



NEWBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

Remote Learning Policy

Remote Learning Policy

1. Aims

This Remote Education 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 consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations to members of the school community 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 assessment 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 are awaiting test results 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 attend 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 because a member of their bubble has tested positive for Covid-19.
- Children who are not permitted to attend school owing to a National lockdown.

3. Resources

Resources to deliver this Remote Education Plan include:

- **Google Classroom** – Each pupil has a password and login to access the Google Classroom area. All school work will be set on this platform.
- **Tapestry (EYFS)** – Work can be shared with the class teacher as normal. Assessments will be linked and feedback given.
- **School Youtube Chanel** – Videos to support the teaching of new concepts will be uploaded to our Youtube Chanel. Links to these videos will be provided on the Google Classroom.
- **MyMaths** – Children in KS1 and KS2 will be set weekly tasks on this platform to practice the skills taught within lessons.

- **EdShed** – Children in KS1 and KS2 will be set tasks on this platform to practice spelling patterns/ common function high frequency words.
- **Accelerated Reader (AR)** – Children in KS2 will be able to access book quizzes on AR once they have finished reading a book.
- **Videos** - Each day there will be links on the Google Classrooms to pre-recorded videos which explain and demonstrate the new concepts taught.
- **Information for parents** for Remote Learning has been sent out via ParentMail and a video link has been shared demonstrating how to use access and use the Google Classrooms.
- **Printed learning packs** will be made available for any pupils not able to access Remote Learning owing to WiFi/internet access being unavailable.
- **Books and other physical learning materials** will be made available for all children in order to carry out any recorded tasks.
- **Staff CPD** has been provided for using Google Classroom/uploading videos so that all staff are confident with the use of this platform and expectations of this Policy.

The detailed remote learning planning and resources to deliver this policy can be found here:

- Model timetable and structure for remote learning:
<http://www.newboroughschool.co.uk/page/?title=Remote+Learning&pid=197>
- Links to resources:
MyMaths: <https://login.mymaths.co.uk/login>
Accelerated Reader: <https://ukhosted96.renlearn.co.uk/1894813>
- Curriculum resources/maps/plans including for subjects other than English and mathematics:
<http://www.newboroughschool.co.uk/page/?title=Curriculum+Information&pid=102>
- Teacher Code of Conduct for phone calls/live video/recorded video:
<http://www.newboroughschool.co.uk/page/?title=Policies&pid=98>

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 a broad range of subjects, including: Maths, English, Science, Humanities, RE, Art and Design, Design and Technology, PE, Music, PSHE, French (KS2)
- Early Years provision will link to Development Matters. Ideas and opportunities for all areas of learning will be provided via the Google Classroom.
- Pupils will learn new facts and concepts, as well as completing activities which reinforce their prior learning
- Those who cannot attend school will access similar learning to that which their bubble is completing within school
- Activities will be varied and not solely consist of 'screen time'; for example going on a scavenger hunt outside to find objects / carry out observations linked to their learning; complete Art and Design and Design and Technology projects which consist of practical tasks.
- Teachers will have access to a wide variety of resources to share remotely, such as White Rose, Classroom Secrets, Twinkl, Rising Stars, Kapow, Phonics Play.
- Resources will be quality assured by subject and senior leaders, who will monitor each week the set work to ensure that the children are having access to a broad, balanced and progressive curriculum with videos to support instruction/demonstration.

- Staff will have the training they need to provide online learning safely, including: support with using the online platforms; creating and uploading videos to YouTube, receiving up to date Safeguarding and Child Protection training and know what to do in the event of receiving a disclosure online.
- All pupils will have access to the resources they need to learn. We will ensure this by establishing which pupils are able to access remote learning and apply for the DfE IT resources, where possible, for any child who does not have this in place. Children can, if requested, be provided with an exercise book to record any learning activities. If a child does not have WiFi at home, learning packs will be made available.
- Teachers will communicate the purpose of activities and their success criteria for pupils by sharing these with the pupils in introductory videos and having these recorded on the daily lesson tasks.
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by being shown how to access the Google Classroom, where to find their learning tasks and how to submit their work.
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by providing tasks which have been appropriately shaped and tailored to meet the individual needs of the children. This will be done in conjunction with the family.
- COVID catch-up funding will be used effectively to provide booster and intervention work to target pupils to make accelerated progress.
- Staff workload will be managed by ensuring teachers receive dedicated release time; staff are given opportunities to work collaboratively to share resources/ideas to support one another; TAs support with the monitoring of Google Classrooms and responding to questions raised by children and parents.
- Leaders will measure engagement in remote learning by monitoring and recording daily which children are engaging with the remote learning by submitting the set tasks and use this information to review provision and make changes as necessary.

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 use Google Classroom.

Resources will be shared with pupils and parents via Google Classroom.

We would encourage parents to support 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 office1@newborough.peterborough.sch.uk so that other arrangements can be made.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home. Pupils and their parents should remember that:

- The children will ask permission from an adult before they look on the internet
- The children will only log on using their own username and password which they will keep confidential
- The children will always be polite and use appropriate language when emailing or sending messages on the computer
- The children will not give out their personal information or arrange to meet anyone
- If they think anything on the internet upsets them or a stranger sends them a message, they will tell an adult

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 subject.
- Monitoring the effectiveness of remote learning, including by monitoring pupil engagement; contacting parents for feedback on how the remote learning could be improved; monitoring the quality of the work submitted by pupils.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning.
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect.
- 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 Google Classroom and uploading videos.

When providing remote learning, teachers must be available between 8.50am – 3.20pm

Teachers unable to work for any reason during this time should contact the headteacher by telephone.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their class
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work using the Google Classroom online platform
- Daily English and mathematics work and two other subjects
- Planning and resources will be completed and uploaded before the pupils need access to the resources/ learning materials

Providing feedback on work:

- Reading, writing and mathematics work will be marked by the teacher in line with the Marking Policy
- Work in other subjects will be marked by the teacher in line with the Marking Policy
- Teachers will provide feedback to the pupils each day

Keeping in touch with pupils who aren't in school and their parents:

- Teachers/TAs are expected to make weekly contact, via a phone call to the child and their family
- If there is a concern around the level of a pupil's engagement, the teacher should contact the child/their family by telephone to discuss how the school can provide further support for engagement
- Teachers should email parents via the school office email address and all parent/carer emails should come through the school office account
- Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 working hours, and not in holidays or weekends. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking

- Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will make the Headteacher aware
- 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:
 - Any complaints or concerns shared by parents or pupils should be reported to the Headteacher; for any safeguarding concerns, refer immediately to the DSL

Staff who are required to self-isolate are expected to:

- Follow the normal reporting procedure for planned absence
- Following contact with school, the school business 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
- 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 by a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or SENCOs
- 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

The SENCO will liaise with the ICT technician 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 Business 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.
- Helping staff with any technical issues they are 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.

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 model timetable:
<http://www.newboroughschool.co.uk/page/?title=Pupil+Zone&pid=167>
- 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 Accelerated Reader.
- 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 emailing office1@newborough.peterborough.sch.uk or by contacting the school office via 01733 810253.
- Be respectful when making any complaints or concerns known 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 immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training in September 2020.

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

10. Expectations of staff during online meetings

When attending virtual meetings 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
- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- Code of Conduct for phone calls, video conferencing and recorded video