Measham Church of England Primary School
Remote Learning Policy

Introduction

In the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home. Another relevant instance would be if, following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their children from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

We aim 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 safeguarding
- Provide remote learning within 24 hours of a positive COVID 19 test result

Roles & responsibilities

Teachers
When providing remote learning, in the event of a whole bubble or whole school closure, class teachers must be available between 8.30am and 3.30pm.
If a teacher is unable to work for any reason during this time, for example due to sickness or caring for an ill dependent, you should report this using the normal absence procedure to the Executive Head Teacher or Deputy Head Teacher.

When providing remote learning, **teachers** are responsible for:
- **Setting work**
    - Setting work for your class for the school week, this will include teaching videos or voice recordings for core lessons using appropriate software, e.g. Seesaw. Within these videos or recordings, clear explanations must be given of new learning. These can be used alongside high quality curriculum resources and videos found on line.
    - The work set being sequenced and high quality and reflect the learning that normally be being taught in school for that year group at that time. It also needs to meet the needs of the children in your class including greater support or structure, where appropriate. New learning must be taught to build on previously learnt skills and knowledge as well as teaching concepts

that fill gaps that need addressing. It is important that the tasks set include a range of activities to complete.

- o Learning tasks/ modelling etc is uploaded to Seesaw and needs to be set so it is scheduled to go live the day it is to be completed. This should be no later than 9:30am on the day it is set for.
- o Communicating with the office to ensure paper packs are posted out to those pupils who have limited access to devices.
- o English and/or Mathematics must be uploaded daily and a topic-based project for the week.
- o If a teacher is unwell, the task of providing feedback will be assigned to their partner teacher so if the Year 1 teacher is ill, the Year 2 teacher would take over planning.

- **Providing feedback on work**
  - o Teachers will access the children's learning through the Seesaw app daily.
  - o Feedback (verbal or written) will be given using Seesaw and is expected to be given in line with the updated Feedback and Marking Policy and is expected to be given between normal working hours (8.30am to 3.30pm)
  - o During the process of giving feedback, teachers should be assessing pupil's understanding and identifying how they are progressing against the curriculum objectives for their year group.
  - o If teaching in school, a colleague can be assigned to give feedback to a class. This could be another class teacher or an LSA.
  - o If a teacher is unwell, the task of providing feedback will be assigned to their partner teacher or the class LSA.

- **Keeping in touch with pupils who aren't in school and their parents**
  - o Weekly contact must be made with pupils who are not attending school through their self-isolation because of contact with COVID 19. This contact will be a telephone call.
  - o Class teachers will monitor the children's attendance / regularity on Seesaw and feedback any concerns to the Deputy Head. If colleagues have particular concerns about a pupil who is not engaging or communicating through Seesaw, a phone contact must be instigated, which should ideally be done in school. This should be undertaken by the Deputy Head Teacher, if the teacher is unable to make the call.
  - o Parents will continue to be able to contact teachers through the school's office email address. Teachers are expected to reply within working hours only. (8.30am to 3.30pm)
  - o Any complaints raised by parents or children should initially be dealt with by the class teacher. If the teacher is unable to resolve the complaint or if the complaint is about the teacher, the school complaints policy and procedure should be followed.
  - o Any safeguarding concerns raised again by pupils, parents, teachers or support staff should be dealt with using the same procedure as would be followed if pupils were in school.
  - o If teachers have any concerns regarding a pupil's behaviour, speak to the pupil and their parents if necessary. If that doesn't solve the issue, then pass on to the DHT or HT if applicable.

Support Staff

When assisting with remote learning, support staff must be available between their normal working hours e.g. 8.30am and 3.30pm.

If support staff are unable to work for any reason during this time, for example due to sickness or caring for an ill dependent, you should report this using the normal absence procedure to the Executive Head or Deputy Head.

When assisting with remote learning, support staff are responsible for:
- **Supporting pupils who aren't in school with learning remotely**
    - o Covering for teachers who are in school or ill and providing feedback to classes on Seesaw.
    - o LSAs may also cover class Seesaws if they wish and support their class teacher in giving feedback.
    - o All support staff be available to support the learning of specific children who are experiencing difficulties including those with SEND and EAL.
    - o Preparing printed packs for those pupils who have limited access to devices to complete remote learning.

- **Supporting pupils who are in school with learning**
    - o Some support staff may be asked to work in school to support pupils with their learning/cover Key Worker groups as needed.
    - o To liaise with class teachers if supporting children that they don't normally work with, to ensure that they have a full understanding of the child's needs.

Senior leaders
Alongside any normal responsibilities, senior leaders are responsible for:
- **Monitoring the effectiveness of remote learning**
    - This will be done through meetings, where previous remote learning set will be discussed.
    - Feedback given by pupils and parents will also be taken into account in these discussions.

- **Monitoring the security of remote learning systems, including safeguarding considerations**
    - Following the Safeguarding guidelines and policy

Designated safeguarding lead
The DSL is responsible for:
- Dealing with any safeguarding concerns that have been escalated by another DSL or other member of staff.
- Supporting staff and contacting parents where applicable.
- Ensuring that outside agencies are contacted and used effectively to support when needed.
- Liaising with external support and internal support mechanisms.

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 to the deadline set by teachers
- 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 with children learning remotely 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 – 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.
- Sign and agree to the conditions of the 'remote learning agreement'.
- Monitor the children's use of the internet and social media.

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.
  o Remote learning updates will be given at FGB meetings throughout the year as necessary.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Monitoring arrangements

This policy will be reviewed yearly. At every review, it will be approved by the full governing body or a related committee assigned to oversee teaching and learning.