

Remote Learning Policy

Aims

This remote learning policy aims 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.
- Provide appropriate guidelines for data protection.
- Ensure pupils 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 for them.
- Ensure continuous delivery of the school's broad curriculum, as well as support of pupils' well-being.
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback.
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources.

Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Pupils will study a broad range of both core and foundation subjects.
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning to that which their year group is completing within school.
- Activities will be varied and not solely consist of 'screen time', for example science investigations, maths games and PE.
- Learning will be accessed through the school website on our 'Virtual School'. Each team has a daily timetable for parents and children to follow, similar to the one below:

Reading		Year 1 Phonics		Year 2 Phonics/Spelling		Physical			
Monday		Tuesday		Wednesday		Thursday		Friday	
English		English		English		English *		English *	
Y1 Maths * Y2 Maths *		Y1 Maths Y2 Maths		Y1 Maths Y2 Maths		Y1 Maths Y2 Maths		Y1 Maths Y2 Maths	
PE		Theme *		Theme *		PSHE		Friday Fun	

- Teachers have access to a wide variety of resources to share remotely, such as Phonics Bug, Bug Club reading books, Accelerated Reader, Oak Academy, White Rose maths, NCETM lessons, Charranga and BBC Bitesize.
- All children will receive a 15 minute 1-1 Zoom session with their class teacher weekly. Teachers will provide feedback for the work they have received and also give a bespoke teaching input where appropriate during this time.
- KS2 classes will have a daily year group Zoom session to introduce the day and explain the activities. This will also enable the children to feel connected to their peers.
- KS1 and EYFS will have a whole class weekly story time through Zoom to help the children feel connected.
- At times, teachers will prepare or use pre-recorded video clips to communicate the purpose of activities and to ensure that the children understand what they are learning and how they can be successful.
- We will be flexible with our approach and offer of support to our families as there are so many different family contexts in our community.
- All pupils will have access to the resources they need to learn. We will ensure this by having appropriate resources e.g. phonics cards, maths equipment etc. sent home if necessary.
- Additional 1-1 or group Zoom sessions will be provided by teaching assistants for targeted groups to support their learning.
- Children’s wellbeing is a priority and we will continue to provide pastoral support to families.
- SEND will not be a barrier to accessing the curriculum at home because the school will work in partnership with families through regular communication and bespoke support for each targeted pupil.
- Staff workload will be managed by regular communication with Team Leaders and the SLT.
- Senior Leaders will measure engagement in remote learning by monitoring daily recording on CPOMS. They will gauge strengths and weaknesses and use this information to review provision and make changes as necessary.

Remote teaching and study time each day

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage 1	3 hours – in line with government guidance.
Key Stage 2	4 hours – in line with government guidance.

Working with Parents

- We are committed to working in close partnership with families and providing remote learning in different ways when necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND).
- We will provide guidance to parents on how to use the online learning on our website and how to access the Zoom calls.
- We would encourage parents to support their children’s work and to establish a routine based around the school day wherever possible.
- Should parents be unable to access online work for any reason, they should contact the school

office or their child's class teacher as quickly as possible so that other arrangements can be made to support them. We can provide a number of Chromebooks to support children who do not have other electronic devices at home.

- Printed paper packs of the work will be available for any family to collect at the school office each week. Bespoke packs will also be made available for targeted SEND or G&T children.
- All children sign an 'Acceptable Use Policy' at school, which includes e-safety rules. This applies when children are working on computers at home.

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 Virtual School and the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring that resources are available to fully support teachers and pupils so that remote learning can take place effectively.

Teachers

When providing remote learning, teachers must be available between 9 am and 3:30pm on their working days and are responsible for:

- Setting work:
 - Teachers will provide appropriate learning for their current class.
 - Teachers will use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, in addition to pre-recorded videos and other resources identified by school curriculum leaders.
 - The work will be set weekly.
 - The work will be uploaded to the Virtual school on the website by Monday morning each week.
 - KS2 Teachers will outline the work daily via a whole class Zoom session.
- Providing feedback on work:
 - Pupils will email work to their class teacher. All work submitted will be acknowledged and feedback will be given during the 1-1 weekly Zoom session.
 - Teachers will use the 15 minute 1-1 Zoom session to provide bespoke teaching of a concept if needed.
- Keeping in touch with pupils who aren't in school and their parents:
 - In the case of a national or local lockdown, teachers will video call pupils/parents weekly. These communications will all be recorded and logged on CPOMS. If there has been no communication from either a parent or child for more than two days, the class teacher or SLT member will call parents.
 - Vulnerable pupils will also have video calls with the pastoral lead.
 - Teachers should check emails at least once in the morning and once in the afternoon.
 - Where a family displays difficult behaviour or is unable or unwilling to engage, teachers will contact the Headteacher, Deputy Headteacher or the SENDCO.
 - Any calls made using personal phones must have 141 inserted before the recipients' number so that their phone number is withheld.

Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours. During the school day, teaching assistants must complete tasks as directed by a member of the SLT or their Team Leaders. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher, Deputy Headteacher or SENDCO
- Assist the class teacher with supporting pupils
- Prepare home learning resources
- Support children at home through running virtual intervention groups
- Attend virtual meetings with colleagues
- Undertake remote and/or online CPD training

The SENDCO

The SENDCO is responsible for:

- Ensuring that pupils with EHCPs continue to have their needs met while learning remotely, and will liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support required by pupils with SEND.

Pupils and parents

As a school, we can expect pupils to:

- Engage with the learning activities every day and complete work to the deadlines set.
- Attend any Zoom calls scheduled with the school (see appendix 1).
- Seek help from teachers if they need it.
- Alert teachers if they're not able to complete the work.

We expect parents to:

- Seek help from the school if they need it.
- Support their child at home and establish a clear learning routine.
- Ensure their child is available for Zoom calls from the school.
- Supervise any Zoom calls (see appendix 1).
- 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.

Data protection

Accessing personal data

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

- Teachers are able to access parent contact details. Do not share any details with third parties and ensure your computer is always logged off or locked when not in use.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Storing the device securely to avoid theft
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a designated safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the Senior Leadership Team. All safeguarding policies and procedures continue to apply.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

Staff should follow the guidance in Appendix 1 when making video calls.

Landscape Video Calls - Information and Guidelines

At Landscape, we wish to make the children's home learning as interactive as possible (and fun!). We therefore offer regular Zoom calls with all children working at home. These calls may be 1-1, small group or whole class sessions. The invitation to parents for each Zoom session and the password will be sent by the school to the email address held on our records.

Video Calls

In order to comply with our Safeguarding and Data Protection Policies and legislation, we have outlined the following expectations:

Staff

- The sessions must be recorded and stored by the member of staff running the session.
- A waiting room should be opened to ensure only the invited attendees are admitted.
- Pupils should be reminded at the start of the session that it is being recorded and that they must use polite language when asked to join in.
- Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.
- Staff must use appropriate, professional language.
- Any Safeguarding concerns should be raised with the Designated Lead. The session should be stopped immediately if there are any concerns.
- A record of any 1:1 sessions should be logged on the child's CPOMS and tagged as 'Covid -19 contact'.

Parents

- By allowing children to join video calls Parents consent to the sessions being recorded by the school and agree not to make any recordings of the session.
- The child's login name should be their first name and just the initial letter of their surname. Zoom is not intended for use by individuals under the age of 16 unless it is through a school subscriber.
- The content of each session is confidential as are the password and invitation codes.
- A parent must supervise the child during each Zoom call but should not join in with any group sessions.
- Parents must dress appropriately and use appropriate language.
- Parents should ensure that the pupils are aware of the 'Pupil expectations' set out below.
- Any concerns parents have following the Zoom session should be immediately reported to the Headteacher.

Pupils

- Pupils should be dressed appropriately and positioned in front of a suitable background.
- Pupils should be aware that the session is being recorded and that they should behave sensibly, using polite language.
- Pupils should be aware that in group sessions, their voices will sometimes be muted and at other times, they will be invited to speak.