

POLICY NAME: Remote Learning Policy

DATE AGREED: November 2020

REVIEW DATE: November 2021

The environments at Holy Cross Federation schools are designed to develop self-discipline, tolerance, understanding and awareness of the needs of others regardless of race, ability, gender or creed, so that children may, in the long term, make a positive contribution to the life of the community in which they live.

Learning together for Life

The Remote Learning policy aims to:

- Outline the federation's approach to educating pupils who will not be attending school, as a result of government guidance, the closure of a bubble or when a national lockdown has been put in place resulting schools being closed.
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through the use of quality online and offline resources
- Include continuous delivery of the federation's curriculum, as well as support of pupils' wellbeing
- Ensure that pupils engage in learning they would have completed had they been in school as normal, including learning new facts and concepts, as well as reinforcing prior learning
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them

This policy is applicable to:

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of the school bubble are attending school and being taught as normal. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class that remain in school.
- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.
- All pupils when a national lockdown has been implemented, resulting in schools being closed

Resources used to deliver remote learning are:

- Online tools/ school subscriptions for: Zoom, White Rose hub, Mathletics, Nessy, Tackling Tables, Discovery Education Espresso, Discovery Education Coding, Classroom Secrets, PE Hub, Imoves, Marvellous Me, Teams and online office programs via school email accounts.
- Staff CPD – Zoom, Pupil Asset, White Rose Hub, Teams, Sway
- Information for parents – located on the school website and sent by email from the main teacher accounts and offices.
- Use of recorded video sessions for instructional videos, modelling of teaching video clips, pastoral sessions and collective worship.
- Short live video session to be delivered at least once daily for a collective worship, check in, introduction to the morning/ afternoon learning, story time.
- Printed learning packs – to be distributed in advance, when the lockdown is announced and children leave school, or delivered by staff/ collected by parents. These will focus on practice

of new knowledge; this may include reading books, workbooks, exercise books and stationery.

- Other physical materials may be distributed, manipulatives for Maths, or as part of an SEND plan for specific pupils – these are to be returned to the school on completion of the isolating period.

Our approach to remote learning:

These principles are informed by the DfE's requirements in respect of remote learning, and underpin our approach:

- Planning will be informed by the feedback from any prior remote learning that has taken place
- Pupils will study a broad range of subjects, including the full national curriculum, RSE and PE
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning via video lessons and feedback from staff.
- Those who cannot attend school will access similar learning to that which their bubble is completing within school, or Keyworker/ Vulnerable children who are accessing face to face learning in school.
- Activities will be varied and not solely consist of 'screen time', for example Art and PE
- Teachers will have access to a wide variety of resource to share remotely as outlined above, these resources will be quality assured by subject and senior leaders.
- Staff have accessed training to provide online learning safely
- All pupils will have access to the resources they need to learn. We will ensure this by providing laptops and web access for those in need, through the DfE distribution system and sending home books and stationery.
- Teachers will communicate the purpose of activities and the success criteria through an introduction to each activity (this may be written or video)
- SEND will not be a barrier to accessing curriculum at home, the school will work in partnership with families by providing access and learning for all. All children with EHCPs will continue to have their needs met while learning remotely.
- Staff workload will be managed by ensuring good communication and regular check ins with staff. Staff can continue to access the Employee Assistance Programme provided by the Trust.
- Engagement with the remote learning will be monitored, and information used to review the provision and make changes as necessary.

Working with Parents

Holy Cross Federation 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 best suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. In the event of a full bubble or school closure, we recommend that each 'school day' maintains structure through a daily timetable shared by the teacher.

We would encourage parents to support their children's work, including finding an appropriate place to work, and where possible, support pupils with work encouraging 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, via the office or teacher email, and alternative solutions may be available.

All pupils must adhere to the 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers/ technology at home.

Responsibilities:

Senior/ subject leads

Alongside any teaching responsibilities, they are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Coordinating the remote learning approach across the school including the monitoring of pupils' engagement
- Monitor the effectiveness of remote learning
- Ensure that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Teachers

- Teachers must be available from home between 8am and 4pm
- Attend training (remotely) with their colleagues as requested
- Issue a daily timetable (copied to the HT)
- Record daily lessons (to be published for the following day) always including English, maths, and Reading/ Class Reader – story.
- Teachers will set work for the pupils in their classes, this may be shared across the Federation
- Planning and resources will be monitored to ensure quality of teaching and learning
- Lead a daily class zoom call
- If a bubble closes – each pupil is entitled to 'teacher time', at least twice per week – by phone or zoom. Teaching assistants can make calls on days at the request of the teacher, providing pastoral support and guidance (Insert 141 before the recipient's number to anonymise your own personal number).
- Respond to pupils work in accordance with marking policy
- Organise learning packs for pupils without access to a device
- Attend CPD/ Staff meetings remotely
- If there is a concern around the level of a pupil's engagement, the teacher should register this on CPOMS. Pupil engagement should be recorded.
- Any complaints/ concerns shared by parents or pupils should be reported to the HT.
- All parent/ carer emails to come through the office, or main teacher account.
- Emails to be checked at least once in the morning, and once in the afternoon and should be responded to within 24hrs. If the matter cannot be responded to in that time, acknowledge the email, explain why the delay and the course of action.

- Where a family displays difficult behaviour or is unable/ unwilling to comply, teachers will discuss their concerns with the HT, who may escalate this or seek further advice.

Staff who are required to self-isolate are expected to:

- If a member of staff is able to work, they should complete their working duties from home.
- If a member of staff is unwell, they should report their illness following the school absence policy

Teaching Assistants

- Teaching Assistants must be available between their normal working hours. Flexible working requests must be made to the HT. All school staff are considered Key Workers.
- During the school day, teaching assistants should complete tasks as directed by their class teacher, SENCO or HT.
- Complete calls to support learning, or for pastoral needs
- Liaise with class teacher to support feedback to pupils
- Prepare resources
- Support remote learning
- Report any complaints or concerns shared by parents or pupils to the Teacher/ HT or DSL
- Cover in other areas of the school as directed by the HT
- Undertake remote and/or online training
- Attend virtual meetings with colleagues.

Office staff

- To act as the first point of contact for all visitors, callers or senders of email communications regarding Remote Learning.
- To take phone enquiries and pass to the most appropriate member of the team, if they cannot resolve the query
- Liaise with the HT to ensure all communication leaving the school has been agreed
- Check the office emails regularly throughout the day
- Contact the HT if alerted to an emergency, including confirmation of a positive test result from staff or pupil
- Support the HT with the Emergency School Closure process accordingly.

DSL

The DSL is responsible for managing and dealing with all safeguarding concerns.

SENCO

- Liaise with HT to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required
- Ensure that pupils with EHCPs continue to have their needs met while learning remotely, and liaising with the HT and other organisations to make any alternative arrangements needed.
- Identifying the level of support required by pupils.

Pupils/ Parents

Staff can expect pupils who are learning remotely to:

- Be contactable during the school day

- Complete work set to the deadlines given
- Seek help if they need it, from parents or teachers
- Alert teachers if they are not able to complete the work.

Staff can expect parents with children who are learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete the learning
- Seek help from school if they need it
- Be respectful when making any complaints/ concerns known to staff
- Wherever possible, maintain a regular and familiar routine, including timetable
- Support their children in their reading as far as they are able, so that they continue to read their home reading books and access online reading resources
- Support their children in their work, by discussing their work together, and making plans for its completion. Including making sure that the children have a suitable place to work and encouraging them to focus.

Personal data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in the furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to the HT if they are unsure. Teachers and TAs should not store pupils' personal data on their own electronic devices. Staff should continue to follow all related policies.

Device Security

All staff members should ensure their device is secure, this includes:

- Using strong password protections
- Ensuring the hard drive is encrypted
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti – spyware software is up to date
- Installing updates to ensure the operating system remains up to date

Safeguarding

Staff should ensure that all safeguarding concerns are reported to the DSL immediately following the schools' approach. All safeguarding policies and procedures continue to apply. Please follow the guidance given. Staff must ensure that all communications with parents and pupils are conducted through the school emails and maintain professionalism.

Links to other policies:

Safeguarding

Behaviour

Data protection/ privacy notices

Acceptable use of ICT

Code of Conduct

Video calling rules

The staff member leading the meeting will make sure that there is always another member of staff at our virtual meetings. In case of a 1:1 meeting please ensure that there is an adult from home within the room, should an adult from home not be present the zoom meeting will be ended.

Please could you make sure that your child/ren are suitably dressed for a video chat

Please could you ensure that an adult is within ear shot of the meeting at home.

Please be kind – it is tough being apart and we want to share smiles not unkind words 😊

Listen to others – we will all have our turn to talk so remember to listen when others are talking. These meetings are designed to share learning so conversation needs to have an element of listening and speaking on both parts.

Any computers used should be in appropriate areas

Language must be professional and appropriate, including any family members in the background.

Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.

Share any worries you have with us as soon as possible, these meetings are designed to support your child rather than present anxieties, if zoom calls are not working we can discuss a different way of supporting your child.

If you have any concerns regarding the safety of pupils accessing remote learning please inform the school immediately.

Zoom (1:1 calls) Agreement

Video calling rules

- The staff member leading the meeting will make sure that there is always another member of staff at our virtual group meetings.
- Please could you make sure that your child/ren are suitably dressed for a video chat
- Please could you ensure that an adult is within ear shot of the meeting at home.
- Please be kind – it is tough being apart and we want to share smiles not unkind words 😊
- Listen to others – we will all have our turn to talk so remember to listen when others are talking. These meetings are designed to share learning so conversation needs to have an element of listening and speaking on both parts.
- Any computers used should be in appropriate areas, ensuring neutral backgrounds.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- Share any worries you have with us as soon as possible, these meetings are designed to support your child rather than present anxieties, if zoom calls are not working we can discuss a different way of supporting your child.
- If you have any concerns regarding the safety of pupils accessing remote learning, please inform the school immediately.
- Any links regarding video calls will be sent primarily to the parent, and then to the pupil.

In addition to the above rules associated with our group video calls; where 1:1 calls are being conducted the following must be agreed between the staff, parent and child:

- There must be an adult from home within the room, should an adult from home not be present the zoom meeting will be ended.
- Both children and staff must be appropriately dressed.
- Content and discussion within the meeting is associated only with the learning/ pastoral support taking place.
- Calls will only be conducted between the hours of 8am and 4pm
- Invitations to calls will be made from a member of staff through their work email addresses
- Should a parent be concerned about the content of the video call they stop the call and contact the Headteacher immediately, via the school office
- Should a member of staff be concerned about the content of the video call, they stop the call immediately and contact one of the Designated Safeguarding Leads.
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Signed:

Date: