



Edleston Primary School

Denver Avenue

Crewe

CW2 7PX

01270 910325

# Remote Learning Policy

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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

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8 – 3.30 Monday to Friday.

If they're 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 stated in Staff Handbook.

Teachers need to check their work email every day and be available to come into school to support with Key Worker children.

When providing remote learning – either for whole class/bubbles or individuals who are isolating, teachers are responsible for:

- Setting work for their own classes:
  - Work will be set each weekday morning before 9am on Class Dojo [Y1-6] and Tapestry [Reception]. Y4/5/6 are working towards building the children's familiarity with Google Classroom.
  - English, Maths and another curriculum area will be set each day, covering the same objectives as set out in our long term plans. Spellings will continue to be set each week.
  - Children's work can be shared with their teacher on Class Dojo messages or their child's dojo portfolio.
  - Additional work to be set on Purple Mash [Y1-6] which teachers and pupils can access this remotely.
  - Y2-6 can also access Times Tables Rock Stars and SPAG.com at home.
  - On the school website, there is a dedicated section to 'Remote Learning' signposting parents on how to access the work and includes all teachers' email addresses so if pupils have any issues accessing/completing the work etc, their parents can contact school staff.
- Keeping in touch with pupils who aren't in school and their parents:
  - Parents can contact teachers directly via Dojo messenger and vice versa
  - Teachers to reply the same day wherever possible or the next working day if not.
  - Important information/updates to be shared with parents on School story, Class Dojo Story and when appropriate text messages.
  - Teachers will give regular feedback to children about their work.
  - Staff should not respond to emails/dojo messages from parents and children outside of working hours.
  - General queries about home learning should be forwarded to the Headteacher/ Deputy head.
- Attending virtual meetings with staff, parents and pupils :

- As and when needed, virtual staff meetings will be scheduled for a mutually convenient time.
- Some CPD will be shared for staff to complete at home.

We will also ensure we meet all requirements as set out in the 'Guidance for full opening of schools' including:

**In developing contingency plans, we expect schools to:**

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum.

**When teaching pupils remotely**

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- ...avoid an over-reliance on long-term projects or internet research based projects.

*Guidance for full opening of schools – Updated October 1<sup>st</sup> 2020*

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely eg those with EHCPs who need additional support.
- Completing relevant CPD at home.
- Supporting teachers with online feedback to children.

- Teaching assistants need to check their work email every day and be available to come into school to support with Key Worker Children.
- 1:1 Teaching Assistants, should make contact with their 1:1 child and the family regularly, in order to 'check in' with the family and offer support.
- 1:1 Teaching Assistants must liaise with their Class teacher to see how the work has been adapted for children with specific needs. Teaching assistants should offer support to the family in how to complete the work set as well as offering any further guidance about what else could be completed.

## 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.
- Support teachers setting appropriate work for the correct age and topic for the children
- Support teachers in adapting work for those on EHCP's.
- Alerting teachers to resources they can use to teach their subject,

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensure remote learning is available each morning on Class Dojo and Tapestry for pupils in all year groups to access.
- Coordinating the remote learning approach across the school.

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

Please see coronavirus amendments Safeguarding policy.

Ensuring that all within the school follow the school safeguarding policy including the latest amendments and communicate any changes to this guidance. Ensuring that all staff have read the updated policy and aware of the implications of home learning.

## 2.6 Pupils and parents

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.

- Seek help if they need it, from teachers or teaching assistants – either by messaging on Class Dojo or emailing.

Staff can expect parents with children learning remotely to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

### 3. Who to contact

If parents have any questions or concerns about remote learning, they should contact the following individuals:

Reception	<a href="mailto:l.tomkinson@edleston.cheshire.sch.uk">l.tomkinson@edleston.cheshire.sch.uk</a>
Y1	<a href="mailto:senco@edleston.cheshire.sch.uk">senco@edleston.cheshire.sch.uk</a>
Y2	<a href="mailto:hfisher@edleston.cheshire.sch.uk">hfisher@edleston.cheshire.sch.uk</a> <a href="mailto:ehutson@edleston.cheshire.sch.uk">ehutson@edleston.cheshire.sch.uk</a> [from when Miss Fisher goes on maternity leave].
Y3	<a href="mailto:w.spry@edleston.cheshire.sch.uk">w.spry@edleston.cheshire.sch.uk</a>
Y4	<a href="mailto:etierney@edleston.cheshire.sch.uk">etierney@edleston.cheshire.sch.uk</a>
Y5	<a href="mailto:asimpkin@edleston.cheshire.sch.uk">asimpkin@edleston.cheshire.sch.uk</a> <a href="mailto:deputyhead@edleston.cheshire.sch.uk">deputyhead@edleston.cheshire.sch.uk</a>
Y6	<a href="mailto:doliver@edleston.cheshire.sch.uk">doliver@edleston.cheshire.sch.uk</a>
General enquiries	<a href="mailto:deputyhead@edleston.cheshire.sch.uk">deputyhead@edleston.cheshire.sch.uk</a> <a href="mailto:head@edleston.cheshire.sch.uk">head@edleston.cheshire.sch.uk</a>

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 SENCO
- Issues with behaviour – talk to the head teacher/SENCO/behaviour lead
- Issues with their own workload or wellbeing – talk to the head teacher or deputy head
- Concerns about data protection – talk to the head teacher
- Concerns about safeguarding – talk to the DSL or DDSL

### 4. Data protection

#### 4.1 Accessing personal data

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

#### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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

Please see COVID 19 amendments Safeguarding policy.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Miss Procter [Deputy Head]. At every review, it will be approved by Mrs Bagni (Headteacher).

## 7. 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