# REMOTE/HOME and SCHOOL LEARNING POLICY

**Aims and objectives**

This remote learning policy for staff aims to:

● Ensure consistency in the approach to remote learning for pupils who are not in school
● Ensure consistency in the approach to learning for pupils who are in school
● Set out expectations for all members of the school community with regards to remote and in-school learning
● Provide appropriate guidelines for data protection

**Roles and responsibilities**

**SLT**

● Ensure that all pupils are receiving appropriate work that matches their individual needs
● Ensure that work is being marked and pupils are given feedback that enables them to continue and progress in their learning
● Support staff who are struggling to provide appropriate learning and support to pupils

**SENDCo**

● Ensure that pupils on the SEN register are receiving levels of support to help them in their learning
● Identify any 'interventions' that could be used remotely
● Liaise with parents to provide support to them with their child's learning
● Ensure EHCP pupils have support when they are in school
● Monitor and co-ordinate remote learning for children on the SEN register

**Teachers**

When providing remote learning and when in school, teachers must be available between 8.30am and 4pm.

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report using our normal absence procedure.

**When providing remote learning, teachers are responsible for:**

● Setting work for their class and year group
● The amount of work they need to provide
● When this work needs to be completed by. (Remember not all children have instant access to a device or many need to share. Turning around work cannot be viewed in the same way as if a child is in school.)

- Uploading work onto Google Classroom, with clear instructions for pupils, to help them understand what is expected of them
- Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete work
- Provide feedback on work – consider the following:
  - How you access completed work from pupils. Ensure pupils know.
  - How you share feedback with pupils
  - When to finish sharing feedback on completed work
- Keep in touch with pupils who aren't in school and their parents:
  - Pupils and/ or their parents are expected to make regular contact when working from home. Pupils in school are getting regular contact and completing work.
  - If a pupil has not engaged with online learning, you should contact the parents to check everything is ok. This may need to be at the end of the school day. There may be a genuine reason for a child not engaging remotely. Record that you have contacted a parent and what their response was. You need to get to know the circumstances of your pupils at home.
  - If a child is not engaging/completing work, after you have initially spoken to parents, refer this to SLT. Use your professional judgement on when to refer up. Remember we cannot expect every household to respond instantly or in the same way. Hence getting to know your pupils home situation is so important. Hopefully you having contacted parents will get a positive response.
  - Do not answer parent emails outside of school hours (8.30-4.00). If you are unsure of how to respond to a query, direct this to SLT. Send any responses to parents via the school office or Google Classroom
  - If any concerns arise around safeguarding, you must complete a green sheet in the same way as if you were in school and contact Janice Woodhead or Janice Woodhead.
- Attending virtual meetings with staff, parents, pupils and other agencies:
  - You should be suitable and professionally dressed
  - Consider your location (eg avoid areas with background noise, nothing inappropriate in the background)

**Teaching Assistants**

When assisting with remote learning, at home or at school, teaching assistants must be available between 8.30am and 3.30pm.

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report using our normal absence procedure.

When working in school teaching assistants will work alongside and under the direction of the teachers leading the bubbles.

**Subject Co-Ordinators**

Alongside their teaching responsibilities, subject co-ordinators are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject co-ordinators and SLT to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources they can use to teach their subject remotely

**Senior Leaders**

Alongside their teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Communicating with parents on remote learning initiatives being used or introduced
- Informing the Governing Body of the schools approach to remote learning and reporting on its impact
- Liaising with local schools on remote learning practice and initiatives, seeking to provide the best practice possible for the school
- Responding to Local Authority requests/advice with regard to remote learning
- Responding to DfE initiatives/legislation which are brought in

**Designated Safeguarding Lead**

The DSL is responsible for:

- Managing and addressing all matters relating to Child Protection
- Attending, when possible, meetings involving outside agencies. Provide reports when attendance is not possible.

**Administration Staff**
Office staff :

- Carry out their respective roles, working at times in school and at times at home remotely
- To be available every contracted day and when working in school between 8.30am and 4pm.
- Maintain in school registration (bubbles) and to provide the daily information for the Dfe and Local Authority.
- Support parents with any questions or concerns they have regarding school attendance or remote learning. These can be passed on to appropriate staff members if required.
- Ensure lunches are provided for FSM children in school and / or for FSM provision when at home.

**IT Staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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

**Pupils and Parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work.
- Seek help from the school if they need it – if staff know of any resources, they should point parents towards these if they are struggling
- Be respectful when making any complains or concerns known to staff

**Who to Contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject co-ordinator, SENDCo or SLT
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT staff – Nikki Philipps
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer – Sue Hurst
- Concerns about safeguarding – talk to the DSL – Janice Woodhead

**Data Protection**

Data protection if the responsibility of all staff and everyone is expected to ensure data is handled correctly, ensuring confidentiality and privacy.

Please see the Data Protection Policy for issues relating to the protection of data used in remote learning.

**Safeguarding**

The School Child Protection Policy should be followed and adhered to at all times. Please see the Child Protection Policy for issues/concerns/procedures to follow

**Monitoring arrangements**

This policy will be reviewed when Government guidelines require this, by the Headteacher. At every review, it will be approved by the full Governing Body or by the Chair of Governors/ Safeguarding Governor if there are minor changes. The FGB will be kept informed of any changes.

**Links with others policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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