LAYSTON C OF E FIRST SCHOOL
**REMOTE LEARNING POLICY September 2020**
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DATE OF REVIEW: September 2021

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
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. **Roles and responsibilities:**

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

• Co-ordinating the remote learning approach across the school

• Monitoring the effectiveness of remote learning

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

• If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership Team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the affected class.

Designated Safeguarding Lead

The DSL is responsible for:

Safeguarding concerns, including those related to Remote Learning - Please refer to Child Protection and Safeguarding Policy.

Teachers

When providing remote learning, teachers must be available between 9am-3pm on their working days. If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9am-3pm. If they're unable to learning 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 aren't in school with learning remotely – when requested by Head Teacher/SENDCO
- ✓ Will liaise with class teachers to support planning and resourcing differentiated learning

## Subject leads

Alongside their teaching responsibilities, subject leads are responsible for monitoring the learning teachers set by their subject

## Parents

Staff can expect parents with children learning remotely to:

- ✓ Ensure on line safety by reading the link on the home learning pages of the school website
- ✓ Parents who need support with IT equipment or printing hard copies should contact the school office
- ✓ Make the school aware if their child is sick or otherwise can't complete learning.
- ✓ 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

## Governors

The governing body 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

## 3. Setting home learning:

- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, PE and Music will be delivered through links to suitable websites. D&T and ICT will be delivered through STEM (Science, Technology, Engineering and Maths) learning activities set by the class teacher.
- Remote learning is very different to the dynamics of a classroom where there is lots of dialogue and interaction between children and staff. Therefore the expectation is that 3 hours minimum will be sufficient to cover the daily curriculum. When providing remote learning, teachers will try to be available between 9am-3pm on their working days.
- In the event of a self/class bubble isolation, communication will be via email.
- As far as possible remote learning will match the learning taking place in school
- Parents will be emailed a timetable and resources for the isolation period.
- Teachers will provide learning for their current class. The amount of learning they need to provide is daily Maths and English lessons plus lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
- Teachers will use resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
- The learning will be set weekly.
- Teachers will upload weekly learning packs on the school website. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect or staff can deliver to homes. Tapestry and Google Classroom will also be used by staff to share learning resources with the children.
- Teachers will outline the learning daily via their class activity page on the website.

4. **Providing feedback on learning**
   - ✓ Parents can email their child's learning to the class teachers. All learning submitted will be acknowledged by the class teacher. If the child emails in the learning from their own email address then the parent must be copied into this and a copy must be sent to admin@layston.herts.sch.uk.
   - ✓ Feedback will be given for English and Maths on an individual basis.
   - ✓ Feedback will be age appropriate.
   - ✓ Keeping in touch with pupils who aren't in school and their parents – in the case of a national or local lockdown, teachers will call pupils/parents at least every 3 weeks.
   - ✓ Any concerns should be recorded and Head teacher alerted.
   - ✓ In the event of a self/class bubble isolation, communication will be via email and phone calls.
   - ✓ Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be overseen by HT/SENCO/DSL. Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

5. **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the class teacher via the school office email: admin@layston.herts.sch.uk

Concerns about safeguarding – talk to Mrs McMurrough the DSL or Mrs Betley DDSL

6. **Data protection**

Accessing personal data:

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

- ✓ Access parent contact details via school office using a secure password. Do not share any details with third parties.
- ✓ School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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 – 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. Installing antivirus and anti-spyware software.
- ✓ Keeping operating systems up to date – always install the latest updates.

7. **Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

8. **Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Ben Strahan. At every review, it will be approved by the Governing Body.

### 9. Links with other policies

This policy is linked to our:

Behaviour policy

Child Protection policy and coronavirus addendum to our Child Protection policy

Data Protection policy and privacy notices

Home-school agreement, ICT and internet acceptable use policy

Online safety policy