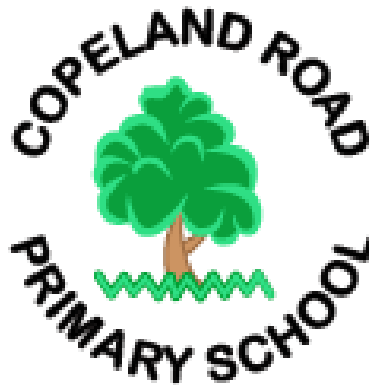


Copeland Road Primary School

Remote Learning Policy



Approved by:	Governing Body	Date: 1 st May 2022
Last reviewed on:	May 2022	
Next review due by:	May 2023	

1. Context

There is an expectation that every school will have a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a close track of what learning children are doing at home and how they are managing with home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to "keep up", whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

2. 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

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during their normal working hours.

If they're 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.

When providing remote learning, teachers are responsible for:

- Setting work
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
- Attending virtual meetings with staff, parents and pupils

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If they're 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.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely

- › Attending virtual meetings with teachers, parents and pupils

3.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 leads and senior leaders 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
- › Monitoring the remote work set by teachers in their subject - explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school - if you've assigned one member of staff to lead on this, highlight them here
- › Monitoring the effectiveness of remote learning - explain how they'll do this, such as 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

3.5 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 to the deadline 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
- › Seek help from the school if they need it - if you know of any resources staff should point parents towards if they're struggling, include those here

- › Be respectful when making any complaints or concerns known to staff
- › Create an environment

3.6 Governing board

The governing body is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

4. Our School Offer

During the current COVID-19 pandemic, Copeland Road Primary School will endeavour to work with families to deliver a broad and ambitious curriculum and provide all children with:

- › immediate remote education
- › planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practiced in each subject
- › curriculum sequence that includes access to high-quality online/ offline resources and live teaching sessions that are linked to the school's own curriculum expectations
- › carefully planned activities, so that pupils have meaningful and ambitious work each day across a range of subjects

5. Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or the partial or full closure of the school.

We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home. Should you require pens / pencils or any other equipment please let us know.

All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:

- › Basic stationery items (if necessary)
- › Blank exercises books / Home Learning Exercise Book
- › CGP workbooks (Year 6 only)

- › Login cards for all online learning platforms - TTRockstar, Lexia, www.spag.com, Yumu and Purple Mash
- › Letter to parents with passwords and login details for our online learning platform (Teams)
- › Guidelines for using Microsoft Teams

Staff will ensure that all children understand how to access the school's online learning platform (age appropriate) and support any parents/carers who struggle with this.

School will provide login details for our communication app 'Weduc' and ensure all parents/carers are able to access it and login. School will provide parents/carers acceptable use guidelines for use of this app.

6. Preparation at home

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, by

- › providing the correct equipment to enable your child to complete the work given.
- › designating a working space if possible.
- › distinguishing between weekdays and weekends, to separate school life and home life
- › having a clear cut-off, at the end of the day, to signal school time is over
- › creating and sticking to a routine
- › making time for exercise and breaks throughout the day to keep children active
- › being aware of what children are being asked to do, including sites they will be asked to use and the school staff children will interact with
- › emphasising the importance of a safe online environment. Setting age-appropriate parental controls on digital devices and using internet filters to block malicious websites. These are usually free, but often need to be turned on.
- › reinforcing the importance of children staying safe online
- › encouraging children to work to the best of their ability and praise their efforts

7. Online Access

It is expected that children will access most of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will provide paper copies of home learning packs.

If families do not have access to the internet (including mobile phone data), school will remind parents/carers that they can continue to liaise with school staff who will provide paper-based activities.

Stage 1 - If an individual child or a small number of children need to isolate

The school will endeavour to:

- › provide immediate access to our online learning platform through our online learning platform, -Weduc
- › provide individual login details for each of the learning platforms
- › provide / signpost families to online, high quality lessons, videos and resources daily
- › ensure that all resources and lessons provided link to current curriculum objectives within their classroom
- › ensure that work for each day is uploaded at least the day before
- › carry out a welfare call to discuss remote learning, following three consecutive days absence, with subsequent calls as required
- › provide paper-based resources for all subjects if the child has no internet access at home

Parents/Carers are requested to:

- › inform school as soon as the child needs to isolate
- › inform school of any test results (by phoning the school or messaging the Headteacher via the app if outside of school hours) as soon as possible on the same day
- › inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- › access remote learning resources immediately, on the first full day of absence
- › endeavour to complete online/offline daily tasks for Maths, English and foundation subjects
- › endeavour to complete work according to the class timetable
- › contact school if they have any concerns relating to the work provided
- › endeavour to submit the completed work in the agreed way
- › inform school when the child will be returning

Stage 2 - If one or more class bubbles need to close

The school will endeavour to fulfil all of the above criteria and in addition:

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platform / method - Teams or Weduc
- provide multiple online sessions daily (see example timetable) via Teams to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am - 4:00pm
- adapt upcoming lesson provision based on the children's work submitted over the previous days
- contact parents/carers who do not have access to the internet (or mobile data) weekly.
- contact parents/carers following no work submission or contact through messaging, after three consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online/offline daily learning tasks for Maths, English, Spelling and a foundation subject.
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

Stage 3 - If the whole school closes or goes into local/national lockdown

Fulfil all of the above criteria and in addition:

- › provide weekly welfare calls (if the closure exceeds two school weeks) to vulnerable pupils.
- › operate timely reward systems to celebrate home achievements
- › review the remote learning provision for foundation subjects e.g. providing school created videos.

8. Further Support Available

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

- › Issues related to the work set - contact the relevant class teacher via email to the school office or curriculum leader (Mrs Murray)
 - › Issues with behaviour - contact the relevant class teacher via email to the school office
 - › Issues with IT - contact the school office
 - › Issues with their own workload or wellbeing - contact the Mental Health Lead (Mrs Summerfield)
 - › Concerns about data protection - talk to the Data Protection Officer. (Mrs Hughes)
- Concerns about safeguarding - talk to the Designated Safeguarding Leads (Mrs Kidd, Mrs Summerfield or Mrs Murray)

Who to contact for staff

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

- › Issues in setting work - Mrs Murray
- › Issues with IT - talk to the school office
- › Issues with their own workload or wellbeing - talk to Mrs Summerfield
- › Concerns about data protection - talk to the data protection officer (Darren Hobson)
- › Concerns about safeguarding - talk to the Designated Safeguarding Leads (Mrs Kidd, Mrs Summerfield, or Mrs Murray)

9. Data protection

9.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- › Access the data on the school's secure cloud service (SharePoint)
- › Access through school supplied equipment

9.2 Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote learning system. 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.

9.3 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
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date - always install the latest updates

10. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › Acceptable use policy
- › Online safety policy
- › Data Protection Policy