St Nicholas Church of England Primary School

'OUR CHRISTIAN COMMUNITY GROWING AND LEARNING TOGETHER'

Policy Title: Remote Learning
LT Responsibility: Head Teacher
Review Body: Head Teacher and Deputy Head
Date: October 2021
Review: September 2022

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010;
- Education Act 2004;
- The General Data Protection Regulation (GDPR);
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Data Protection Act 2018;
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education 2021';
- DfE (2021) 'Review your remote education provision framework: schools';
- DfE (2019) 'School attendance';
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years';
- DfE (2018) 'Health and safety: responsibilities and duties for schools';
- DfE (2018) 'Health and safety for school children';
- DfE (2016) 'Children missing education';
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID19)';
- DfE (2020) 'Adapting teaching practice for remote education';
- DfE (2020) 'Guidance for full opening: schools';
- DfE (2020) 'Get help with technology during coronavirus (COVID19)';
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID19)';
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID19)';
- DfE (2020) Collection of Guidance for Schools during the COVID-19 Pandemic.

This policy operates in conjunction with the following school policies:

- Accessibility;
- Anti-bullying;
- Attendance;
- Behaviour Management;
- Child Protection;
- Complaints
- Curriculum
- eSafety;
- Health and Safety Procedures;
- ICT Acceptable Use;
- Loan of Equipment;
- Special Educational Needs and Disabilities (SEND);
- Trust Data Protection;
- Trust Employee Code of Conduct (Handbook);
- Trust Health and Safety
- Trust Literacy;
- Trust Numeracy;
- Trust Teaching, Learning and Assessment;
- Trust Safeguarding;
- Trust Special Educational Needs.

1. Statement of School Philosophy

St Nicholas Primary has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and enjoyable. Our strategy for remote learning is here to ensure that the quality of provision does not deteriorate during a school closure or for pupils unable to attend school.

2. Aims

This Remote Education Policy aims to:

➤ Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos

➤ Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning

➤ Include continuous delivery of the school curriculum

➤ Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)

➤ Support effective communication between the school and families and support attendance

3 .Who is this policy applicable to?

➢ A child *(and their siblings if they are also attending St Nicholas Primary)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

➢ A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

➢ All children in the event of a whole –school closure, or local/national lockdowns

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 *(Purplemash, Mathletics, Oak Academy, White Rose Hub, BBC Bitesize), as well as for staff CPD and parents sessions.*
- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

The detailed remote learning planning and resources to deliver this policy can be found here:

- Curriculum intent and subject overview
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

Lengthy or open-ended projects and research activities will generally be avoided, with the school prioritising more interactive, teacher-led approaches to delivering the school's planned curriculum. Any teaching plans that involve such projects and research activities will be approved only if the headteacher is satisfied that they are likely to lead to strong progress or outcomes.

Teaching staff will implement more individualised planning, in liaison with the SENCO, for pupils with SEND where appropriate – the SENCO will also contact the pupil's parents to see how the pupil can be supported by adults while learning remotely.

5. Home and School Partnership

St Nicholas CE Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

St Nicholas CE Primary School will provide access to parents and pupils help videos via our Youtube channel as appropriate and when necessary.

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

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.

Every effort will be made by staff to ensure that work is set promptly. 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.

In line with St Nicholas CE Primary School's 'acceptable use agreement' we ask that parents ensure their children are using all online equipment and software safely and appropriately.

All children sign an 'Acceptable Use Agreement' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

St Nicholas CE Primary School will provide a refresher training session and induction for new staff on how to use Purplemash, Mathletics, Microsoft Teams, Zoom and all other software websites needed during a lockdown.

When providing remote learning, teachers must be available between 9-3.30pm Monday to Friday.

If they are 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:
    - o Teachers will set work for the pupils in their classes.
    - o Weekly/daily work will be shared on class pages on our website

- Providing feedback on work:
    - o Reading, writing and maths work, all completed work submitted by 3pm.
    - o Work can be e-mailed to teachers via Purplemash or the KS email addresses

- Any work that is not marked on line and is submitted via e-mail will be put into individual pupil folders that will be put on sharepoint

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

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.

- All parent/carer emails should come through the school admin account (admin@stnicholasceprimary.co.uk or ks1@stnicholasceprimary.co.uk or ks2@stnicholasceprimary.co.uk)

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants and HLTA's must be available between during their standard working hours. These hours could be made up in working at our key worker school (in the event of National or local lockdown)

If they are 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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT or the class teachers responsible for them.

Work could include assisting in marking of online learning on Purplemash/Mathletics etc

Head Teacher

- Ensuring colleagues, parents and pupils always adhere to the relevant policies;
- Ensuring arrangements are in place for identifying, evaluating, and managing the risks associated with remote education;
- Ensuring arrangements are in place for monitoring incidents associated with remote education;
- Ensuring the academy has the resources necessary to action the procedures in this policy;
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to colleagues, parents, and pupils;
- Reviewing the effectiveness of remote education provision to identify strengths and areas for improvement in conjunction with the SLT, making use of and adapting where necessary the DfE's 'Review your remote education provision framework: schools';
- Arranging any additional training colleagues may require to support pupils during the period of remote education;

Senior Leaders

Alongside any teaching responsibilities, SLT are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.

- Monitoring the effectiveness of remote learning – this could include regular surveying of parents, monitoring e-mail inboxes for any complaints or suggestions

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

- Ensuring the amount of time children are spending on home learning is consistent across the school

- The **Leadership Team** is responsible for reviewing remote education provision to identify strengths and areas for improvement in conjunction with the headteacher, as required.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:
- Fixing issues with systems used to set and collect work

- Helping staff 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

- Setting up any devices for home use that are lent out to pupils.

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

- Identifying the level of support

Pupils and parents

Staff can expect pupils learning remotely to:
- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers

- 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

- Engage in any live sessions that are put on for children and/or parents

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video

8. Safeguarding

This section of the policy will be enacted in conjunction with the academy's **Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote education.

All teaching staff will be made aware that the procedures set out in the school's safeguarding and child protection policy and these will apply at all times during the delivery of remote education.

Parents will be made aware of what their children are being asked to do, including:
- The sites that they will be accessing;
- The school staff that they will be interacting with.

The **Designated Safeguarding Lead** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote education.

The **Designated Safeguarding Lead** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote education, where possible.

The **Designated Safeguarding Lead** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote education, as required.

Pupils and their parents will be encouraged to contact the **Designated Safeguarding Lead** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying.

Data protection

This section of the policy will be enacted in conjunction with the Trust's **Data Protection Policy**.

Colleagues will be responsible for adhering to the GDPR when teaching remotely and will always ensure the confidentiality and integrity of their devices.

Sensitive data will only be transferred between devices if it is necessary to do so for remote education.

Any data transferred between devices will be suitably encrypted or have other data protection measures in place so if the data is lost, stolen or subject to unauthorised access, it remains safe until recovered.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote education. All contact details will be stored in line with the **Data Protection Policy**.

The academy will not permit paper copies of contact details to be taken off-site.

Pupils **must not** to let friends or relatives use school-owned equipment containing personal data.

Any breach of confidentiality will be dealt with in accordance with the **Data Protection Policy**.

Links for training videos for Teams and Zoom.

Navigation: Me space/ We space

https://www.microsoft.com/en-gb/videoplayer/embed/RE4rQKY?pid=ocpVideo3-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb

Using conversations: Tagging people in messages/sharing work

https://www.microsoft.com/en-gb/videoplayer/embed/RE4rLgJ?pid=ocpVideo5-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb

Sharing files:

https://www.microsoft.com/en-gb/videoplayer/embed/RE4rrY7?pid=ocpVideo8-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb