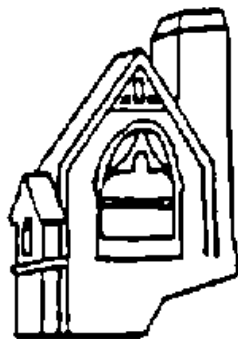


LIONEL WALDEN PRIMARY SCHOOL



REMOTE EDUCATION POLICY

October 2020

Reviewed: January 2021

Review Date: July 2021

LIONEL WALDEN PRIMARY SCHOOL
REMOTE LEARNING POLICY - OCTOBER 2020

1. Aims

This Remote Education Policy aims to:

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

2. Who is this Policy applicable to?

- Children who are absent because they are awaiting test results and the household is required to self-isolate whilst the rest of their school bubble is attending school. Pupils who are unable to attend will be supported on an individual basis with work which will broadly mirror that being taught to the rest of the class who 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

This Policy will also be applicable to all children in times of school closure as a result of national lockdown.

3. Resources

Resources to deliver this Remote Education Plan include:

- Online tools including access to Microsoft TEAMS
- School subscriptions for EYFS, KS1 and KS2 material
- Staff CPD including how to create and upload teaching resources
- Information for parents
- Printed learning packs, if necessary
- Books and other physical learning materials, as necessary

Other resources for sharing with parents/carers:

- Timetable and structure for remote learning
- Examples of downloadable, printable resources
- Links to any resources such as MyMaths
- Protocols for telephone calls/live video/recorded video

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by previous remote learning
- Pupils will study a broad range of subjects including Maths, English and the Foundation Subjects (Science, History, Geography, Art, etc)
- Pupils will learn new facts and concepts as well as completing activities that reinforce their prior learning in school
- Those who cannot attend school will access similar learning to that which their bubble is completing within school
- Activities will be varied and not solely consist of 'screen time'; for example, a writing task, practical experiment or reading
- Teachers will have access to a wide variety of resources to share remotely such as My Maths, Times Table Rockstars, The Literacy Shed, Discovery Education, BBC Bitesize, White Rose Maths and The Oak National Academy
- Resources will be quality assured by teachers; SLT will regularly monitor the Microsoft TEAMS platform and resources being sent home
- Staff will have the training they need to provide online learning safely including training from Cambridgeshire's ICT Service
- All pupils will have access to the resources they need in order to learn. We will ensure this by updating the Microsoft Class TEAMS Page with activities for an individual or a whole class bubble
- Teachers will communicate the purpose of activities and their success criteria for pupils by including details for each task set and providing appropriate feedback
- Pupils will access remote learning resources as part of in-school delivery so that they become familiar with the layout of the Microsoft TEAMS platform
- SEND will not be a barrier to accessing the curriculum at home as tasks will be differentiated appropriately; the school will work in partnership with families and conduct weekly 'Catch Up' telephone calls

- COVID catch-up funding will be used effectively to support the needs of all pupils and follow the long term plan to address areas identified on the Curriculum Connections document
- Staff workload will be managed by the Headteacher and Deputy Headteacher

5. Working with Parents

We are committed to working in close partnership with families and providing remote learning in different ways to suit the needs of individual pupils such as those who have special educational needs and disabilities (SEND).

We will provide guidance to parents on how to access and use the Microsoft TEAMS platform. There is the facility for the Classteacher to post messages or updates for pupils and parents. Any questions about the access to Microsoft TEAMS should be emailed to the School Office.

Resources will be shared with pupils and parents via the TEAMS platform and email systems.

It is a requirement for parents/carers to support their children with their work and establish a routine based around the school day, wherever possible.

If parents are unable to access online work for any reason, they should contact the School Office at office@lionelwalden.cambs.sch.uk so that other arrangements can be made.

All children must be reminded of e-safety rules. This applies when children are working in school and at home.

6. Roles and responsibilities

Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Leading virtual meetings to ensure consistency across the year/subject
- Monitoring the effectiveness of remote learning
- Ensuring that staff, pupils and parents benefit from appropriate guidance in relation to remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place successfully
- Monitoring the security of remote learning systems including data protection and safeguarding considerations

Teachers

Teachers will be provided with the necessary training on how to use the Microsoft TEAMS platform to set work, provide feedback to individuals/the bubble and communicate with other members of the school team.

When providing remote learning for their bubble, teachers will normally be available between 9.00am and 4:00pm; some teachers are not full-time and will only be available during their normal days/hours of work but other staff members will be available to answer queries.

Teachers unable to work for any reason during this time should inform the Headteacher.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work, to be completed daily, for the pupils in their class
 - The work set should follow the usual timetable for the class, had they been in school, wherever possible
 - Teachers will set work using the Microsoft TEAMS online platform
 - Daily English and Mathematics work (including Reading, spelling and multiplication practice, if applicable) and at least one other subject
 - Planning (and resources, where possible) to be sent to the Deputy Headteacher weekly
- Providing feedback on work:
 - Reading, writing and Mathematics work
 - Work in other subjects
- Keeping in touch with parents when pupils are not in school:
 - Teachers are expected to make weekly contact via a telephone call and complete a 'Keeping in Touch' pro forma when pupils are self-isolating
 - Calls to parents should be made using one of the two school phone lines. If a personal phone needs to be used, 141 must be inserted prior to the recipient's number so that the phone number is undisclosed
 - If there is a concern around the level of a pupil's engagement, the teacher should inform the Headteacher or Deputy Headteacher
 - Teachers should send all communication to parents via the School Office email account - messages to all pupils can be placed on the Class Microsoft TEAMS Page
 - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents as soon as possible and within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
 - Where a family is unable/unwilling to comply, teachers will inform the Headteacher or Deputy Headteacher
- Teachers will respond promptly to requests for support from families at home by following the procedures as set out in our Safeguarding and Child Protection Policy (updated September 2020; an addendum was added in January 2021 as a result of updated Covid-19 guidance)
 - Any complaints or concerns shared by parents or pupils should be reported to the Headteacher or Deputy Headteacher; for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (Mrs Sally-Anne Barnard-Taylor, Headteacher), Deputy Designated Safeguarding Lead (Mrs Natalie Bayes, Deputy Headteacher) or Mrs Claire Covill (Pre-School Leader)
- Staff who are required to self-isolate are expected to:
 - Follow the normal procedure for reporting illness/absence
 - Obtain a test if required and share the result with the Headteacher/Office Manager so that appropriate plans can be made

- If unwell themselves, teachers will be covered by another member of staff - planning and other activities should not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual working hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal procedure.

During the school day, teaching assistants must complete tasks as directed by the teacher they normally support or a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or Deputy Headteacher
- Assisting the Class teacher with supporting pupils
- Preparing home learning resources
- Undertaking remote and/or online CPD training
- Attending virtual meetings with colleagues
- Communicating with parents
- Completing work linked to school development plan priorities

Designated Safeguarding Lead

The DSL, Mrs Sally-Anne Barnard-Taylor (Headteacher), is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENDCO

The SENDCo is responsible for:

- Ensuring that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made, where required.
- Ensuring that pupils with Education and Health Care Plans (EHCPs) continue to have their needs met while learning remotely and liaising with the Headteacher and other organisations to make any alternative arrangements for pupils with EHC plans and Individual Health Care Plans (IHPs)
- Identifying the level of support required by pupils
- Maintaining regular contact with parents/carers of pupils with Special Educational Needs and communication information to relevant staff

The Office Manager

The Office Manager is responsible for:

- Ensuring value for money when arranging the procurement of equipment or technology
- Ensuring that the school has adequate insurance to cover remote working arrangements
- Enabling prompt communication between staff and parents via email or telephone calls
- Ensuring any technical issues are resolved through contacting the ICT Service helpline, if appropriate

- 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:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete any of the work provided

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, making reference to the model timetable listed on the Class Microsoft TEAMS Page
- Support their children with reading on a daily basis so that they continue to read their school reading book or access online reading resources
- Support their children's work, as far as they are able, by discussing the work together and making appropriate plans for its completion - this can include providing a suitable place to work and encouraging their children to focus
- Make the school aware if their child is sick or cannot complete work for another specific reason or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by contacting the School Office at office@lionelwalden.cambs.sch.uk
- Be respectful when making any complaints or concerns known to staff

Governing Body

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

7. 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 for the school's official functions and individuals will not, therefore, 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 their line manager, if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters

- 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 that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to the Designated Safeguarding Lead (Mrs Sally-Anne Barnard-Tylor, Headteacher), Designated Deputy Safeguarding Lead (Mrs Natalie Bayes, Deputy Headteacher) or Designated Safeguarding Lead for Pre-School (Mrs Claire Covill, Pre-School Leader). If in the unlikely event that all the above are out of school, speak to Mrs Lynn Clarke (School Office Manager) who will make contact with one of the above. All safeguarding policies and procedures continue to apply. Staff are to follow the guidance circulated during the annual update training on the Professional Development Day (4th September 2020).

Staff must ensure all communication with parents and pupils is conducted through the agreed channels and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings, all staff should follow professional standards and protocol in relation to:

- Dress code and speech
- Location - appropriate background and noise level
- Confidentiality/privacy/GDPR

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Data Protection Policy and Privacy Notices
- Online safety and Acceptable Use Policy
- Code of Conduct for Phone calls and Virtual Meetings