



# Remote Learning Policy

## Mr L Corns

Date Approved	January 2023
Review Date	
Approved by which committee	
Chair of Committee Signature	

<i><u>Admin use only</u></i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





# Loxdale Primary School Remote Education Policy

## Statement of School Philosophy/Rationale

Loxdale Primary School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this. Our strategy is based on the DfE Guidance <https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools>.

## Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who are not in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to delivery of high quality remote learning.
- Include continuous delivery of the school curriculum, as well as to offer support in terms of motivation, health and wellbeing and parent support.
- Support effective communication between the school and families and support attendance.

## Scope

This policy aims to support learners and their families in the following circumstances:

### **In the unlikely event of a new National Lockdown or a 'Snow Day'.**

Under these circumstances, school will revert to the COVID contingency plan, where online daily check-ins are undertaken and both online and offline resources are used to ensure that children still have access to high quality teaching. Procedures that have been put into place in response to previous national lockdowns will be used once more, as pupils and families are familiar with these, therefore causing less disruption to the children's learning.

### **If a child is unable to attend school but is well enough, and the rest of their class are in school, being taught as normal, for example if a child is isolating for several days with an illness such as chickenpox.**

Under these circumstances, children have:

- Access to their remote learning that will be sent to their individual school email address.
- Access to pre-recorded videos on White Rose Maths, Oak Academy, the Ruth Miskin portal where necessary and any other additional resources as deemed appropriate by staff. These will all be sent to the child's individual school email address.



- Access to the same learning objectives and skills that are being taught in school.
- Regular check-ins made by EHWB staff to ensure that the children are safe and well.

### A child is absent through illness and is too ill to undertake remote learning.

Under these circumstances:

- Regular check-ins made by EHWB staff to ensure that the child is safe and well.
- No work is expected to be undertaken until the child returns to school.

### A member of staff is absent.

Under these circumstances:

The children will be taught their planned lessons by a member of school staff or a supply teacher.

## Content and Tools to Deliver This Remote Education Plan

Microsoft Teams is the principal tool used to deliver remote education. This will be supported by:

- Online tools for EYFS KS1 KS2 (for example, Education City/Times Table Rockstars, SPAG.com, Literacy Shed, Grammasaurus etc.).
- Use of recorded video (or live video if used) and instructional videos.
- Phone calls home.
- Printed learning packs.
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, White Rose Maths and Oak Academy.

## Online Safety/Safeguarding Considerations

- This policy supports the school's Online Safety Policy, particularly the section related to Remote Education/Online Learning. All learners have signed an Acceptable Use Policy that they will have to do adhere to whilst learning remotely. Before using Microsoft Teams, children and parents/carers have been advised on how to use this software safely. This policy also takes into account the latest DfE statutory guidance 'Keeping Children Safe in Education', Early Years Foundation Stage and 'Working Together to Safeguard Children' guidance.
- All resources made available for the children, particularly video resources, will have been thoroughly checked before use. If using a YouTube video, this will be displayed using a service such as <https://safeyoutube.net/> or <https://safeshare.tv/>.



## Accessibility and inclusion Roles and responsibilities

**Digital Technology Lead:** Mr Lee Corns

**School Business Manager:** Mr Simon Brooke

**Remote Learning Delivery Lead:** Mrs Emma Wright-Jones (Deputy Headteacher)

Mr. Corns will be responsible for the technological aspects of the remote learning offer and for ensuring staff are appropriately skilled to deliver a high-quality curriculum. Mr. Brooke is responsible for ensuring appropriate hardware is procured to secure a high standard of hardware is available. Mrs. Wright-Jones has the overall responsibility for regular and rigorous monitoring of the remote learning curriculum offer to pupils, which will be reported to governors on a termly basis through the Curriculum Committee.

### Teachers and Teaching Assistants

*The suggested responsibilities below relate to when a child is not able to attend school, but the rest of their class are in school and learning as normal:*

#### Setting work:

- EHWB staff will be expected to 'check-in' with children regularly to monitor the children's safety and well-being.
- All teachers will send work and links to resources to the child's school email address.
- Children with additional learning needs, who may need extra support to engage with the learning, will be provided with differentiated support work on Education City at their appropriate level.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.

#### Providing feedback on work:

- All completed reading, writing and maths work that is submitted via email or handed in when the child returns to school will be checked by the class teacher.

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

- The child's non-attendance will be registered on SIMS and regular check-ins will be carried out by EHWB staff accordingly.
- 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.
- All parent/carer emails should come through the school office email account or the specific class email set for remote learning (this should not be the member of staff's school email account).



- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school.

Monitoring and reviewing the effectiveness of remote learning.

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.

### **Technical support**

Technical support is responsible for:

Managing and addressing technical issues in Microsoft 365 and Microsoft Teams.

Supporting staff with any technical issues.

### **The SENDCO**

Liaising with the Technical Support 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.

Liaising with the head teacher and other organisations to make any alternative arrangements for pupils with EHC plans and IEPs.

Identifying the level of support required for individual children.

### **The School 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/learning arrangements.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

Complete work that is set by teachers.

Seek help from school staff if they need it via email.

Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:



Try to ensure that they engage with check-ins that are made by EHWB staff.

Try to ensure that their children complete their remote learning daily

Make the school aware if their child is sick or otherwise cannot complete work.

Seek help from the school if they need it via email or telephone call to the school office.

Be respectful when making any complaints or concerns known to staff and use the correct channels, not Facebook to discuss any issues.

### **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.

Ensuring the Remote Education policy is fit for purpose and fulfils requirements set out in DfE guidance - <https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools>

### **Links with other policies and development plans**

This policy is linked to, and should be read in conjunction with, the following policies:

Safeguarding & Child Protection

Behaviour

Data protection policy and privacy notices

Online Safety Policy and Acceptable Use policies (specific to remote education)

Digital Development Planning

End User Agreements for Google Classroom/Teams etc. e.g., [https://gsuite.google.com/intl/en-GB/terms/education\\_terms.html](https://gsuite.google.com/intl/en-GB/terms/education_terms.html)

### **Monitoring and review**

This policy is monitored by the Governing Board and will be reviewed annually.

**Signed:**

**Date:**