

Holbrook Primary School



Remote learning policy

Approved by: Governing Board **Date:** 9th January 2023

Next review due by: January 2024

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2 .Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include;

Occasions when we decide that opening our school is either:

- Not possible to do safely e.g storms, snow
- Contradictory to guidance from local or central government

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

3. Roles and responsibilities

3.1 Teachers

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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:

- Class teachers will provide two core activities each day; English (either Writing or Spelling based on planning in school, Oak Academy or BBC Bitesize) and Maths (based on the White Rose materials). In addition to this, there will be a foundation subject and children will also be expected to complete reading and number work activities.
- Work will be agreed and prepared across each year group team in advance of the date of publication.
- Work will be uploaded to and accessible through the school website and learning platforms – Seesaw. This will ensure that all pupils are able to access every task regardless of the availability of their own class teacher.

Providing feedback on work:

- Pupils can upload any completed work to their teacher via Seesaw.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address).
- Pupils or their parents who send work and/or photographs should receive an acknowledgement from a teacher or other school staff. This may contain feedback on strengths and development in learning but as much of this is usually given verbally it will not replicate what parents might expect when the school is open and working normally.

Parents should note that the government does not expect them to perform as teachers nor expect a school's offer of remote learning activities to be 'education as normal but from home'. We will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. In line with other local Horsham Schools Partnership schools, we do not offer 'live' lessons as we regard a blended approach to be more effective.

We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Please support your child as best you are able.

Keeping in touch with pupils who are not in school and their parents:

- Teachers must inform a member of the Leadership Team if they have not received contact from a child or their parent over a period of one week. We will contact those parents that we do not hear from to check on their welfare and safety. A member of the Office staff or Leadership Team will make contact through a telephone call or email from school.
- Any contact with parents should be recorded using CPOMS.

Attending virtual meetings with staff, parents and pupils:

- When attending online meetings via video, staff should be dressed appropriately in line with the Staff Code of Conduct policy.
- Where possible, staff should attend virtual meetings with parents and pupils at school and consider the location used (e.g. avoid areas with background noise, nothing inappropriate in the background)

3.2 Teaching assistants

Teaching Assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:

- Work in school or home for specific tasks as required by the Assistant Headteacher which may include supporting pupils who are not in school with learning remotely, undertaking remote and/or online CPD training and attending virtual meetings with colleagues.

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
- 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 – the Deputy Headteacher has overall responsibility for this. She will monitor the effectiveness of remote learning e.g 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 – the Headteacher has overall responsibility for this.
- Coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy – the Assistant Headteacher has overall responsibility for this. During a period of enforced school closure she will continue to lead on liaison with SEND pupils at home and their families and ensure completion of necessary SEND paperwork and/or applications.
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection.
- Oversee the ongoing wellbeing and CPD of teachers, teaching assistants and support staff.

3.5 Designated safeguarding lead

The DSL's responsibilities are identified within the school's Safeguarding and Child Protection Policy.

3.6 IT staff

We employ JSPC (IT technicians) to provide and support our IT systems. They are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing (please contact the school)
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Try their best to complete the activities provided on a daily (weekday) basis.
- Complete some reading (or listen to some reading) and number work every day.
- Seek help if they need it from adult(s) at home or the school.

Staff can expect parents with children learning remotely to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc.
- Contact the class teacher in the first instance if there is a concern about the pupil's learning.
- Be respectful when making any concerns or complaints known to staff.

3.8 Governing board

The governing board is responsible for:

- Supporting staff and pupil wellbeing.
- Monitoring safeguarding, health and safety, head teacher and staff wellbeing and the school's approach to providing remote learning for pupils.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Directing any approaches by parents made to them directly or indirectly to the school via email to **office@holbrookprimaryschool.com**

4. 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 relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant phase leader
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL5.

5. Data protection

5.1 Accessing personal data

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

- Access CPOMS to record any parent contact or concerns about children.
- Locate personal details of families when required through securely accessing SIMS.
- School laptops and tablets are the school's preferred devices to be used when accessing any personal information on pupils.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and/or phone numbers 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 personal data only when necessary.

5.3 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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

6. Safeguarding

The school's Safeguarding and Child Protection Policy has been updated to reflect the current situation.

7. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the governing board.

8. Links with other policies

This policy is linked to our:

- Behaviour for Learning policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Home-school agreement
- Online safety policy

Appendix A: Remote Learning policy for parents and school website

Remote Learning at Holbrook

All pupils should attend school, in line with our attendance policy. We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include occasions when we decide that opening our school is either:

- Not possible to do safely e.g storms, snow
- Contradictory to guidance from local or central government

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness. This meets the expectations set out in the DfE guidance 'Remote Education Support' found [here](#).

If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children and if necessary provide paper packs of learning. Where funding can be accessed, remote devices (eg, laptops) and/or 4G connections will be sought, particularly for disadvantaged children. Parents will be reminded to make the school aware of any barriers to accessing remote learning.

Overview

Class teachers will provide two core activities each day; English (either Writing or Spelling based on planning in school, Oak Academy or BBC Bitesize) and Maths (based on the White Rose materials). In addition to this, there will be a foundation subject and children will also be expected to complete reading and number work activities. The school will make a courtesy call to parents after day three to check in to see if further support is required.

The daily timetable may include the following;

SUBJECT	WEB LINK	DETAIL
Maths	https://whiterosemaths.com/homelearning/ https://trockstars.com/ https://play.numbots.com/#/intro	Using White Rose maths, children will complete a session which includes a video and subsequent questions. TT Rockstars and Numbots will help children practise their times tables and number bonds
Reading	https://home.oxfordowl.co.uk/reading/free-ebooks/	Children are to read from their own reading book or download and read a free e-book from Oxford Owls.
Writing incl. Spelling/Phonics	https://www.talk4writing.com/home-school-units/ https://www.spellingshed.com/en-gb/	Using Talk4Writing materials the children will have the opportunity to practise their writing skills. Spelling Shed can help children practise their year group spellings.
Foundation subjects	https://www.bbc.co.uk/bitesize/this-terms-topics https://classroom.thenational.academy/	BBC Bitesize and the Oak Academy contain many foundation subject lessons.

BBC Bitesize

[Bitesize Daily](#) has been developed by the BBC to provide new lessons every weekday for pupils in year 1 to year 10. Created in collaboration with teachers and educational experts, its videos and interactive activities cover core subjects and other topics on the school curriculum.

Oak National Academy

The 'teaching content' will be provided to children through age appropriate video content from [Oak National Academy](#). A practising teacher, with a pre-recorded video, delivers the sessions. It is all easy to use, there is no login or password, and you can access the lessons on any device.

Providing feedback

Pupils or their parents can send any completed work/photographs to teachers via Seesaw. Work will receive an acknowledgement from a teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open normally.

Contact with pupils/ parents

Please contact the class teacher in the first instance if there is a concern about a pupil's learning. Parents are able to contact the school via telephone, the school office and class email addresses. Where a pupil is self-isolating for a significant period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed. The Assistant Headteacher will contact families with vulnerable pupils on a weekly basis and offer support as necessary.

Safeguarding

Please refer to Child Protection and Safeguarding Policy.

Data protection

When accessing personal data, all staff members will: only use their official school email account and connect to the school network using their school laptop only.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates.

Monitoring arrangements

This policy will be reviewed by the Leadership Team as and when updates to home learning are provided by the government. At present the only 'live lessons' will be used via the Oak Academy.

Links with other policies

This policy is linked to our:

- Behaviour for Learning policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy