

Park End Primary School



Approved By: *D. Jackson*
Date: 15.3.21

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Remote Learning Policy

Review Date	Type of Review	Comments	Initials
Sept 2020	New		SA
March 2021	Update	Added SG requirements of live teaching	LR

Remote Learning

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- A pupil who is absent from school for 2 or more days for a pre-agreed reasons
- Pupil exclusion
- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well
- An extended period of school closure

This policy does not apply in situations such as:

- A student who is absent from school without prior authorisation from the school e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation (exceptions may apply in consultation with headteacher)

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
- 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. Individual Remote Learning

This section of this policy applies in situations where school remains open and working as normal, but an individual pupil is unable to attend lessons as normal for a period of 2 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

In these cases, the school will provide the following:

- Online learning using Seesaw. Daily English and maths work will be set, including some foundation subjects.
- 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.
- Teachers will also provide home learning packs. The packs can be collected by parents or staff can deliver to homes.
- 1:1 teaching online can be organised according to the needs of individual children where there are teachers working at home who are able to provide this. e.g. when they are not engaging

3. A Period of School Closure

Park End Primary School is committed to providing continuity of education for its pupils in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our pupils during any period of closure in the following ways:

- The provision of relevant, developmentally appropriate written work for each subject area and each year group which enables pupils to make continued progress.
- Regular, live instruction from staff, with the opportunity for pupils to ask questions of their teachers in real time (Seesaw)
- The opportunity for pupils to have their work assessed by their teachers and receive feedback on it.

Any provision of remote learning to achieve these three aims assumes that pupils and staff have access to the internet at home and electronic devices. All staff members will have access to a school laptop and they can access planning and resources through Teams.

Park End Primary will endeavour to equip all pupils, who do not have access to devices, with iPads or laptops so they can access online learning and support from the class teacher

4. Expectations of Pupils

Assuming they are well enough to work, pupils are expected to:

- Complete all work set for them
- Respond to feedback left by the class teachers
- Seek support from the class teacher through Seesaw

5. Expectations of Teaching Staff

If a member of the teaching staff is 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.

Assuming they are well enough to work, staff are expected to:

- Be available between 9am-3pm on their working days
- Attend weekly briefings via Zoom
- Attend staff meetings/training via Zoom
- Set English, maths and foundation work on a daily basis.
- Provide work at the ability of the pupils
- Acknowledge pupils' work or respond to pupils' works with a comment
- Keep in touch with pupils/parents who aren't completing tasks set

Any concerns about limited or no contact with pupils/parents will be reported to SLT/DSL.

Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL.

Emails received from parents and messages to the school contact email address will be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent messages within 48hours.

6. Teaching assistants

If a teaching assistant is 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.

Teaching assistants who are well enough to work will be expected to assist with remote learning or with the completion of online CPD. Teaching assistants must be available between 9am-3pm and will be expected to:

- liaise with class teachers to support planning and resourcing differentiated learning
- attend staff meetings/training via Zoom
- complete any direct work as instructed by the leadership team
- attend weekly briefings via Zoom

7. 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 teachers within the team or senior leaders will take direct responsibility for this

8. Designated safeguarding lead

The DSL is responsible for responding to safeguarding concerns, including those related to Remote Learning.

- Online safety is a huge priority. Any safeguarding concerns that arise during remote learning must be reported to the DSL or member of the safeguarding team immediately. The DSL will be available during school hours (see child protection policy)
- Only approved platforms will be used for remote learning that adhere to both strict security protocols and GDPR regulations.
- For general internet safety, parents and carers will be referred to the practical support that is available for reporting harmful or upsetting content as well as bullying and online abuse. Practical information is available on the school [website](#).
- Where teachers are streaming lessons with their webcams on or recording videos, teachers will be advised to:
 - Sit against a neutral background
 - Avoid being situated in their bedroom where possible (if that's not possible, use a neutral background)
 - Dress like they would for school – no pyjamas.
 - Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
 - Use professional language.
 - Where 1:1 teaching is taking place, sessions will be recorded.
- Where pupils are receiving 1:1 remote teaching their parents will be asked to:
 - Ensure their child is in a shared room in their house (not the child's bedroom)
 - Ensure that other adults in the house are aware that the camera is switched on
 - Ensure that the child is dressed appropriately i.e. no pyjamas
 - Staff to follow code of conduct
- Parents will be informed that the live sessions may be recorded following GDPR regulations – (see Appendix A for sample letter).

9. Subject leads

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

10. Policies

This policy should be read alongside other relevant policies and documentation [including those](#) listed below

Child Protection Policy
Online Safety Policy
GDPR Policy
Staff Code of Conduct

Appendix A



Dear parents,

Regarding 1:1 online lessons for _____ that will start week beginning _____.



Park End Primary school will endeavor to ensure that the same standards of professional behaviour are maintained by teachers delivering remote teaching as in a lesson delivered in the classroom.



Please ensure that your child is in a shared room in your house to receive their online learning (i.e. not their bedroom). Please ensure that anyone in the house is aware that the camera will be switched on during lessons.

We may need to record certain online lessons. The recordings will help us to keep check on our school's practices, just like we would usually do by dropping into lessons or speaking to pupils around the school.

For example, we may need to make recordings to:

- Help pupils catch up on missed learning
- Help us deal with any concerns about inappropriate staff or pupil behaviour
- Monitor remote teaching practice to help our teachers improve and learn from others



Please be assured that we will store recordings securely and delete them when they are no longer necessary.



Please get in touch if you have any concerns about the above. You can contact L. Richardson or K. Rennison to discuss this further.

Thank you for your continued support.



Yours faithfully,



L. Richardson

Assistant head teacher

Shared with _____, parent of _____ on _____



