



## Remote Learning Policy

At Robert Shaw Primary and Nursery School, we believe that learning from home should not affect our children's futures. We believe that effective teaching and learning should continue in order for all of our children to make progress towards their end of year targets.

### **Aims**

The aims of the Remote Learning Policy are 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
- Ensure pupils, who are unable to attend school, remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local or national 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, for any reason the Class Teacher or their year group partner are unable to lead remote learning, then the Senior Leadership Team will take direct responsibility for this.

#### **Designated safeguarding Lead**

The DSL team are responsible for:

- Safeguarding concerns, including those related to remote learning (see Child Protection and Safeguarding Policy)

## **Teachers**

When providing remote learning, teachers must be available between 8:30am and 3:30pm 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:**

- Teachers will provide learning for their current class and in the absence of their year group partner, for the year group
- Teachers will provide parents with the class timetable of lessons on the first day of self isolation/lockdown.
- Teachers will save weekly planned lessons on the Staff Shared Drive
- Weekly plans will be shared with families via Class Dojo – including appropriate app and website links.
- Maths and English lessons will be set daily, with all other curriculum subjects set as per the usual class timetable.
- Daily phonics lessons will be set for EYFS and KS1 with daily VIPERS lessons for KS2.
- Teachers will read 15 minutes of the class story, daily. This should be via video, which is to be posted via Showbie.
- Work will be set to meet the individual needs of the children, this can be achieved by using the 'Groups' function on Showbie.
- Children with special educational needs will be provided with bespoke learning packs, matched to their level of need. These will be sent home to support individuals with HLN and EHCPs, in order to meet their targets. Support will be given via telephone calls, Microsoft teams meetings and dojo.
- Work will be set daily, in order for this to respond to feedback and common errors.
- Showbie and Class Dojo will be used to set work, including recorded lessons, modelling of concepts and feedback.

### **Feedback:**

- Pupils will upload work to Class Dojo/Showbie.
- All work submitted will be acknowledged by the class teacher. This can be done in a variety of ways using Showbie: voice notes, annotations, emoji's, scores etc. Using a voice note allows teachers allows for quality feedback, to praise as well as address misconceptions.
- Feedback will be given for all subjects on an individual, group or whole class 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/local lockdown or bubble/self isolation, teachers will call pupils/parents at least weekly. Any concerns should be recorded on MyConcern and the Head teacher/DSL alerted. A record of engagement in home learning will be kept and if there has been little or no engagement from either a parent or child by the second day the class teacher or SLT member will call parents/pupils.
- Parents should be kept informed by the use of Class Dojo. Communication using Class Dojo should take place at least weekly.
- Vulnerable pupils will be called at least weekly - CP/EHCP/identified pupils, this will be done by SENDCOs/DSL Team
- Communication from parents/carers should be responded to no later than the next school day.

## **Teaching assistants**

When assisting with remote learning, Teaching Assistants must be available during their usual hours of working. 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, Teaching Assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely as directed by the Class Teacher/SENDCo
- Support for pupils with HLN or EHCP's will be bespoke to their learning pack and provided by their key worker (alongside the class teacher).
- Liaising with Class Teachers to support planning and resourcing differentiated learning.

## **Subject Leaders:**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Reviewing work, set weekly. This will be available on the Staff Shared Drive.

## **Pupils and parents:**

Staff can expect pupils to:

- Be contactable during the hours of the school day 8:45am – 3:15pm
- Seek help from teachers if they need it.
- Be fully engaged in their learning. All children will have an exercise book at home that can be used for all learning, but work may also be completed using digital resources eg word documents, PowerPoint, annotating a document posted on Showbie and/or creating a Showbie document.
- Alert teachers if they're not able to complete work
- Submit their work for feedback. This can be done in a variety of ways including taking photograph of written work and uploading word documents and PowerPoints to Showbie, along with saving annotated work posted on Showbie by the teacher or by creating a Showbie document.

Staff can expect parents to:

- Seek help from the school if they need it.
- Keep an open communication with school via Class Dojo
- Encourage and support their child/children to fully engage with their learning
- Support their child/children to submit their work for feedback

## **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.

## **Who to contact:**

If staff have any questions or concerns about remote learning, they should contact the Home Learning Leader.

For specific questions they can contact:

Issues in setting work – Relevant Subject Leader or SENCO

Issues with behaviour – Head teacher/Deputy Head Teacher/DSL team

Issues with IT – Digital Lead/Deputy Head Teacher

Issues with workload or wellbeing – Head teacher/Deputy Head teacher

Concerns about data protection – Head teacher/Deputy Head teacher

Concerns about safeguarding – DSL Team

## **4. Data protection:**

### **Accessing personal data**

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

When accessing personal data, all staff members will:

- Have access to MyConcern to record any parent contact or concerns about children, this is accessed via a secure password.
- Access parent contact details via ScholarPack using a secure password.
- Log out after each use of either MyConcern or ScholarPack.
- Not allow access to the site to any third party.
- Not share any details with third parties

### **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)
- Devices will not be left unattended.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends
- Keeping operating systems up to date

### **Safeguarding:**

When recording stories, lessons or modelled concepts, please be aware of what is in your background and that you are not sharing anything which could be a safeguarding or GDPR concern.

All concerns regarding children should be recorded on MyConcern and discussed with a member of the DSL team.

Please refer to Child Protection and Safeguarding Policy.

**This policy should be read in conjunction with the school's:**

Child protection and Safeguarding Policy along with the coronavirus addendum to our child protection policy

Behaviour policy

Data protection policy and privacy notices

Computing Policy and Acceptable use policy

Online safety guidance