



Remote Learning Policy 2023/24

These procedures were agreed by the Curriculum & Standards Committee in November 2023 and will be reviewed annually.

Original Remote learning policy written in conjunction with government produced documents Related to the Coronavirus pandemic.

Signed P Lyall Headteacher

Signed J Darmanin Chair of Committee

Review in line with government advice.

Aims:

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils
- Set out expectations for all members of the school community with regards to remote learning
- Set clear safeguarding expectations
- Provide appropriate guidelines for data protection

Roles and responsibilities when implementing Remote Learning during a normal operating hours.

Teachers can use the learning platforms Tapestry and Seesaw to set online homework in line with our schools homework policy. Learning set in this way should be purposeful and designed to be achievable via an online way of working.

Roles and responsibilities when implementing Remote Learning during a school closure.

During a period of enforced school closure, such as an enforced school lockdown or national lockdown period, we will provide home learning via the use of internet platforms. Paper copies of work may only be provided in exceptional circumstances.

School will provide remote learning the next working day following the closure of school. Parents will be notified immediately either by email or phone call as to the closure. Pupils in KS1 and KS2 who cannot access online learning will receive labelled paper copies which can be left in the lobby for collection. Notification of a date to return to school will be provided.

In the event of a local or National lockdown whereby provision for Key Worker and Vulnerable children is necessary, the school will be open for these groups only. Parents will be expected to give a week's notice of hours/days required and email admin@hodnetschool.co.uk to request this provision. These pupils will access their remote learning from within school.

Teachers

When providing remote learning, teachers will be available between 9.00am and 4.00pm on week days that are their normal working pattern. There is no expectation for staff to be available outside their normal working pattern.

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 providing remote learning, teachers are responsible for:

Setting work –

- Class R teachers will set work on the **Tapestry** learning platform and Classes 1-6 will set work on the **Seesaw+** learning platform. Parents have their logins and have been instructed to keep this information to hand in case of a short notice closure.
- Teachers will set work for their own class. In the event of a teacher becoming unwell or being unavailable for any reason, work will be set by their phase partner but normal timescales may not apply due to the constraints of setting work whilst planning for and teaching their class.

The learning

- A weekly timetable will be agreed in phases and shared with parents.
- Teachers will schedule work where possible. The first activity will come online at 9am each morning. Parents are encouraged to keep pupils working in time to the weekly schedule.

- A message from the teacher via Tapestry or Seesaw+ on the first working day as to what to expect
- A minimum of one short video announcement per day
- A collective worship/assembly time daily led by a member of the SLT.

<u>EYFS per week</u>	<u>KS1</u>	<u>KS2</u>
<ul style="list-style-type: none"> • Maths day • English day • Letters and Sounds or Number Blocks every day • Weekly Forest Schools activity • 3 x handwriting activities 	<ul style="list-style-type: none"> • Phonics activity daily • Maths or English activity daily • Topic and Science per week • Daily afternoon activity 	<ul style="list-style-type: none"> • Maths activity daily • English activity daily • Daily afternoon activity • Spelling activity weekly • Topic and Science per week

Providing feedback on work -

- Pupils and parents to be made aware that any work they do must be uploaded so teachers can see and/or respond to it

Feedback and marking

There is no expectation for teachers to respond to learning or comments during the weekend. Regular feedback will be provided in a variety of ways; on-screen marking, comments below the work or sound recordings from the teacher/TA.

Teachers will endeavour to respond to questions or queries from pupils and/or parents within 24 hours Monday to Friday.

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

Teachers/TAs are to ensure that they keep in touch with all pupils in their class and follow up with those who they have not heard from within 48 hours with a phone call or refer to SLT for this purpose. Dialling 141 before the phone number will hide the caller's number on landlines and mobile phones (the Headteacher keeps the contact details which can be shared with the teacher when necessary)

- Teachers will not give out personal, work email addresses but will refer parents to the school administration emails. Teachers should not be expected to answer parental queries outside of working hours.
- Safeguarding concerns should be referred immediately to the DSLs
- Parents of pupils who consistently fail to engage in remote learning need to be contacted by the teacher in the first instance then by the Headteacher who may refer to EWO for poor attendance.

Attending virtual staff meetings and recording video announcements for pupils

- Teachers will observe an appropriate dress code
- Meetings to be conducted in a quiet area with nothing personal (e.g. photos) or inappropriate in the background – common sense approach.
- It may be that some teachers and classes are remote learning and some are learning in school. In this eventuality, teachers should be able to operate independently but may require regular communication with their phase class teacher as well.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am until 12.00 noon and 1.00pm until 3.00pm or in line with their normal daily and hourly working pattern and as

is appropriate to their year group. 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 will be provided with a school laptop/iPad to support pupils who aren't in school –

- 1:1 TAs to work closely with their pupil to support learning. This will require sharing the pupil logins with the TA and TAs working during their normal working pattern with that pupil. In this instance the TA will need to login to Tapestry or Seesaw+
- General class TAs to support via the online platform using announcements (written or video) and/or comments below activities direct to the pupil, modified templates for completion of work and virtual staff/TA meetings where appropriate.

Subject Coordinators

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Logins will need to be shared with the SLT to facilitate this.
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – KS1 lead to Coordinate KS1, KS2 lead to coordinate KS2
- Monitoring the remote work set by teachers in their subject in the event of an extended closure. This will be done by through regular meetings with teachers or by reviewing work set.
- Monitoring the effectiveness of remote learning – 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 – Headteacher and Deputy Headteacher

Designated safeguarding lead

The DSLs are responsible for safeguarding and carry out their responsibilities in line with the school's safeguarding policy.

IT staff

If staff have technical difficulties, they must report these directly to the team at Telford and Wrekin Council via the Log A Call system. On the log they must request that the team contact them directly regarding:

- Helping 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.

Pupils and parents

Staff can expect pupils learning remotely to:

1. Be contactable during the school day – although consider they may not always be in front of a device the entire time
2. Complete work to the deadline set by teachers
3. Keep to the learning schedule where possible
4. Seek help if they need it, from teachers or teaching assistants
5. 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. There is no expectation for pupils who are unwell to complete work they have missed during their illness. Parents to let staff know by 9.30am if their child is unwell or unable to access remote education that day.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Ensure all content uploaded by the pupil is appropriate ensuring the online class environment is a kind and supportive one in line with our Online-Safety policy.

Governing body

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

Who to contact

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

- Issues in setting work – contact the class teacher who has set the work
- Issues with behaviour – contact the Headteacher or Deputy Headteacher
- Issues with IT – talk to T&W IT services or our school technician
- Issues with their own workload or wellbeing – contact the Headteacher or Deputy Headteacher or well-being lead within school (Jenny Darmanin)
- Concerns about data protection – Contact the Headteacher or Deputy Headteacher
- Concerns about safeguarding – talk to the DSLs – Mrs Penny Lyall, Mrs Ceri Williams or Miss Jenny Darmanin.

Data protection

Processing personal data

Staff members may need to collect and/or share personal data such as (such as email addresses) 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 and to keep this data secure.

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 arranged by the IT team – 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 of time
- Not sharing the device among family or friends
- Ensuring the antivirus and anti-spyware software is updated and fully functional
- Keeping operating systems up to date – always install the latest updates

Safeguarding

The Remote Learning Contingency Plan follows the school Safeguarding and Child Protection Policy.

Additional safeguarding measures to be put into place during a period of school closure:

- Phone calls home – ensure that all pupils who are subject to a Child Protection Plan or Child In Need Plan, are LAC, are in receipt of PPG, are classed as vulnerable or at risk or who's family are being supported by Early Help - must receive a phone call home at least twice a week by a member of school staff.
- Meetings to safeguard children must remain in place and creative methods of delivery must be used to ensure they can go ahead.
- Online Safety – pupils and parents must be made aware of online safety recommendations including parental controls, antivirus and other settings. Families to be directed to our school website Online Safety page for updated information and links. www.hodnetschool.co.uk
- DSL's to be made aware of concerns as per our school safeguarding policy.
- Families to be reminded of the ways to report concerns to school in order to gain support through early help services or where there are welfare concerns for an adult or a child. Concerns can be shared to the First Point of Contact Team on 03456789021. If in immediate danger or an emergency situation, call 999.

Monitoring arrangements

This policy will be reviewed annually by the Headteacher and SLT. At every review, it will be approved by Curriculum and Standards committee.