



## Windermere Primary School

### Remote Learning Policy

#### 1 Aims and objectives

At Windermere Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. We acknowledge that parents are valuable partners in their children's learning.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

#### 2 Who is this policy applicable to?

- A pupil is absent because they or another household member are awaiting Covid-19 test results and the household is required to self-isolate when the rest of their school bubble are attending school and being taught as normal.
- A pupil's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- A pupil in the event of any local / national lockdown imposed upon the school.
- A pupil who cannot attend school due to ongoing long-term medical issues / condition.

Remote learning will be shared with families when they are absent due to any of the above.

#### 3 Content and resources required to deliver this Remote Learning Plan

- Google Classroom/G-Suite for Education
- Pre-recorded video (screencasts) or Live Video if used for instructional videos and assemblies where appropriate

- Phone calls home
- Google Classroom Meets – video conferencing
- Printed learning packs (if the pupil has no access to the required technology at home)
- Physical materials such as story books and writing tools
- BBC Bitesize, Oak Academy, Purple Mash, Bug Club books, Wordsmith, Curriculum Visions

Please see the links available on the school website for a list of recommended websites.

#### **4 Home School Partnership**

Windermere Primary School 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 suit their individual needs.

Windermere Primary School will provide information and support for parents on how to use Google Classroom.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The school recommends that each 'school day' maintains the traditional structure where possible, but also acknowledges that this may not be possible for some families.

We encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with 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 and alternative solutions may be available. These will be discussed on a case-to-case basis.

All children and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers / IT Technology in school or at home.

#### **5 Roles and Responsibilities**

##### **All Staff**

Staff Members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Senior Leadership Team and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSP and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the IT technician/Computing Subject Leader/Headteacher.
- Adhering to the Staff Code of Conduct at all times.

If members of staff 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.

Staff should not contact parents or carers using their personal email address and if they use their personal telephone to make calls to parents, their telephone number must be hidden.

Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to one of the DSPs.

## **Teachers**

When providing remote learning, teachers are responsible for:

### Setting work

*For all pupils attending school* – teachers will provide information about topics being taught and signpost additional resources so that pupils and their parents are able to enhance their in-school learning. Information about topics and some work, such as spellings, will be shared on a weekly or fortnightly basis.

*For individuals and small groups of pupils isolating* - teachers will set work for the pupils in their classes using Google Classroom; this will not usually include recorded lessons of the teacher as they will still have full-time responsibility for the rest of the class, but should include links to other quality video resources such as Oak Academy or BBC Bitesize, and links to any worksheets and digital resources being used in school. Teachers may offer live lessons with the rest of the class, where this is appropriate. Where possible the work will follow the usual timetable for the class.

*For whole classes isolating or in the event of school closure due to lockdown* – teachers will set work for pupils in their classes using Google Classroom. This will include some lessons recorded by the class teacher. The expectation is that remote learning will reflect the full curriculum, although some subjects e.g. Design and Technology/Music, may be adapted.

### Providing feedback on work:

*For pupils attending school* – feedback may include general comments on the Classroom Stream or feedback in class.

*For pupils (individuals or groups) not attending school* – Feedback will be provided via Google Classroom when work is 'Turned In'. Occasionally feedback will be emailed to pupils and parents. Marking will be in line with the school's marking policy.

Where teachers are required to work in school supporting vulnerable children and the children of keyworkers, the provision of work and feedback for their class's remote learning may be adapted e.g. follow the expectations for small groups, to ensure the teacher's workload remains reasonable.

### Keeping in touch

Pupils' emotional wellbeing is important to us. Teachers should ensure that they are in touch with any pupils (as identified in section 2) and their parents. If there is a concern

around the level of engagement of a pupil, parents should be contacted via phone to assist engagement.

When providing remote learning, teachers should be available between 9 am–12 noon and 1pm–3.30pm during term time. The remaining directed time should be used for lesson preparation and feedback to pupils.

### **Support Staff – including Teaching Assistants and MSAs**

In the event of school closure, support staff must be available for their usual working 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.

During the school day, teaching assistants, who are not in school, are encouraged to engage with Google Classroom, interacting with the children online. They may be asked to complete appropriate tasks by their class teacher or a member of the Senior Leadership Team.

### **Senior Leaders**

Windermere Primary School will provide a refresher training session and induction for new staff on how to use Google Classroom/G Suite for Education.

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including daily monitoring of engagement.
- 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 consideration.

### **Designated safeguarding lead**

The DSL (with support of the DSPs) is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy.

### **IT Technicians (Interm IT)**

IT technicians are responsible for:

- Helping staff 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

### **The SENCO**

- Ensuring that pupils with EHC plans 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.
- Identifying the level of support required for SEND children to access remote learning.
- Supporting parents of vulnerable pupils with SEND with regular emails or telephone calls.

### Pupils and parents

Pupils learning remotely are expected to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Parents with children learning remotely are expected to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

### 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
- Monitoring the workload created by remote learning to ensure the wellbeing of staff.

## 6 Review

Due to changes in technology and government policy, this policy will be reviewed annually unless otherwise agreed by the governing body.

**Davina Raftery, November 2020**

Agreed with governors	<i>Lynne Williams</i>	Date: <i>10<sup>th</sup> November 2020</i>
Reviewed		Date:
Reviewed		Date: