleMaths, DoodleEnglish, DoodleSpell, Read Theory for Years 4-6, reading and Times Tables Rock Stars for Years 2-4. In EYFS, teachers will encourage practising phonics with weekly uploads of videos on EvidenceMe and use the electronic phonics books from Oxford University Press and Oxford Owl. EYFS parents will also be able to access Busy Things. Key Stage 1 parents will also have access to the electronic phonics books offered by Oxford University Press and Oxford Owl. Parents will have been sent the information to access these sites.

If the absence is going to be for longer than 3 days, then there is an expectation for all teaching staff to ensure remote learning is offered. The learning must replicate, as closely as possible, the learning in class and this will be accessed by Years 1-6 through PurpleMash. Staff have received training to upload attachments, videos and other support material. Children will access powerpoints used in class with either a written commentary or a voice over the slides to explain, via Loom. EYFS children will access their learning through EvidenceMe and Busy Things.

Teachers may use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.

Whitehills Primary School is fully aware that these are exceptional times and that this document seeks to inform and guide families. Each family is unique and because of this, should approach home learning in way which suits their individual needs. Whitehills Primary School will recommend to parents that where possible, it is beneficial for young people to maintain a regular and familiar routine and that each 'school day' maintains structure. Should anything be unclear in the work that is set, parents can communicate with class teachers via email. 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 with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly on PurpleMash or EvidenceMe. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be available.

Teacher expectations:
In addition to their in-school work, teachers from Whitehills will continue to support children that are unable to attend. Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video links and tasks for home learners. They may supplement learning through use of other sources to support learning such as WhiteRose Maths, Corbett Maths video links, Oak Academy, PurpleMash 2dos, links from websites which all mirror as closely as possible, the learning happening in the classroom.

Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will send this electronically through PurpleMash or EvidenceMe and it will be the responsibility of families to print/use these resources at home.

Providing feedback on work –
Pupils should email or submit their work via PurpleMash to their class teachers. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual basis. Feedback will be age appropriate.

Keeping in touch with pupils who aren't in school and their parents – In the case of a national or local lockdown, teachers / Learning support assistants will make contact with parents at least once per week. Any concerns should be recorded and Head teacher alerted. If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, a teacher or SLT member will call parents/pupils on day 3.
Vulnerable pupils will be called weekly – Child Protection/Educational Health Care Plans/identified pupils, this will be done by SENCO/DSL.

Emails received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48 hours. Teachers should respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further guidance for families.

Learning Support Staff
When assisting with remote learning, teaching assistants must be available between 9am-3pm or their usual working school 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.
When assisting with remote learning, learning support staff are responsible for:
Supporting pupils who aren't in school with learning remotely – when requested by Head Teacher/SENDCO

They will liaise with class teachers to support planning and resourcing and scaffolded learning.

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
- access parent contact details via school office or through Parentmail. They will not share any details with third parties.

- Work will be sent via the child's PurpleMash login / EvidenceMe

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-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

- 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

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

Remote teaching for staff who are self-isolating.

Teaching staff are required to self-isolate if they show symptoms and should immediately book an appointment for a PCR test. If a member of staff is required to self-isolate, they are expected to:

Follow normal reporting procedure for planned absence.

Following contact with school, Nicola Bayliss (Business Manager), may set up a referral to Occupational Health to support that individual.

School also suggest, that if needed, staff can contact the Employee Support Programme individually. Details of this can be obtained from Nicola Bayliss.

Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.

Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

Links with other policies

This policy is linked to our:
- Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Computing and acceptable use policy

- E-safety policy