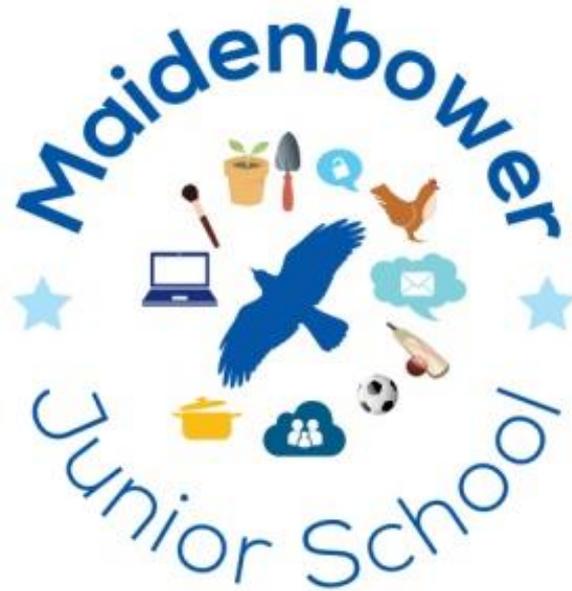


Maidenbower Junior School



Remote Learning Policy

Approved by:	Head teacher, SLT, GDPR Officer and Full Governing Body
Last reviewed on:	January 2022
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Version number:	3

Aims:

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1. Aims

This remote learning policy for staff 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.

2. Roles and responsibilities for whole class remote learning

2.1 Senior Leadership Team (SLT and SENCO)

- Leading the remote learning approach across the school.
- Monitoring the effectiveness of remote learning - through regular communication with teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- To communicate with specific parents where teachers have identified a lack of learning or absence.
- Ensuring all safeguarding procedures are followed throughout all aspects of remote learning.
- Maintain regular communication with families that are part of our safeguarding and child protection provision.
- To support teachers in providing personalised provision, e.g. if children with SEND require learning different to the year group.
- SLT will adhere to further Government guidance if needed to update policy.
- Provide clear communication with parents as to the procedures and guidance for all remote learning.

2.2 Year Leads

- Year Leads to oversee the planning of the year group.
- To organise recordings of 'live teaching' where appropriate that will enable pupils to continue with learning that they would in school. This will enable pupils to watch videos when they are able to and as often as they require. Recordings can be filmed on the first day of absence, as one off learning will be set that first day.

- To lead regular communications within their team to ensure there is consistency and understanding of each class' progress.
- To communicate with other teachers to ensure that daily learning is put onto Seesaw.
- To communicate with teaching assistants and share appropriate work that can be done at home.
- To liaise with SLT on a regular basis to share successes, challenges and information on specific children.
- To save work in a shared folder that can be accessed by the office.
- To organise cover within their team if a team member is unwell and is unable to respond to pupil's work. This coverage will be at limited capacity and this will be shared with families. Contact SLT if this is not possible.

2.3 Teachers

When providing whole class remote learning, teachers should endeavour to be available between 9am-3:15pm.

If staff are unable to work for any reason during this time due to caring for a dependent, they should endeavour to cover as much of the work as possible, including being flexible with working different hours and communicate this with SLT.

If a member of staff is ill, they are not expected to work and should report this using the normal absence procedure. SLT will then liaise with necessary staff to plan cover.

When providing remote learning, teachers are responsible for:

› Setting work

- If remote learning is at very short notice, teachers will have a day to ensure resources are ready to access on Seesaw/website. This will mean a first day's holding activity to be ready to send to children on the first morning.
- Setting work for the children in their class on Seesaw to cover normal school working hours. This will cover maths and English each day, with a selection of foundation activities and outside learning/life skills.
- Initial work to be set ready for children to access at 9am.
- Recommended deadlines of when the work needs to be submitted to allow time for feedback during the working day.
- Children to submit their work directly onto Seesaw, with guidance given about making it clear for the teacher to read.
- Teachers to use knowledge of their class to know which children may need adapted/alternative activities. This applies particularly to children with SEND and/or EAL.
- If parents request additional learning, teachers to direct them to The Oak Academy and other websites for additional challenge.
- Being mindful of pupils' well-being and plan work that is appropriate for academic progress, but also to encourage the need for fresh air and relaxation.

› Direct teaching

- Where necessary, teachers will share pre-recorded 'live' teaching to support all pupils in being to access the work, particularly in English and maths.
- Recorded lessons will be recorded through Zoom/SMART notebook.
- This will enable children to access the teaching at any time and repeat it where necessary.

› Providing feedback

- Teachers are expected to provide some feedback when work is submitted through the day.
- Feedback will be a combination of acknowledging receipt of the work, with at least one more detailed feedback to each child each day.

› Keeping in touch with pupils who are not in school

- In the event of whole class remote learning lasting for up to two weeks, teachers are not expected to directly speak to each child in their class; however they are to inform SLT of concerns or absences, who will then contact families.
- Group Zoom meetings will not initially be used, although this will be reviewed should there be a longer term lockdown.
- Parents will have the option of using year group email address should they need to contact their child's teacher. Year groups will monitor this email account.
- Teachers are not expected to respond to any emails outside of their working hours.
- If teachers are concerned by any child through communications/absence/inappropriate behaviour, they are to follow normal school safeguarding procedures.

2.4 Teaching assistants

To work under the direction of the Year Lead and class teacher. This may involve:

- Regular virtual meetings with the year team.
- Working on admin tasks, e.g. laminating, preparing resources, etc.
- Supporting individual children in their remote learning tasks - through feedback on Seesaw.
- Having access to Seesaw so teaching assistants are able to support and feedback to pupils.
- Phoning individual families and talking to children at home on a regular basis

2.5 Governing body

The governing body 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

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - although consider they may not always be in front of a device the entire time
- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're 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 can't complete work
- Inform the school if they require paper copies of work to collect
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Refrain from screenshotting any information, messages or posts to share on social media or other platforms.
- Be mindful of the need for relaxation and rest in what may be a time of high anxiety for some children.
- Understand that new learning will happen and their child should access as much as possible, communicating with the class teachers for support as needed.

2.7 Admin and IT staff

IT staff are responsible for:

- › Log absence and inform SLT and class teachers, sharing whether children are remote learning.
- › Knowing the remote learning procedures.
- › Printing out paper copies of work as requested by individual parents.
- › Ensure year group email accounts are active and can receive emails.
- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues they're experiencing
- › 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

3. Adjustments for running remote learning for individuals/groups of children

It is not possible, or fair, to expect teachers to fully combine teaching their class whilst providing thorough support for any children in their class who are remote learning. These procedures are in place to support all children, both at school and at home, whilst protecting the workload and wellbeing of staff.

Year group/Class teachers/TA will:

- › Day 1 - ensure there are sufficient good quality resources on the website for children to access.
- › For a group of 10 children across the year group who are absent and ready to learn, record essential 'live' lessons during the weekly PPA planning for maths and English. (This can be done as a year group to be used with any class)
- › Set up a planning folder that contains these recordings, along with the tasks for the children.
- › IT administrator will save the recordings as a YouTube link, ready to send home.
- › If there are fewer than 10 children off in any year group, the responsibility for learning lies with the individual class teacher and TA who will email learning to the home and make verbal contact with the families and child to check on their wellbeing, their learning and offer support.
- › Communicate with a child's family at least twice a week (if off with Covid but well enough to learn).

SLT/SENCo/Admin will:

- › Monitor the number of absentees and keep a record of child absence across each year group and notify each other as well as the staff across the year group.
- › Oversee the learning in school and at home to ensure all children are being supported and valued.
- › Speak with individual families who have concerns or learning needs, or who we have concerns about. This should happen at least once during the period of absence.

Office/IT will:

- › Teachers must email the office to ensure these resources get emailed home to individual parents and the website is updated.
- › Teachers to print paper copies for any resources that are requested and give to office.
- › Keep teachers and SLT updated with news of children's remote learning absence and likely return date.

Parents/children will:

- › Keep the school office informed of positive PCR and LFT's, return dates and any changes that the school need to be aware of.

- › Email completed work back into school if possible. If not, pupil to bring the work back to school on their return so it can be stuck into books.

4. Links with other policies

This policy is linked to our:

- › Risk assessment
- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy