Remote Learning Policy

Toner Avenue Primary School
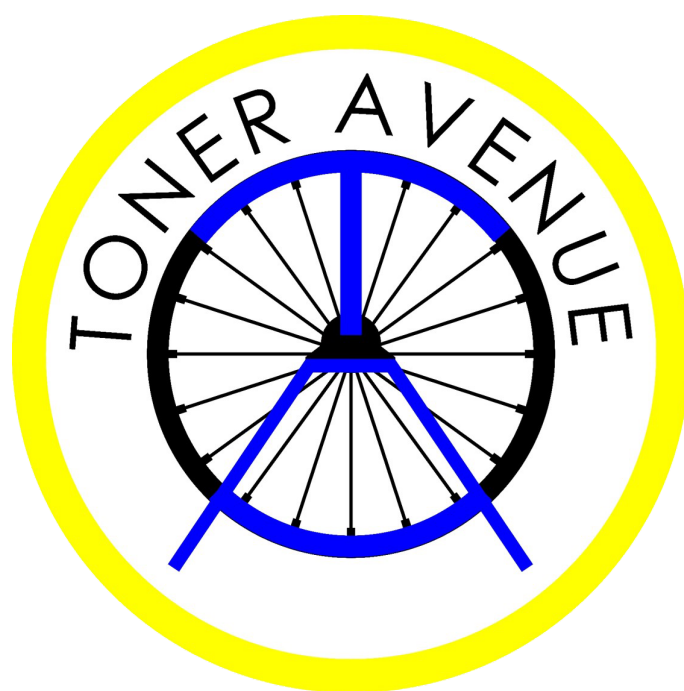
Date:	September 2021
Review date:	September 2022

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1. 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

Our Remote Learning Plan 2021-2022 (See Appendix 1) outlines the three types of Remote Learning which will be offered to children if their learning is disrupted by Covid between September 2021 – July 2022. It is not anticipated that there will be a return to whole school closures nationally and class closures will be a last resort. However, it is likely that some children will have to miss school because they have asymptomatic Covid. It is also possible that, should there be a major Covid outbreak within school, whole classes may have to move to home learning for 10 school days.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 15:30.

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.

All correspondence via email will be through the generic year group email – not a teacher's work or personal email address.

When providing remote learning, teachers are responsible for:

- Setting work –
    - o Providing remote lessons for their class appropriate to their year group. Work should be consistent with each year group's curriculum targets.
    - o These lessons should be uploaded to the approved learning platform [Tapestry – Early Years, Seesaw – KS1 and Google Classroom – KS2]
    - o Staff should be prepared for those children in their class who are unable to access online learning. This may mean providing paper copies or work packs.

In the school year, 2020-2021 some children were eligible for DFE funded laptops. These children were identified and equipment was organised where required. Any additional devices required will need to be reported to school. School devices may be available in exceptional circumstances.

- Providing feedback on work –
    - o Providing support and challenge through tasks and through the comments sections of Seesaw and Google Classroom.
- Keeping in touch with pupils who aren't in school and their parents –
    - o Keep in contact with families through email correspondence. Phone calls may be used for more immediate contact however staff must ensure private mobile numbers are hidden.
    - o Staff should ensure they reply to emails/ make phone calls at an appropriate time.
    - o Any complaints or concerns should be logged on CPOMS so a member of SLT can advise.
    - o If a child does not complete work consistently, staff should attempt to contact parents.
- All group emails should use the bcc option not cc or all addresses in the address tab – see GDPR guidelines

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 15:30.

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 are not in school with learning remotely –
    - o Providing details or activities to the class teacher with regards to individual interventions with children (where applicable)
    - o Supporting class teacher with the creation and organising of remote learning lessons.
    - o Contacting vulnerable children and supporting families.

2.3 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
- Alerting teachers to resources they can use to teach their subject remotely
- Monitoring the coverage of their subject across remote learning.

2.4 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 – Head and Deputy Head to have access to Seesaw and Google Classroom for each class to review work set and response from children.

- Responding to complaints and concerns identified through CPOMS.
- Continuing safeguarding procedures for those children accessing remote learning – Designated safeguarding leads to be responsible for this.

2.5 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 not complete work. Please note: Remote learning will be provided but if pupils are too unwell, they need not complete it.
- Seek help from the school if they need it via year group emails or through calling Toner Avenue School.
- Be respectful when making any complaints or concerns known to staff.
- Keep up to date with developments through emails, school website or Toner Avenue social media.

3. Resources used for Remote Learning

Early Years

Early Years will continue using Tapestry to communicate with children and parents. Staff should provide paper copies of work if they feel it is more appropriate.

Early years will use resources from White Rose for mathematics tasks as this matches their curriculum.

Staff should make use of the Oak Academy resources within their remote learning activities. (https://www.thenational.academy/)

Key Stage One

Staff in Key Stage One will use Seesaw Class App to assign remote learning. This can be accessed via all electronic devices. Staff may provide links for other approved educational websites or applications through Seesaw Class App. These include websites such as:

- Times Table Rock Stars
- Mathletics
- Lexia Core Reading
- Top Marks maths games
- ICT in Schools Resources
- BBC Bitesize

All staff should make use of the Oak Academy resources within their remote learning activities. (https://www.thenational.academy/)

All logins for accounts will be provided to children by their class teacher.

Key Stage Two

Staff in Key Stage Two will use Google Classroom to assign remote learning. This can be accessed via all electronic devices. All children have a secure school Google Account which can be accessed via Toner Avenue School website. Staff may provide links for other approved educational websites or applications through Google Classroom. These include websites such as:

- Times Table Rock Stars
- Mathletics
- Lexia Core Reading
- Top Marks maths games
- ICT in Schools Resources
- BBC Bitesize

All staff should make use of the Oak Academy resources within their remote learning activities. (https://www.thenational.academy/)

All logins for accounts will be provided to children by their class teacher.

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 (Claire Hutchinson)
- Issues with IT – talk to Computing Subject Leader/ IT Technician (Mark Tulip)
- Support with using remote learning platforms (additional training) - talk to Computing Subject Leader (Olivia Smith)
- Concerns about data protection – talk to the data protection officer (Bryan Chapman)
- Concerns about safeguarding – talk to the DSL (Claire Hutchinson)

Contact details can be obtained from the school office.

5. Data protection

5.1 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and 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 as little personal data as possible online.

Staff should also ensure their personal data is protected by only using school email addresses not personal email addresses. If they are using personal mobile devices to contact parents, they must keep numbers hidden.

If there is a data breach, the data protection officer (DPO) must be contacted immediately and a data breach logged. Staff must report any actual or suspected data breach to Claire Hutchinson so that correct policy can be followed.

5.2 Keeping devices secure

Some members of staff may take a school laptop home for remote learning. This must be logged on the Laptop Sign Out Form. 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

6. Safeguarding

See Safeguarding Policy

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Curriculum Policy
- Safeguarding and coronavirus addendum to our safeguarding policy
- ICT and Acceptable Use policy
- School Development Plan
- Outbreak Management Plan

Appendix 1 – Remote Learning Plan 2021-2022

Our Remote Learning Plan 2021-2022 outlines the three types of Remote Learning which will be offered to children if their learning is disrupted by Covid between September 2021 – July 2022. It is not anticipated that there will be a return to whole school closures nationally and class closures will be a last resort. However, it is likely that some children will have to miss school because they have asymptomatic Covid. It is also possible that, should there be a major Covid outbreak within school, whole classes may have to move to home learning for 10 school days. **If your child is ill with Covid, or any other illness, they will not be expected to complete any home learning.**

There are three different types of home learning available:

Types of Remote Learning			
	Individual Isolation	**Whole Class Bubble Closure**	**Whole School Lockdown Closure**
Who is this for?	**This is for individual children who can't attend school because they have Covid, but do not have symptoms so can continue to access learning at home during isolation.**	**This is for whole classes who have been moved to remote learning for 10 school days because there has been a significant outbreak which continues to spread.**	**It is not expected that there will be a need to close the whole school as a result of Covid. However, should this be necessary, then this home learning will be provided.**
How will the learning be structured?	As the teacher will still be teaching the rest of the class in school, the teacher will provide: 🎬 Access to Google/Powerpoint slides containing information regarding to lessons taught that day.	As the whole class will be working from home, the teacher will teach lessons designed for a two week bubble closure. It will include daily lessons amounting to at least 4 hours per day and will include	As the whole school will be working from home, the teachers in each year group will work together to teach lessons designed for a two week bubble closure. It will include daily lessons amounting to at least 4 hours per

	◄ Supporting activities and tasks that can be completed using the Google/Powerpoint slides. ◄ Some members of staff may record videos/voice recording to support the resources provided. All lessons and tasks will be those also taught in school to ensure children do not miss out on learning.	English and Maths teaching: The teacher will provide: ◄Daily virtual meeting via Google Meet for wellbeing and teaching. ◄ Access to Google/Powerpoint slides containing information regarding to lessons taught that day. ◄ Supporting activities and tasks that can be completed using the Google/Powerpoint slides. ◄ Some members of staff may record videos/voice recording to support the resources provided.	day and will include English and Maths teaching: The teacher will provide: ◄Daily virtual meeting via Google Meet for wellbeing and teaching. ◄ Access to Google/Powerpoint slides containing information regarding to lessons taught that day. ◄ Supporting activities and tasks that can be completed using the Google/Powerpoint slides. ◄ Some members of staff may record videos/voice recording to support the resources provided.
How will the work be accessed?	Early Years will use Tapestry. Key Stage One will set work using Seesaw. Key Stage Two will set work using Google Classroom. If you are struggling to access these Remote Learning platforms, you must inform your class teacher. Work can be emailed or printed if necessary.	Early Years will use Tapestry. Key Stage One will set work using Seesaw. Key Stage Two will set work using Google Classroom. If you are struggling to access these Remote Learning platforms, you must inform your class teacher. Work can be emailed or printed if necessary.	Early Years will use Tapestry. Key Stage One will set work using Seesaw. Key Stage Two will set work using Google Classroom. If you are struggling to access these Remote Learning platforms, you must inform your class teacher. Work can be emailed or printed if necessary.
What resources will my child need?	Access to the internet via a laptop or tablet. OR Paper workpack if organised through class teacher.	Access to the internet via a laptop or tablet. OR Paper workpack if organised through class teacher.	Access to the internet via a laptop or tablet. OR Paper workpack if organised through class teacher.

	(If you require any additional resources, please contact the class teacher.)	(If you require any additional resources, please contact the class teacher.)	(If you require any additional resources, please contact the class teacher.)
How will the school keep in contact?	Class teacher will email parent to ensure home learning is accessible. Feedback will be provided through relevant Remote Learning platforms. Year group email and school phoneline open during school hours.	Class teacher will email class parent to ensure home learning is accessible. Feedback will be provided through relevant Remote Learning platforms/ Google Meet. Year group email and school phoneline open during school hours. Google Meet link provided (via email and Google Classroom) for class meetings and whole school assemblies.	Class teacher will email class parent to ensure home learning is accessible. Feedback will be provided through relevant Remote Learning platforms/ Google Meet. Year group email and school phoneline open during school hours. Google Meet link provided (via email and Google Classroom) for class meetings and whole school assemblies.