Remote learning policy

Reviewed 2021

Hemingbrough CP

1. Aims

This Remote Learning Policy aims to:

• Ensure consistency in the school's approach to remote learning

• Ensure any period of pupil absence linked to COVID 19 is not detrimental to learning

• Set out expectations for all members of the school community with regards to remote learning

• Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

In the event of individual pupils being away from school while awaiting the results of a COVID test:

Teachers will be expected to provide 'light touch' remote learning tasks. This may include:

• Additional reading resources.

• Additional spelling practise.

• Any worksheets being used in the classroom.

• Recommendations to access established online learning tools such as 'Times Table Rockstars' etc.

In the event of individual pupils being away from school during a period of self-isolation:

Teachers will be expected to provide more comprehensive remote learning tasks. This may include:

• Those measures mentioned above.

• Paper copies of any appropriate resources / worksheets etc which are currently being used in class, across the curriculum. These can be made available to be collected by parents / carers etc as necessary.

• Digital copies of any appropriate resources / worksheets etc which are currently being used in class, across the curriculum. These can be made available to be 'collected' by parents / carers etc via Google Classroom/e mail.

• At least weekly feedback, typically a short, written paragraph, sent to the pupil via Google classroom/email.

In the event of a national or local 'lockdown' preventing traditional lessons from taking place OR the closure of their own 'class bubble' due to confirmed COVID infection.

Teachers will be expected to adhere to the following approach, providing immediate and robust 'remote education' in place of traditional classroom delivery.

Teachers must typically be available during normal working hours. They may, depending upon circumstances, be present within the school building (subject to appropriate risk assessment) or working from home throughout this period. If they're unable to work in this way 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. Any application for regular amendments to these working hours / conditions must be made to the Headteacher and be approved by the Governing Body.

Teachers are responsible for:

> Planning work:

- Planning a programme that is of equivalent length to the teaching pupils would receive in school and includes daily contact with teachers (detailed below under 'Keeping in Touch'). Teacher's should provide a weekly/daily timetable.

- Plan work for all pupils within their established class group – with due care given to providing differentiated tasks to those of differing abilities when at all possible.

- Plan using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to our school's curriculum expectations.

- Planning can also include, but not be limited to, the use of

    - White Rose (Mathematics)

    - The Oak Academy

- Planning should be coordinated with other teachers to ensure consistency across the school/subject and to make sure that knowledge and skills are built incrementally.

- Planning will make provision for appropriate tasks which are to be completed by pupils either digitally or physically.

- In planning tasks thought should also be given as to how these can be assessed and feedback given.

- Where appropriate teachers should plan to provide printed resources, such as textbooks and workbooks, when it is necessary to do so. They should also make such provision more frequently for pupils who do not have suitable online access.

- When planning work teachers must recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum which can be accommodated within these constraints.

- In some instances, teachers may need to record short videos to explain/expand on key learning points

- It is the responsibility of the teacher to identify how learning will be distributed to individuals.

> Setting work:

- Both teaching and tasks will be given to all pupils within their established class group on a daily basis throughout the working week.

- Participation in / completion of this work should typically take the pupil something in the region of five hours per day to complete.

- This work will be set for the beginning of each day.

- Work will typically be distributed to pupils via the Google Classroom and / or email containing hyperlinks or attached documents.

- Some children may require paper copies.

- The work set will include frequent, clear explanations of new content, delivered by the teacher in question or through high-quality curriculum resources or videos

> Providing feedback on work:

- Completed work from pupils will typically be submitted via Google Classroom/email.

- Feedback will be shared as soon as is reasonably possible and within a timeframe which effectively supports the progress of pupils.

- Feedback will typically be submitted via Google Classroom/email.

- Feedback given will typically be of a similar style / content to that with which pupils are familiar and celebrate success while supporting progress.

- This process (alongside those detailed under 'Keeping in Touch') will enable teachers to adjust the pace or difficulty of what is being taught in response. This may include, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

> Keeping in touch with pupils and parents:

- Teachers are expected to 'make contact' with pupils on at least a daily basis.

- At the start of each week, teachers should record a short video, welcoming children to the new week and giving a brief overview of the week.

- In addition, teachers will make individual contact with pupils throughout the course of a week to support the feedback process and gauge how well pupils are progressing through the curriculum.

- Teachers are expected to undertake the duty of answering emails from parents and pupils in a professional and timely manner. All emails should typically be acknowledged / replied to before the close of the following working day. However, when doing so would place an unreasonable burden on teacher (e.g. requiring staff to answer emails outside of working hours) then this period may be longer.

- Complaints or concerns conveyed by parents and pupils should be shared with the Headteacher.

- Any safeguarding concerns which come about as part of the contact process should be shared with the DSL / Deputy DSL as per standard school policy.

- If in the course of any communication with pupils / parents a member of staff feels professional standards are being compromised or the situation presented jeopardises their integrity or wellbeing then they retain the right to terminate that communication without explanation or professional consequence. Any such incident should be recorded and reported to the Headteacher immediately.

- Recurrent issues of pupil's non-participation in work should be raised with parents / carers and a record of this retained.

> Attending virtual meetings with staff, parents and pupil's:

- All issues covered as standard under our Staff Code of Conduct continue to apply to all facets of remote learning and breaches of these will be addressed accordingly.

- If participating in video sessions staff should give due care to appearance.

- Locations used for capturing videos/video sessions should be carefully chosen and ideally be within the school building. (e.g. avoid areas with background noise, nothing inappropriate in the background)

- Where videos are recorded at home, staff should consider carefully where this is recorded so that personal photos, inappropriate items etc are not in view

> Teacher absence / ill health:

- If staff 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.

- Standard principles around staff absence continue to apply during any periods of remote learning.

- Staff will not be expected to perform the duties outlined above during any period of ill health etc which would normally see them away from the workplace.

- Staff would be expected to perform the duties outlined above during any period of quarantine whilst awaiting a COVID test outcome, should ill health not prevent them from doing so.

- In the event of a class teacher being 'absent' during a period of remote learning due to ill health it is likely that the remote learning for their 'bubble' would be undertaken by their job share partner and/or subject leaders.

2.2 Teaching assistants/HLTA

Teaching assistants must be available to work their contracted hours throughout any period of remote learning. 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. Any application for regular amendments to these working hours / conditions must be made to the Headteacher and be approved by the Governing Body.

Teaching assistants may be asked to assume responsibility for a variety of tasks throughout this period, as advised by the Headteacher. These are not limited to but may include being responsible for:

- Supporting teachers in the preparation of resources for remote learning tasks.

- Providing feedback to pupils via Google Classroom/email, under the direction of the class teacher.

- Assisting the class teacher/SENDCo in maintaining contact with pupils/parents/carers.

- Working in school, to support those pupils still able to access in person provision as outlined in any guidance received relating to the wider school closure. This may entail working on a rota system, potentially including pre-agreed rearrangements to working hours, up to but not exceeding contracted working hours per week.

2.3 Subject Leaders (including SENDCo)

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to be revised/altered to accommodate remote learning

- Monitoring the work set by teachers in their subject

- Signposting teachers to resources that can be used to deliver their subject remotely

- Setting work for individuals/class bubbles in the event of any teacher absence

- The SENDCo should also ensure that there is regular contact with parents, carers, pupils and any external professional involved in supporting pupils.

2.4 Headteacher

Alongside any teaching responsibilities, the Head teacher will be responsible for:

- Coordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning – this will be done 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 overseeing data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring all aspects of our Child Protection Policy remain suitable and in place.

- Overseeing any amendments or addendum that need to be made to this policy in light of the prevailing context.

- Fulfilling all other aspects of their role as required.

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – although with consideration given to family / home life contexts.

- Complete work to the deadline set by teachers

- Seek help if they need it.

- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Make the school aware if their child is unwell or otherwise can't complete work

- Seek help from the school if they need it.

- Support their children in their remote learning tasks to the best of their ability.

- Be respectful when communicating with staff.

2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons.

- Maintaining an overview of the health and wellbeing of staff.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact the relevant subject lead or SENDCo

- Issues with behaviour – contact the parent / carer and / or Headteacher

- Issues with their own workload or wellbeing – contact the Headteacher

- Concerns about data protection – contact the Headteacher

- Concerns about safeguarding – contact the DSL / Deputy DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Utilise established and risk assessed means of doing so

- Use only those devices issued to them Hemingbrough Community Primary School.

- Ensure that where work set is different to that of others, it cannot be seen by others (eg differentiated work).

- Report any potential or actual breaches of data security to the Headteacher.

4.2 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

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

- Ensuring appropriate antivirus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed annually by the Head teacher. At every review, it will be approved by the full governing board.

6. Links with other policies

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- ICT and internet acceptable use policy

- Online safety policy