

# Remote Learning Policy



**Approved by Governors: November 20**

Signed \_\_\_\_\_ (chair of governors)

**Review date: (GB free to determine)**

At Thelwall Infant School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

**Staff members** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Head Teacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any concerns they may have about remote learning, to the headteacher.
- Adhering to the Staff Code of Conduct at all times.
- Ensuring parents receive our safety rules at the beginning of any period of home learning.

**Parents** are responsible for:

- Communicating with school about their child's absence and keeping us up to date on the expected period of absence.
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they have access to Google Classroom.
- Ensuring their child is supported in completing schoolwork set to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Notify school if they do not have access to a digital device (or internet access) and are therefore unable to access home learning tasks.
- Reminding their children of the school safety rules before beginning any period of home learning.

- Supporting their child in 'submitting' work via google classroom and sharing any feedback from the teacher with their child.

There are different scenarios that could occur over the coming months which would trigger the need for home learning to be facilitated. Below we have outlined the potential scenarios and the graduated response that we would use in each circumstance;

### **Tier 1**

Your child is unable to attend school due to covid reasons (e.g. whole family or individual child needs to self-isolate due to close contact with a confirmed positive case, or whilst waiting for test/test results) but is well enough to complete home learning.

### **Our Response**

Home learning will be sent from the day after we are notified of the child's absence. The children will receive learning via google classroom. Home learning will focus on basic skills (reading, phonics, writing and maths). As much as possible this will mirror the work that is going on in their class.

KS1 learning will include access to online resources including;

- Bug Club
- Oxford Owls
- DB Primary
- White Rose Maths
- BBC Bitesize
- Oak Academy
- Phonics Play

Reception learning will include access to online resources including;

- Bug Club
- Oxford Owls
- Oak Academy
- Phonics Play

The work set may cover 1 or 2 days, or up to a week depending on the expected length of absence.

Parents may also want to complete additional 'topic' related activities and can use the Key stage curriculum overview for that half term to find out what topic work the children are doing.

## **Tier 2**

If a whole class 'bubble' has to close due to covid reasons (e.g. if a confirmed case occurs within a bubble and the child/staff member has been in close contact with the other members of the bubble within the previous 48 hours) or the whole school has to close (e.g. if a confirmed case occurs within school and there has been close contact between them and a high number of staff).

### **Our Response**

The children will receive learning via google classroom. Home learning packs will also be made available to the children. These will include; a maths book, a writing book, a whiteboard (including phoneme frame) and a whiteboard pen. If the teacher is well the teacher will arrange live google meet sessions for registration/phonics, writing and maths. There will also be some other live google meet sessions scheduled including foundation subjects, handwriting, R.E/P.E.H.R.E. These will be supplemented with other learning activities and tasks that will be set within google classroom. They may include pre-recorded sessions, for example from Oak Academy, and activities and tasks both practical and online e.g. BBC bitesize.

If the teacher is unwell home learning will be provided via google classroom but will not include live google meets.

A minimum of 3 hours work per day will be set (this will include the time in live sessions).

The remote learning will mirror the learning taking place in school (key worker children) where appropriate and possible. However we may need to make adaptations for some subjects.

### **Children with SEND**

If your child has identified special educational needs then their class teacher will tailor the home learning to suit their needs wherever necessary. They will also offer additional help for parents if requested e.g. phone calls, google meet sessions.

### **Access to Technology**

Children are encouraged to access as many of the live sessions as possible, but all live google meet sessions are recorded and uploaded so that children can access the learning at any time if they are unable to attend a live session, for example when access to a device is limited because it is being shared between family members.

Any families that do not have a suitable device to access the remote learning are asked to contact the headteacher at [mrsrostron@thelwallinfantschool.co.uk](mailto:mrsrostron@thelwallinfantschool.co.uk). The school will do their best to loan equipment where necessary.

The school will also look at ways to support families who do not have adequate internet access.

## **Marking and feedback**

All schoolwork completed through remote learning must be:

- Completed to the best of the pupil's ability.
- The pupil's own work.
- Shared in google classroom by uploading photographs, adding a private comment or clicking 'hand in' for any practical activities that have been set, to show that they have been completed.

The teacher or teaching assistant will provide feedback on work in the form of private comments. This will include what has gone well and may include some areas that need improvement or corrections. They will also provide whole class feedback as part of the live sessions.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Parents are accountable for the completion of their children's schoolwork – teaching staff will contact parents via phone call/email if their child is not completing their schoolwork.

Please see Annex A for submitting work and feedback procedure for parents.

## **Monitoring of attendance and work submission**

Teachers will undertake live daily registration as part of the daily morning phonics session. Parents are asked to contact the teacher if their child is unable to attend the live registration.

If children miss more than one registration session in one week, or one a week over a number of weeks teachers will contact parents to offer support in engaging the children in registration and phonics sessions.

Submission of work will be monitored and teachers will contact parents if less than 70% of work is being submitted to discuss and support remote learning.

## **Online safety**

This section of the policy is enacted in conjunction with the schools safety policy.

At the start of any period of home learning parents will be asked to remind their children of the schools safety rules. These will be shared with parents as part of the home learning correspondence and can also be found on the school website.

### **All staff and pupils using video communication must:**

- Ensure that when staff are participating in video calls with children that there is an adult present with them.
- Wear suitable clothing – this includes others in their household.

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Not record, store, or distribute video material or any digital content without permission.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.

During the period of remote learning, and through computing lessons whilst in school, the school will maintain contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

### **Safeguarding**

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working. (see Annex to safeguarding policy)

The Headteacher will arrange for regular contact to be made with vulnerable families during a period of remote learning lasting longer than 5 days.

Phone calls made to vulnerable families will be made using school phones where possible.

All contact with vulnerable families will be recorded on the electronic chronology and suitably stored in line with the Data Protection Policy.

The headteacher will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

Pupils and their parents will be encouraged to contact their class teacher if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Staff will be considerate of the potential pressures vulnerable families may be facing and may support or tailor home learning to ensure the well-being of the family remains the priority.

### **Data protection**

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Staff/pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure as per the Staff Code of Conduct.

## **Annex A**

### **Submitting Work and Receiving Feedback**

Outlined below are our expectations for children's work in google classroom and our policy for feedback from teachers and teaching assistants on this work.

We hope that once you have supported your child initially with the uploading of work etc. lots of them will be able to begin doing this independently.

#### **Written work**

- Please can you upload a photograph of all the recorded work that children complete that has been set as a task within google classroom. For example take a photograph of any maths work they have completed in their maths books, photograph their writing from their writing book and any other written work such as geography, science etc..
- Please add a private comment if you need your child's teacher to know something about how your child coped with the work, for example if they found it tricky and needed lots of support. If there is no comment we will assume that they have managed the work well without too much support.
- Teachers will monitor the submission of all work and will comment on some of it (but not all of it).
- Teachers will feedback on pieces of writing in the same way that they would in school. This will include praising the child for what has gone well with their writing, and a suggestion for correcting or improving their work if necessary. We do not expect you to re photograph and upload the work again once the correction or improvement has been made, but please support your child in doing the correction or improvement.

#### **Practical activities or tasks**

- Simply click 'mark as done' when you have completed a practical task such as daily physical activity or practising times tables. (If using an ipad click on the 'Your work' option at the bottom of the screen and the 'mark as done' option will appear. If using a PC or laptop you should see the option to the right hand side.)
- If it is a practical activity which results in 'finished' product e.g. making a sandwich, please upload a photograph and/or leave a private comment (on a PC or laptop you will see these option to the right hand side to add a private comment and add a photograph. On an ipad you will see at the bottom an 'add private comment' option. To add a photograph click on the 'your work' bar at the bottom and 'add attachment' will appear.)

#### **Class Comments**

- Please only use the class comments option if you have a comment or question that is relevant to the whole class (please show your children the difference so that they know the difference between the class and private comment options).