

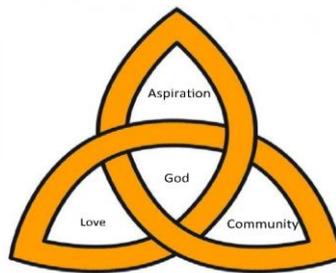
# Remote Learning Policy

## VISION

Our vision is that children are nurtured to love learning, love one another and love God.

***'Love learning, love one another, love God.'***

Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself (Mark 12)



Policy drafted by: Alison Bateman

Agreed by governing body:

Review: September 2021

# 1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Provide continuous delivery of the school curriculum
- Support effective communication between the school and families and support attendance

## 2. Who this policy is 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.
- A child's 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 uploaded to Google classroom so absent children are able to access it

## 3. Content and tools to deliver Remote Learning

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry/ Google*)
- Use of Recorded video
- Use of live video via Google Classroom
- Pre-recorded YouTube for Collective Worship
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, White Rose Maths
- Readwriter, Mathletics, Times Tables Rockstars and other resources suggested by teachers.

## 4. Home and School Partnership

Holy Trinity 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.

School will provide guidance to pupils as to how to access remote learning independently whilst in school.

School will provide login and password details that are needed to access any remote learning provided.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Holy Trinity Primary School would recommend that each 'school day' maintains structure

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. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 5. Roles and Responsibilities

### Teachers

*The 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 still in school.*

When providing remote learning, teachers must be available between 8.55 -3.20 (excluding lunch breaks). Dress code as described in the staff handbook will apply and there should be a neutral background when delivering input online.

If teachers 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 ensuring lessons remain of as high a quality as possible.
  - The work set should follow the usual structure for the day as much as is possible had they been in school.
  - Learning will be uploaded on a daily basis
  - Teachers in Nursery will be setting work on *Tapestry and Google Classroom*
  - Teachers in Year R - 6 will be setting work on *Google Classroom*.
  
- Providing feedback on work:
  - This will be done via Google Classroom or email as appropriate
  
- Keeping in touch with pupils who aren't in school and their parents:
  - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.

- Children can use the chat function on Google Classroom to communicate with their class teacher. Children should not use the chat function to communicate with other children.
- All parent/carer emails should be sent directly to the teacher
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to one of the DSLs

## **Teaching Assistants**

Teaching assistants must be available between 8.55 -3.20 (excluding lunch breaks)

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 assistant must complete tasks as directed by teachers or a member of the SLT.

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and liaising with the IT technicians to ensure smooth delivery of remote learning.
- Monitoring the quality and effectiveness of remote learning through regular meetings with teachers and subject leaders and through 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

## **SENCO**

- 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 EHCPs
- Identifying the level of support

## **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

## **Pupils and parents**

Staff can expect pupils learning remotely to:

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

## **6. Links with other policies**

This policy is linked to our:

- Behaviour and Anti-bullying policy
- Child protection policy and Safeguarding
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct