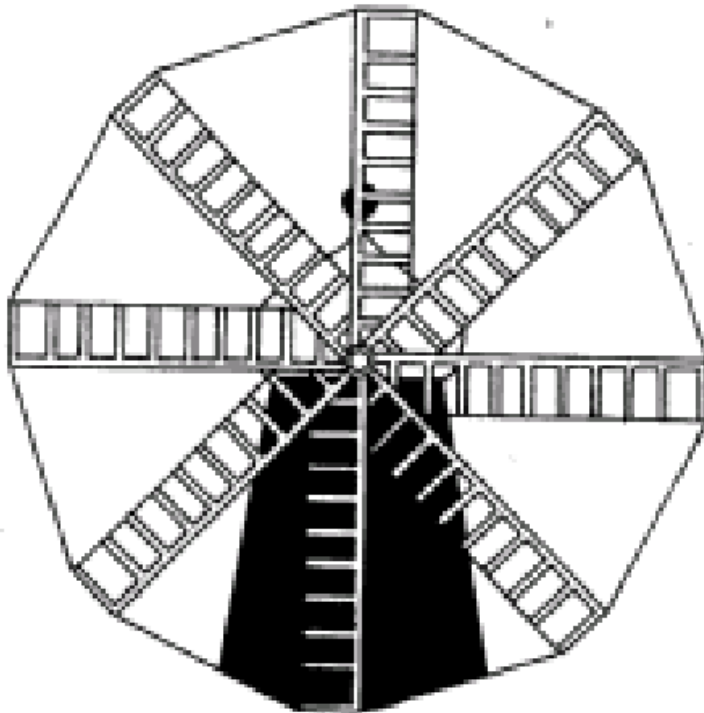


# Remote Learning Policy

**Respect + Responsibility + Relationships + Resilience + Reverence**  
**Five Rs = Ready for Life**

**“I have come that they may have life, and have it to the full.” John 10:10**



<b>Approved by:</b>	Governors	<b>Date:</b> 21.1.2021
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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
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that pupils receive the best education the school can provide them.
- Integrate remote education into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local/national lockdown.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.45 a.m. and 3.30 p.m. on their normal working days.

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:
  - Teachers will provide learning for their current class.
  - The amount of work they need to provide is daily Maths and English lessons plus lessons for foundation subjects each week. This will be equivalent to 3 hours of learning per day for Reception and KS1 and 4 hours of learning per day for KS2.
  - Teachers will pre-record lessons, which closely align to our curriculum and to ensure continuity in learning for the children.
  - This work will be set daily and uploaded to Seesaw (for Years 1 – 6) and Tapestry (for EYFS) each morning. This work can be scheduled in advance to aid with teacher workload.; all pupils, parents/carers and staff are familiar with these platforms.
- Providing feedback on work:
  - Pupils can upload their work to their class teachers via Tapestry and Seesaw. This can be in the form of photographs of completed work.

- All work submitted by the children will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual basis where necessary.

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

- Emails received from parents/carers are to be checked between 8.45 a.m. and 3.30 p.m., Monday to Friday. Teachers should respond to emails within 48 hours.
- If children are not engaging in the remote learning offer, teachers will contact parents/carers to offer help and support.
- Staff will offer regular live drop in sessions so that pupils and parents can seek support or ask questions about specific learning.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal, contracted hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting vulnerable and key worker children in their bubble to access the remote learning
- Supporting pupils who are not in school with learning remotely, when requested by the Class teacher/head teacher/SENDCO.
- Will liaise with the class teacher to support planning and resourcing differentiated learning.

## 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

## 2.4 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 through regular meetings with teachers and subject leaders, reviewing work set and through feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- Safeguarding concerns, including those related to remote learning. Please refer to the Safeguarding and Child Protection Policies.
- Ensuring that vulnerable CP/EHCP/identified pupils/families are contacted on a weekly basis.

## 2.6 Pupils and parents/carers

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 wherever possible
- 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/carers with children learning remotely to:

- Ensure that their children are safe and secure online.
- Make the school aware if their child is sick or otherwise can't complete work
- 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

## 2.7 Governing board

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

## 3. 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 SENDCO
- Issues with behaviour – talk to the relevant key stage lead
- Issues with IT – talk to the computing lead or ARK
- 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 DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are logged into the remote server.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers and email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 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 – 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

## 5. Safeguarding

This section of the policy will be enacted in conjunction with our Child Protection and Safeguarding Policy.

- The Headteacher/DSL will identify ‘vulnerable’ pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The Headteacher/DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- All contact with vulnerable pupils will be recorded via CPOMS.
- The Headteacher/DSL will arrange for regular contact with vulnerable pupils, at least once a week, with additional contact arranged where required.
- The Headteacher/DSL will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.
- All members of staff will report any safeguarding concerns to the Headteacher/DSL immediately.
- Where home visits are required, the following protocols will be implemented:
  - Have at least one suitably trained individual present.
  - Be undertaken by no fewer than two members of staff.
  - Entry to the home will only occur where it is safe to do so and where an urgent need has been identified.
  - Ensure that appropriate PPE is worn.
  - Staff will have access to mobile phones for the duration of the visit.
  - Be recorded on CPOMS so that the necessary parties have access to them.
  - Actively involve the pupil.

## 6. Monitoring arrangements

This policy will be reviewed annually or in line with any updates to government guidance by the head teacher.

## 7. Links with other policies

This policy is linked to our:

- Behaviour and Relationships Policy and coronavirus addendum

- Child protection and Safeguarding Policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy



# Heckington St. Andrew's C of E Primary School

## Remote Learning Plan



In September 2020, the Department for Education outlined the following expectations of mainstream primary schools in case of a further Covid-19 outbreak:

*'For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).'*

*In local areas, where restrictions have been implemented for certain sectors (from national direction), we anticipate that schools will usually remain fully open to all.*

*However, there may be exceptional circumstances in which some level of restriction to attendance at schools is required in a local area. The Department of Health and Social Care (DHSC) has updated their [Contain framework](#) to include an overview of the tiers of intervention for education settings when managing local outbreaks and implementing restrictions.'*

In response to these expectations, Heckington St. Andrew's C of E Primary School has devised this plan to ensure remote learning opportunities are available to all pupils, when required.

We will implement this plan in the following instances:

1. An individual is self-isolating because of a positive test/there is someone with symptoms within the household
2. A group of children are self-isolating because of a case of Covid-19 in the group
3. The whole bubble is self-isolating because of an outbreak of Covid-19

### **Remote Learning**

School has setup login details for all pupils using Seesaw. This will provide the main focus for our remote learning strategy. Where a family do not have the relevant equipment at home to facilitate this, school will either, provide an iPad and/or internet dongle or provide a home learning pack of printed resources, which closely match the remote learning offer.

# Heckington St. Andrew's C of E Primary School

## Remote Learning Plan

### Pupil needs to isolate because someone in their household is symptomatic or tests positive

Ongoing Support	Safeguarding/SEND
<p>Class teachers will upload assignments to Seesaw for pupils to access remotely. This will include instructions to support learning and may include a video link using Seesaw or Tapestry to allow for virtual teacher input. In this case, only the input will be included in the video. Pupils will then complete work independently. The class teacher may direct pupils to online materials available through Oak Academy, White Rose Maths and Literacy Shed to support remote learning.</p> <p>Pupils working remotely can submit their work for teacher feedback. This feedback will provide next steps/support as required using Seesaw or Tapestry to ensure learning is secure.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to <a href="mailto:enquiries@heckington.lincs.sch.uk">enquiries@heckington.lincs.sch.uk</a> or <a href="mailto:headsoffice@heckington.lincs.sch.uk">headsoffice@heckington.lincs.sch.uk</a></p> <p>If child is entitled to benefit-related Free School Meals ensure food is made available through the school meal provider.</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.</p>

### A group of children are self-isolating because of a case of coronavirus in their group

Ongoing Support	Safeguarding/SEND
<p>Class teachers will upload assignments to Seesaw or Tapestry for pupils to access remotely. If teaching input is required for core lessons, the teacher will provide it in an age appropriate way.</p> <p>Pupils working remotely can submit their assignment for teacher feedback. This feedback will provide next steps/support as required using Seesaw or Tapestry to ensure learning is secure.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to <a href="mailto:enquiries@heckington.lincs.sch.uk">enquiries@heckington.lincs.sch.uk</a> or <a href="mailto:headsoffice@heckington.lincs.sch.uk">headsoffice@heckington.lincs.sch.uk</a></p> <p>If child is entitled to benefit-related Free School Meals ensure food is made available through the school meal provider</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.</p> <p>Those not engaging with home learning will receive a phone call from the class teacher to discuss any obstacles and to provide support.</p>



# Heckington St. Andrew's C of E Primary School

## Remote Learning Plan

### The whole bubble of children is isolating because of an outbreak of coronavirus or school is partially closed

Ongoing Support	Safeguarding/SEND
<p>Class teachers will schedule a Zoom meeting with the children and parents for the following day (after isolation or school closure). In this meeting, the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of core subject lessons and a whole class reading session per day.</p> <p>Teachers will create assignments using Seesaw or Tapestry for pupils to complete each day. These must be submitted for feedback from the class teacher. Reception and KS1 will have 3 hours of learning per day and KS2 4 hours.</p> <p>The Class teacher will pre-record lessons and/or share links to appropriate lessons from MNP, White Rose Maths or Oak National Academy lessons through the assignment. Teachers will then be accessible regularly to children through Seesaw or Tapestry and/or Zoom so that any issues can be discussed.</p> <p>Teachers will share lessons for further home learning to cover non-core subjects. These may be pre-recorded lessons by the class teacher, appropriate lessons from Oak National Academy or may consist of projects that can be completed at home that link to the class topic.</p> <p>Completed work should be turned in on Seesaw or Tapestry. Feedback and queries can take place throughout the school day using Seesaw or Tapestry. Those children that need additional support following feedback are to be directed to the Seesaw or Tapestry meeting for that lesson.</p> <p>In the event of teachers becoming ill, support staff will be required to 'takeover' the Class Seesaw or Tapestry account with resources being identified by the other teachers.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to <a href="mailto:enquiries@heckington.lincs.sch.uk">enquiries@heckington.lincs.sch.uk</a> or <a href="mailto:headsoffice@heckington.lincs.sch.uk">headsoffice@heckington.lincs.sch.uk</a></p> <p>If child is entitled to, benefit-related Free School Meals ensure food is made available through the school meal provider.</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.</p> <p>Those not engaging with home learning will receive a phone call from the class teacher in the first instance and then the Headteacher to discuss any obstacles and to provide support.</p>