



Remote Learning Policy

Approved by: Local Governing Body

Date: October 2020

Last reviewed on:

Next review due by:

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school as a result of school or bubble closure, or who are needing to self-isolate whilst awaiting COVID-19 test results
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

1.1 This policy applies to:

- Pupils within a bubble not permitted to attend school because they or a member of the bubble have tested positive for Covid-19
- Pupils (and any siblings also at St. Andrew's) who are absent because they are awaiting test results and the household is required to self-isolate whilst the rest of their school bubble is attending school and being taught as normal.

2. Roles and responsibilities

2.1 Teachers

Teachers will be available between 9am and 3pm on the days that they are contracted to work. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should inform the Headteacher as normal. If it affects the completion of any work, teachers should ensure that arrangements have been made with their year group partners or a member of the SLT to ensure work is completed.

• **Setting work:**

When providing remote learning for pupils within a bubble not permitted to attend school, teachers will undertake the following:

- As a year group team, teachers will create a weekly timetable of work using the appropriate template to ensure coverage of a broad curriculum using the school's long term plans and learning journeys to provide progression and consistency of approach (see Appendix A)
- Teachers will upload the week's timetables and resources to ClassDojo or Tapestry on Monday mornings
- With year group partners, teachers will record short explanatory videos twice a week and upload onto ClassDojo or Tapestry when required
- Teachers will endeavour to reduce the necessity for pupils to access the internet in order to enable pupils with limited access to devices to complete learning tasks
- With year group partners, teachers will provide remote learning packs school for the small number of pupils unable to access the internet at home

When providing remote learning for pupils who are absent because they are required to self-isolate whilst the rest of their school bubble is attending school:

- Teachers will direct the pupils to follow the year group's in-class learning via the Oak Academy learning platform for KS1 and KS2, or the home learning grid made for EYFS pupils

• **Providing feedback on work:**

- Teachers will provide feedback to individual children's work via ClassDojo as required

• **Communication with children and parents:**

- Teachers will continue with weekly Thoughts for the Weekend to be posted on both ClassDojo and the school website (can be forwarded to DHT or office staff to upload)
- Class teacher email communication with parents should take place during school hours, i.e. 9am-3.00pm on weekdays, only. Teachers will not be expected to communicate with parents on the weekend
- Specific issues should either be dealt with by the relevant class teacher with the Headteacher blind copied into any correspondence, or directly referred to the Headteacher to deal with
- Class teachers will draw up a list with teaching partners and the SENDCo of children who should be contacted via a weekly keeping-in-touch phone call. Teachers should report any safeguarding concerns to the Safeguarding Lead or Deputy Safeguarding Lead and log any concerns on CPOMS (see Safeguarding section below)
- Teachers will not be required to hold Zoom meetings either whole-class or with individual pupils for reasons of safeguarding of both pupils and teachers

2.2 Teaching assistants

Teaching Assistants will be available during their contracted hours. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely when requested by the class teacher and/or the SENDCo
- Where internet access is available, supporting their year group teachers researching and producing resources as required
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2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set for their subjects by each year group, checking for progression and adherence to the subject's long term plans
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent, alerting them to resources that are available

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Applying for IT equipment for the disadvantaged pupils within a bubble should it have to be closed
- Co-ordinating the remote learning approach across the school
- Ensure the school website and ClassDojo is kept updated with the distance learning resources required to support pupils in completing their learning tasks
- Supporting teachers in delivering remote learning for their year groups
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact with pupils and their families, collating and passing on information to the relevant bodies and responding to any concerns. **See COVID-19 amendments to the Safeguarding and Child Protection Policy.**

2.6 Technical support staff

Staff with specific IT responsibilities are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete tasks to the deadline set by teachers and upload work onto ClassDojo as required
- Seek help if they need it from their class teachers or teaching assistants
- Alert teachers if they are unable to complete work
- Respond to communications from their class teacher as much possible

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise unable to complete work
- Seek help from their child's class teacher if needed, so that they can be directed to the school website's remote learning resources
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the 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

3. 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 lead or member of the SLT
- Issues with differentiating work - talk to the SENDCo or member of the SLT
- Issues with behaviour – talk to a member of the SLT
- Issues with IT – talk to ICT Support Dee Colegate
- Issues with their own workload or wellbeing – talk to their line manager or SLT member
- Concerns about data protection – contact our DEMAT data protection officer Joanne Patterson
DPO@demat.org.uk
- Concerns about safeguarding – talk to the DSL Mike Harrison

4. Data protection

4.1 Accessing personal data

Staff will inevitably be required to access personal data for remote learning purposes, for example, to find contact details on Pupil Asset, or to record concerns on CPOMs. When accessing personal details, all staff members will:

- Keep personal login details secure and ensure you log out after use
- Not share any contact or login details with third parties
- Use only school laptops and iPads when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning provision. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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
- Not sharing the device among family or friends

5. Safeguarding

Please refer to the following for updates concerning safeguarding in relation to remote learning: **Safeguarding and Child Protection COVID-19 school arrangements for St. Andrew's C of E Primary School** https://www.st-andrews-pri.cambs.sch.uk/web/procedural_policies/271798

6. Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Government by Mike Harrison (Headteacher) and the SLT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy and coronavirus addendum to our child protection policy
- Home-school agreement
- Acceptable Use of ICT Agreement
- ClassDojo policy
- Online safety policy
- DEMAT/St. Andrew's GDPR policies

Appendix A - Remote Learning Weekly Timetables

EYFS Remote Learning Timetable

	15 mins	5-10 mins	45 mins	15 mins	15 mins	45 mins	15 mins	30 mins
Monday	Phonics	Reading	Learning through free play	Maths	Communication and language	Learning through free play	Gross and fine motor skills	Learning through free play
Tuesday	Phonics	Reading	Learning through free play	Maths	Communication and language	Learning through free play	Expressive arts and design	Learning through free play
Wednesday	Phonics	Reading	Learning through free play	Maths	Communication and language	Learning through free play	Understanding the world	Learning through free play
Thursday	Phonics	Reading	Learning through free play	Maths	Communication and language	Learning through free play	PSED	Learning through free play
Friday	Phonics	Reading	Learning through free play	Maths	Communication and language	Learning through free play		

KS1 Remote Learning Timetable

Monday	Phonics 30 minutes		English 30 minutes		Maths 30 minutes		15 minute read		History or Geography 45 minutes
Tuesday	Phonics 30 minutes See Dojo for a clip		English 30 minutes See Dojo for a clip		Maths 30 minutes See Dojo for a clip		15 minute read		PSCHE 30 minutes
Wednesday	Phonics 30 minutes See Dojo for a clip	Take a Break!	English 30 minutes See Dojo for a clip	Take a Break!	Maths 30 minutes See Dojo for a clip	Take a Break!	15 minute read	Take a Break!	RE 30 minutes
Thursday	Phonics 30 minutes See Dojo for a video clip		English 30 minutes See Dojo for a clip		Maths 30 minutes See Dojo for a clip		15 minute read		Science 1 hour
Friday	Creative 1 Hour		PE 1 hour		15 minute read		Computing 30 minutes (alternate weeks)		Creative 1 Hour

KS2 Remote Learning Timetable

Monday	Spelling 10 minutes		English 30 minutes		Maths 30 minutes		Reading 20 minutes		History or Geography 40 minutes
Tuesday	Spelling 10 minutes	Take a Break!	English 30 minutes	Take a Break!	Maths 30 minutes	Take a Break!	Reading 20 minutes	Take a Break!	R.E. or PSHE 40 minutes
Wednesday	Spelling 10 minutes		English 30 minutes		Maths 30 minutes		Reading 20 minutes		P.E. 40 minutes
Thursday	Spelling 10 minutes		English 30 minutes		Maths 30 minutes		Reading 20 minutes		Creative 40 minutes
Friday	English 30 minutes		Break	Maths 30 minutes			Reading 20 minutes		ICT 40 minutes