



Lyne and Longcross C of E (Aided)
Primary School

Remote Learning Policy

Nominated Lead Member of Staff:	Chris Haxell
Status & Review Cycle:	Statutory Annual

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school; different arrangements will be in place depending on whether it is for individual children or whole classes.
- Set out expectations for all members of the school community with regard to remote learning.
- Provide appropriate guidelines for data protection.

Unless stated otherwise, assume this policy refers to a whole class isolating.

2. Roles and responsibilities

2.1 Headteacher:

Oversee everything.

Safeguarding.

Monitor the security of remote learning systems, including data protection and safeguarding considerations, in conjunction with our IT network manager.

Parental communication.

Liaison with DfE and PHE.

2.2 Deputy Head:

Co-ordinate the remote learning approach across the school and monitor its effectiveness by:

Working with subject leaders to make sure work set across all subjects is appropriate and consistent.

Hold regular meetings with teachers and subject leaders, review work set or reach out for feedback from pupils and parents.

Provide technical support and training.

Cover classes in the case of staff absence and/or provide PPA cover.

Monitor learning of individual children isolating.

SENDCo - monitor and support SEND provision.

Oversee curriculum content.

Work with teachers to make sure all work set is:

Appropriate and consistent.

Age appropriate.

Accessible to all.

Challenging at times.

Consolidating skills already learned as well as introducing new concepts.

Aligned to the curriculum as if we were in school.

A balance between screen time, worksheets and practical activities.

A balance of delivery by parents and interactions with teachers.

Alert teachers to resources they can use to teach their subject remotely.

2.3 Office:

Update spreadsheet of children individually isolating.

Email teachers to notify of children who are self-isolating.

Welfare check phone calls.

FSM admin, general admin/troubleshooting.

Organising collection/delivery of work.

Admin related to absence.

2.4 HSLW:

Safeguarding phone calls.

Support pupils when returning to school.

Support staff when returning to school.

2.5 Teachers:

Provide 2 face-to-face contact points each day.

Teach well planned and differentiated lessons.

Assess and give feedback, either individual or whole class.

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, they should report this using the normal absence procedure: tell the Headteacher and deputies and other teacher(s) in their year group. If one teacher within the year group is unwell, the other teachers may be asked to teach both classes, but will be only expected to mark their own.

When providing remote learning, teachers are responsible for:

Setting work -

Government guidance for January 2021 states that KS2 learning must be the equivalent of 4 hours per day which, for Lyne and Longcross, includes live teaching, independent learning and small group work.

This will be collaborative and consistent across the year group.

We will stick as close to the normal timetable as possible (English, maths and afternoon task daily).

Teachers will produce teaching slides to talk through and an independent task.

Provide extension and 'something easier' tasks for English and maths, and wider curriculum where appropriate.

All work for the day should be uploaded to Google Classroom before morning registration

Where individual children are isolating, upload work daily to Google Classroom.

Providing feedback on work –

Mark work uploaded to Google Classroom. This could be a general comment, with more specific whole class OR specific feedback to individual children.

Feedback on work will be based upon the principles of our Feedback and Marking Policy

It is not expected that detailed feedback will be given every piece of work and only given in detail where appropriate

Keeping in touch with pupils who aren't in school and their parents –

2 meetings as above. Keep register and alert SLT to pupils who aren't engaging

Respond to questions on Google Classroom as soon as is practicable

Teachers are not expected to respond to any correspondence outside of working hours but may do if they choose to.

Any complaints/difficult queries/safeguarding concerns should be passed on to the headteacher or a member of SLT

Consequences may be put in place for poor/distracting behaviour in Google Classroom meetings or inappropriate use of chat function.

Attending virtual meetings with staff, parents and pupils –

Staff must be appropriately dressed and be in an appropriate location or use a background.

Other children and pets should not be around where possible.

Curriculum -

Keep up-to-date the Medium-Term Plan for their year group, move things around accordingly and highlight which areas were taught remotely.

2.6 Teaching assistants

Support the teacher in taking register and teaching.

Support teachers with answering questions and marking where appropriate.

Lead group or individual sessions where appropriate and discussed with the class teacher

Attend virtual meetings with teachers, parents and pupils.

When assisting with remote learning, teaching assistants must be available for teaching sessions as above. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, they should report this using the normal absence procedure: tell the Headteacher and deputy and other teacher(s) in their year group.

2.7 Designated safeguarding lead

Ensure all staff are adhering to the *staff code of conduct* and the *acceptable use of internet policy* and the *child protection policy* (including the Covid appendix).

Follow all usual procedures should a safeguarding concern be raised.

2.8 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 are not able to complete work.

Attend meetings suitably dressed and behave appropriately during them.

Staff can expect parents of pupils learning remotely to:

Support their children to complete as much of the learning as is possible based upon the individual circumstances of the child and family.

Read all communications that come out from the school to ensure they are fully aware and up to date with news.

Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email.

Ensure courtesy and politeness to any member of staff within any communication.

2.9 Governing board

Monitor the school's approach to providing remote learning to ensure education remains of high a quality as is possible.

Ensuring that leaders 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 Deputy Head/ SENDCo.

Issues with behaviour – talk to the Deputy Head/ SENDCo.

Issues with IT – talk to Headteacher or liaise with JSPC.

Issues with their own workload or wellbeing – Deputy Head or Headteacher.

Concerns about data protection – talk to the data protection officer (Clare Jones).

Concerns about safeguarding – talk to the Headteacher (DSL).

4. Data protection

4.1 Processing personal data

Staff members may need to collect and/or share personal data such email addresses as part of the remote learning system. Staff are reminded to collect and/or share as little personal data as possible online.

4.2 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 that 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

Installing anti-virus and anti-spyware software.

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

5. Links with other policies

This policy is linked to our:

Behaviour policy.

Child protection policy and Covid-19 addendum to our child protection policy.

Data protection policy and privacy notices.

ICT and internet acceptable use policy.

Online safety policy.

Appendix 1 Teacher and Pupil Absence

Situation	Detail	What happens	Assumptions
Staff absence due to isolation (not sick, no children at home)	10-days isolation if someone in their household or someone they have been in close contact with has tested positive for Covid-19.	Teacher to plan learning for every lesson following the usual timetable. Some face to face contact via Google Classroom into the classroom (at least once a day). Where possible, teachers get feedback about how pupils have responded to the lessons to help plan ready for the next day. HLTA/TA/SLT/Supply teach the class in school.	The member of staff is not sick and therefore can continue working from home.
Staff absence due to isolation (not sick, children at home)	10-days isolation if someone in their household or someone they have been in close contact with has tested positive for Covid-19.	Teacher to plan learning for every lesson following the usual timetable. Some face to face contact via Google Classroom into the classroom (at least once a day). Where possible, teachers get feedback about how the children have responded to the lessons to help plan ready for the next day. HLTA/TA/SLT/Supply teach the class in school.	The member of staff is not sick and therefore they can continue working but they have children around who need their attention during the school day resulting in their time being restricted in some way.
Staff absence due to child's isolation	Could be up to 10-days.	Teacher to plan learning for every lesson following the usual timetable. Some face to face contact via Google Classroom into the classroom (at least once a day). Where possible, teachers get feedback about how the children have responded to the lessons to help plan ready for the next day. HLTA/TA/SLT/Supply teach the class in school.	The member of staff may not need to be off work every day and may be able to come in at points.
Staff/ pupil absence due to sickness	At least 10-days if Covid-19 related but could be more, depending on individual's health.	Staff/pupils not to work until they feel able. HLTA/TA/SLT/Supply teach the class in school.	

Pupil absence due to isolation	10-days isolation if someone in their household or someone they have been in close contact with has tested positive for Covid-19.	Teachers to upload work onto Google Classroom each morning. Parents are responsible for sending it back to the teachers for feedback.	They are not part of a larger group / bubble in school that has been forced to isolate.
A bubble or multiple bubbles sent home to isolate OR The whole school is shut for 10-days of isolation due to a local outbreak (but the local area guidance hasn't changed)	10-days isolation for the entire bubble due to a local outbreak.	See Remote Learning Policy	Pupils are well enough to engage with learning. Pupil has access to a device on which to learn and an adequate Wi-Fi signal.
A bubble or multiple bubbles sent home to isolate and the class teacher is unable to remotely teach.	Teacher is unwell, whether with Covid-19 or another illness.	Where possible, SLT will cover the Google Classroom meetings and provide feedback. SLT will direct children to online learning lessons SLT will upload assignments, provide feedback and monitor the chat.	