Remote Learning Policy

Approved by:	Date: September 2021
Last reviewed on November 2021	
Next review due by September 2022	

Aims

This remote learning policy for staff aims to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.

- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:

- primary: 3 hours a day, on average, across the school cohort

- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos

- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern

- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate

- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

It is also in response to our Rights Respecting Ethos

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our schools planning, policies, practice and ethos. As a rights-respecting school we not only always teach children's rights but also model respect and the awareness of pupils' rights. Everyone within the school community has rights upon which we base our aims and school ethos. These have been further informed by the United Nations Convention on the Rights of the Child (UNCRC).

These rights are:
1. To be safe
2. To be heard
3. To have beliefs
4. To receive support
5. To be treated with respect and dignity
6. To learn/teach

All pupils have the right to be educated in a safe and orderly environment and if they are unable to access education in school, they have the right to be supported within their home environment. This policy with guide you through what Eslington Primary School will do.

Roles and responsibilities

Eslington Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. Eslington Primary School are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Eslington Primary School would recommend that each 'school day' maintains structure.

- Each morning children will be asked to register their remote learning attendance online. This is between 9:00am and 9:30am. They will be asked to respond to a good morning post set by the class teacher. If your child does not register, we will be contacting you to see how we can support your child so that they can.

- Each day, class teachers will update your child's Seesaw account with the relevant work that needs to be completed. This will include recorded instructions, some short teacher led explanations, links to relevant online apps, a link to possibly assembly and a 5-minute recording of a story. There will also be regular feedback on how they are progressing with their work. Families should view this together, and then make appropriate plans to complete the work.

- Should anything be unclear in the work that is set, parents can communicate with class teachers via Seesaw or their school email. On Seesaw it enables parents to comment on a piece of work or task.

- Throughout the week there will also be opportunities for children to engage in assemblies, wake up shake up activities as well as other whole school celebration events. There will also be the opportunity to access a home learning task which is non-compulsory but promotes the togetherness of Eslington Primary School as well as supporting an identified need. This will be done via 'Teams'.

- We will endeavour to keep things digital however written work that children complete at home should be kept safe, ideally in their home learning book which will be provided and can be brought back to school when safe to do so. If parents would prefer to take a photograph of the written work and email it across to class teacher that is also an option.

- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration. We are aware of the barriers to learning that your child may face so please keep communicating with their class teachers.

- Every effort will be made by staff to ensure that work is set promptly 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 available. These will be discussed on case-to-case basis. The school does have an emergency supply of laptops and iPads that the apps will work on in case they need them.

Teacher expectations

In addition to their in-school work with Key Worker and eligible pupils, teachers from Eslington Primary School will continue to support children that are unable to attend.

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips and tasks for home learners.

- Teachers should create videos for key teaching points in English, Maths and Topic and upload these onto the Seesaw app daily, before 9:00am so Parents and carers can look at the work before setting it.

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. We identify that many of our parents and carers do not have access to printers so we will be providing you child new exercise books and make sure that any of the resources need will be electronic as much as possible.

- To respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via Seesaw or email.

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

- Teachers will also be expected to still provide reports to support the Senior Leadership Team and Pastoral Team around safeguarding, LAC or annual reviews.

- Teachers should contact the Family Liaison Team is any child does not register for online learning by 9:30am.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:45 and 3:00.

- 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.

- Teaching Assistants will be expected to support both pupils and the teacher in implementing the remote learning policy.

- In specific cases if a Teaching Assistant works one-to-one with a child it will be their responsibility with support from the class teacher to be a point of contact for the parent/carer.

- Teaching Assistants are instructed by the teacher regarding how they should provide support for the pupils. They will need to make sure they continue doing welfare checks and regularly contact parents/carers as well as continuing their key worker roles.

- If anything arises from the contact regarding the child's education or learning the teacher must be informed. If there are any safeguarding concerns a member of the senior leadership should be informed.

SENDCo's/Family Liaison Team

Special needs coordinators and family liaison will still be expected to support the social, emotional and educational needs of the children at Eslington Primary School. They will continue to do the following:

- Conduct Annual Reviews virtually with all professionals involved in a young person's EHCP.

- Liaise with the senior leadership team to continue conducting PEPS and LACS virtually as well as regular care teams and core group meetings.

- Refer any safeguarding concerns to the DSL's.

- Help teachers to support the learning needs for each child so that we can try as much as possible to remove any barriers to learning they may experience at home.

- It may be necessary for home visits to still take place. This will be decided by Senior Leadership Team and supported when needed.

- The Family Liaison Team will contact family's weekly to discuss their own well-being and the well-being of their child who is being educated at home. They will always aim to offer any additional support for parents/carers.

Senior Leadership Team

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 regular meetings via teams with both teaching staff and teaching assistants. Monitoring CPOMS around the support parents and carers are requesting. Catching up with the SENDCo's and Family Liaison Officer around any safeguarding concerns.

- Continuing the role of Designated Safeguarding Leads and being responsible for following the child protection and safeguarding policy (COVID-19 addendum)

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

Governing board

The governing board 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

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.

- If staff member are self-isolation due to having symptoms of COVID-19 there is no expectation to provide work. However, if a staff member is self-isolating because they have been advised to and display no symptoms they will be expected to work as normal as possible.

- Following contact with school, Ruth Forster (Office Manager), may set up a referral to Occupational Health to support that individual.

- School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.

- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

Contact details

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

- Issues in setting work – talk to the Senior Leadership Team.
- Issues with behaviour – talk to the Family Liaison, SENDCos or a member of the Senior Leadership Team.
- Issues with IT – talk to Kathryn Griffiths, Luke Fowler, Ruth Forster or you can contact IT on 0191 433 8525
- Issues with their own workload or wellbeing – talk to Senior Leadership Team.
- Concerns about data protection – talk to Ruth Forster
- Concerns about safeguarding – talk to Safeguarding lead or deputys.

Data protection

Accessing personal data

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

- Obtain contact details for parents through CPOMS.

- They record all communication through CPOMS if it linked to safeguarding concerns.

- Use apps that have only been passed by the data protection option.

- Staff should try and use devices provided through work if possible.

- Staff to plan using office 365 which is securely managed by Gateshead IT services.

Processing personal data

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

Keeping devices secure

These tips are based on the GDPR and remote learning guidance.

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

- 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

Monitoring arrangements

This policy will be reviewed every 3 months or sooner depending on updated guidance/changes, by Kathryn Griffiths. At every review, it will be approved by Michelle Richards and the chair of governors.