Remote Learning policy

Kilby St Mary's C of E Primary School

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

Curriculum

We know that there has been much disruption to children's education, therefore, is committed to ensuring that all children continue to receive a quality education should the need for remote learning arise.
Our approach includes using a blend of paper-based and online learning, including some virtual face-to-face sessions through MS Teams and resources available through online learning platforms such as (although not limited to):

• Oak National Academy
• BBC Bitesize
• White Rose Maths
• Purple Mash
• Phonics Play
• Oxford Owl
• Espresso Discovery Education
• Mathletics
• Times Tables Rockstars
• Night Zoo Keeper
• Tapestry (EYFS

 The remote learning set for children will be in line with the learning that would take place in the classroom so the teachers will provide resources that deliver the main aspects of the curriculum plan. The remote learning set by the teachers will follow the long-term curriculum plan for their class so that children can continue to access the relevant curriculum for their year and keep up. Teachers will provide adapted learning resources for children with additional learning needs, i.e. SEND or where English is an additional language.

2. Roles and responsibilities

2.1 Teachers

Individual case Isolation:
Should a child not be allowed to come to school due to self-isolation, teachers will provide activities for a stand-alone project or stand-alone work that can continue for two weeks, to support ongoing learning.

Class/Bubble Isolation:
When providing remote learning, teachers are responsible for pupils in their class.
Teachers will plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners. Should remote learning need to be set for a class or bubble, the work for the week in English, maths and other subjects will be sent directly via email.

The information will contain:
• all website links needed to access home learning resources along with clear information about the learning for that week. This will include reference to daily tasks for relevant subjects.
• a curriculum outline which details home learning for subjects other than English and maths.
• links to daily English lessons, which may include phonics, spelling, grammar and topic.
• links to daily maths lessons – these will predominately be linked to the White Rose Maths curriculum however teachers may provide further resources and guidance.
• worksheets to accompany lessons will be available to download or use/complete online where appropriate or necessary.
It will be the responsibility of families to print/use these resources at home.

Teachers will respond promptly, within reason, to requests for support from families at home. A response can generally be expected within 48 hours, however please be mindful that staff may be looking after their own dependents or ill themselves – in this case it may take a bit longer for another member of staff to pick up on the message and respond.

This should be done via the home learning email addresses which are :
Oak@kilby.leics.sch.uk
Willow@kilby.leics.sch.uk
Maple@kilby.leics.sch.uk
Rowan@kilby.leics.sch.uk
 Staff and parents should communicate via this email address.

Teachers will receive training and guidance so that they are confident in using the remote learning resources. If further support is needed, teachers can contact the SLT/Computing Co-ordinator for additional support.

Full Local or National Lockdown:
In the event of a full school local or national lockdown, teachers will continue to provide home learning as closely in line with the curriculum focus that would be delivered in school, as is practical.

All lesson information will be shared directly via email and information will be provided by your teacher on the format being used for specific year groups. If there is any concern about accessing the work, you should contact the teacher using the email address given in section 2.7.
Teachers will provide:

• Daily English lessons/activities - set for each class

- Daily maths lessons/activities - set for each class
- Weekly RE lesson.
- Foundation subject lesson ideas and activities.
- Weekly PE lesson activities

There will be regular Microsoft Office Teams session to support online learning with a teacher for each class.
Teachers will notify parents of the times and details for these at the start of each week.

2.2 Learning Support Assistants

When assisting with remote learning, learning support assistants will be guided by the teacher in the bubble within which they work, to provide materials to continue support for pupils with whom they have individual intervention programs, or to support maintenance of the online learning environment.

2.3 Subject leaders

Subject leaders may be asked to support with suggesting age-appropriate resources throughout school to support the teaching staff.

Subject leaders may also monitor the work set by teachers in each band to ensure consistency and coverage across school.

2.4 Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning through meeting with teachers and subject leaders and through reviewing work set or feedback from pupils and parents.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead and safeguarding team

The DSL and safeguarding team is responsible for following-up any safeguarding concerns highlighted by members of the school community. The DSL will ensure that contact is maintained with identified vulnerable pupils/families or those with additional learning needs on a regular basis

2.6 Computing Co-ordinator/IT Support

The Computing Coordinator will liaise with the IT Support company to ensure access to online materials and appropriate resources is maintained. They will also provide support and training for any staff members with any technical issues or training needs, to be prioritised by liaising with SLT.

Teachers will also liaise with the Computing Coordinator/IT Support for issues that may be raised by pupils or parents with regards to accessing online learning resources.

2.7 Families, pupils and parents/carers

The governors and senior leadership team are fully aware that these are exceptional times and each family is unique. Because of this, families will approach remote learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways.

If a child is ill (COVID or non-COVID) and are not able to attend school: as before, we will not provide any work for your child to complete. If they are too ill to attend school, we want them to rest and recover at home so they can make as swift a return to school as possible.
In our planning and expectations, we are aware of the need for flexibility from all sides as parents may be trying to work from home so access to technology as a family may be limited; or parents may have two or more children trying to access technology and need to prioritise the needs of young people.

• Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that each 'school day' at home maintains structure

• Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email address or by contacting the school office. They should make clear which year group and subject the question relates to.

Oak@kilby.leics.sch.uk (Class 1)

Willow@kilby.leics.sch.uk (Class 2)

Maple@kilby.leics.sch.uk (Class 3)

Rowan@kilby.leics.sch.uk (Class 4)

• We encourage parents to support their children's work by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work and encouraging them to work with good levels of concentration.

• Every effort will be made by staff to ensure that work is set on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be made available on a case-by-case basis.

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 to the deadlines 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/carers with children learning remotely to:

• Make the school aware if their child is sick or otherwise can't complete work.

• Seek help from the school if they need it to support learning.

2.8 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.

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact their Computing Coordinator or SLT.

If staff have any concerns about the safeguarding or wellbeing of a child or other member of staff they should contact the Designated Safeguarding Lead as soon as possible.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning, support or incident logging purposes, all staff members will:

• Only store pupil details on the school systems.

• Access pupil data using school equipment or school provided equipment.

• Only access details necessary and relevant to the child/parent and delete any information when not needed.

• Only hold data for the time required.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as usernames, passwords, email addresses as part of the remote learning system. As long as this process 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 that any sensitive or personal data is not stored to the hard drive.

• Making sure the device locks if left inactive for a period of time.

• Not sharing the device among family or friends.

• Ensuring installed antivirus is up to date.

• Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Please find the Child Protection and Safeguarding Policy, and the COVID-19 addendum on our school website.

6. Monitoring arrangements

This policy will be reviewed at least annually, and at other intervals as necessary.
At every review, it will be approved by the Governing Body/Headteacher
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7. Links with other 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