



## Remote Learning Policy

**Date reviewed and approved by Governing Body:** January 2021

**Review period:** 1 year or earlier if requested by Head Teacher

**Next review due:** February 2021

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### Policy

This remote learning policy has been written as a guidance for staff and parents during the COVID-19 Pandemic.

It aims to:

- Ensure consistency in the approach to remote learning for children who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Set out the systems and technology that staff will use to keep the learning experience a positive one - ensuring that children are taught 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 so that pupils can progress through the school's curriculum (Objective 2-SDP)
- Set out how we will support the differing needs of our children and their families

The school's usual Online Safety Policy and Acceptable Use agreements still apply at this time but this policy is an addendum to ensure understanding during this current period of time.

### Roles and responsibilities

The **staff remote learning lead** is Mrs Bex Jenkins. If parents or carers have any concerns, questions or feedback that the teachers or Phase Leaders have been unable to answer in

the first instance, please contact Mrs Jenkins via the school office. This is in line with our communication policy.

If parents are unable to access the internet or do not have enough devices to support the remote learning, please get in touch with us and we may be able to help.

Our **Inclusion Worker** is Mrs Suzanne Else. She is responsible for contacting families we feel may need extra support.

Our **SENDCo** is Mrs Jo Lyon. Her role will be to support children with SEND, especially children with EHCPs. (Objective 4 SDP)

The **Phase Leaders** are Mrs Dawn Moffat (EYFS), Mr Luke Crabb (Years 1, 2 and 3) and Mrs Jo Foster (Year 4, 5 and 6) (Objective 1 –SDP)

## Teachers

When providing remote learning, teachers must be available between 9:00am – 3:30pm. If they are unable to work for any reason during this time, for example through sickness or through caring for a dependant, they should report this following the usual absence procedure. *We are aware that many of staff have dependants at home and have made reasonable adjustments allowing them to carry out their teaching roles as effectively as possible. This includes, for example, being able to pre-record lessons within the school building, keeping socially distanced from all other members of staff. Each year group has a team of teachers and teaching assistants, allowing for some flexibility for preparation and delivery.*

The responsibilities of the teachers include:

### Setting work

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/952443/210114\\_School\\_national\\_restrictions\\_guidance\\_FINAL\\_14012021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf)

The guidelines set out in **Restricting attendance during the national lockdown: Guidance for all schools in England January 2021** states that the amount of remote education provided should be, as a minimum:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

Staff are currently (January 2020) working in two halves – one team in the school, whilst the other are responsible for the Remote Learning. This rotates at the end of each week. Each team will be in frequent communication with their other half – allowing consistency in learning, evaluation of lessons and discussions around engagement etc.

Class teachers will post weekly timetables on Tapestry (EYFS), Class Dojo or Google Classroom (Year 6) for their class. This outlines the daily learning activities which will, as much as possible, link to our long-term curriculum plans and the learning that the children

would normally be undertaking in school. We will need to adapt the curriculum content to suit remote learning and will make use of ready-prepared high-quality online materials.

Our remote-learning curriculum will be delivered through a mix of live and pre-recorded lesson inputs, through links to other website content (e.g. Oak National Academy) and on and offline tasks (in any order and at a time that suits across the day). Opportunities to join in with time-scheduled LIVE events will be highlighted, for example Live Lessons, Times Tables Rockstars Class competitions etc.

Throughout the day, further posts on Class Dojo will add extra detail or examples as necessary and Class Dojo assignments will be set to 'collect in' a piece of work. Extra challenges will also be provided across the week. Staff will approve work as soon as possible and give regular feedback comments and encouragement, as well as through whole-class feedback opportunities. This will be carried out by teachers and teaching assistants. For more information for each year group please see our remote learning guides.

Other optional events and enrichment activity ideas will be posted on Class Dojo to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing during any extended periods of remote learning.

Staff will monitor children's engagement with activities and Leaders will contact parents of those children not engaging to discuss how we can help.

### **Interaction:**

We are keen to make remote learning an interactive experience through the use of live lessons, submission and sharing of work by children and delivery of feedback from teachers, as well as opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, enrichment ideas and competitions, etc.

We will provide regular live lessons and face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a primary-age class in this way presents its challenges, we are hoping we can use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers and classmates. Please see the section further down regarding use of Zoom.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would expect that staff avoid using personal devices and only use school provided equipment. Live lessons are not compulsory as we know that for some families they are not practical. If you would like to join but are unable to due to technology restraints, please get in touch as we may be able to help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain nearby during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.
- Children should take part in the meet up in a suitable communal environment (not a bedroom) and must be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and meeting links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- Staff will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Staff must not be alone with a child on a Zoom meeting. Either a parent or other children should be present.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate.
- Staff will monitor appropriate use and users will be removed from the lesson if rules are not being followed. Staff will feedback to Senior Leaders and parents if there are any concerns.
- Staff will stay in the meeting until everyone has 'logged off'.

- Staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.
- Record the meetings to keep everyone safe

By choosing to join a live lesson on Zoom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons then please get in touch.

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9:00am and 3:15pm. If they are unable to work for any reason during this time, for example through sickness or through caring for a dependant, they should report this following the usual absence procedure.

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

- Supporting the teachers
- Supporting children who are not in school to learn remotely
- Attend virtual meetings with teachers, parents and children.

Teaching assistants will adhere to all of the processes set out above, including following the dress code and ensuring nothing inappropriate is in the background, if working at home.

### **Subject Leads (Objective 2 SDP)**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning.
- Working with teachers to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely.

### **Central Leadership Team (Objective 1 and Objective 4 SDP)**

The Central Leadership Team are responsible for:

- Co-ordinating the remote learning approach across the school. Mrs Bex Jenkins is able to provide support for staff in the successful delivery of remote learning lessons. Her knowledge that she has gathered as part of her role as a SCITT trainer is invaluable during this time.
- Monitoring the effectiveness of remote learning. Regular meetings will be held with all staff, subject leads and phase leaders. Parental feedback will be sought through the use of questionnaires. We will also seek feedback from our children. This may be as part of regular zoom meetings.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Sharing the policy and any updates with Governors, to enable them to assess and monitor its effectiveness

- Seek regular feedback from parents (and children) to ensure the remote learning is meeting stakeholder's needs. This will be done via questionnaires in the first instance. Evidence will be collected from emails and messages from Class Dojo.

### **Governors (SDP Objective 1)**

Governors are responsible for

- Ensuring that the school has a Remote Learning Plan in place
- Monitoring its effectiveness and holding the school to account

### **Designated Safeguarding Leads**

Mrs Nickie Moore (Designated Safeguarding Lead)

Mrs Bex Jenkins (Deputy Designated Safeguarding Lead)

Mrs Suzanne Else (Deputy Designated Safeguarding Lead)

There will be a designated Safeguarding Lead on the school site at all times.

For further information please see our:

“Safeguarding and Child Protection Policy – COVID-19 School Arrangements for Little Paxton School” document. Our safeguarding policy is also available on our school website.

### **Additional support for children with particular needs (Objective 4 – SDP)**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils with differentiated tasks, lessons from other year- group materials, alternative methods of recording, additional resources and advice and support. Online intervention resources and small group Zoom sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

### **Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are

appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

The following websites offer useful support:

- <https://www.childline.org.uk/> for support
- <https://www.saferinternet.org.uk/> - to report and remove harmful online content

In addition, the following sites are an excellent source of advice and information:

- <https://www.internetmatters.org/> - for support for parents and carers to keep their children safe online
- <https://www.net-aware.org.uk/> for support for parents and carers from the NSPCC
- <https://parentinfo.org/> - for support for parents and carers to keep their children safe online
- <https://www.thinkuknow.co.uk/> for advice from the National Crime Agency to stay safe online
- <https://www.saferinternet.org.uk/> UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on 01480 375600 and one of our Safeguarding Leads (Nickie Moore, Bex Jenkins and Suzanne Else) will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

### **Support for families to access remote-learning:**

We encourage families to get in touch if they are struggling to access our remote-learning offer. We may be able to support with advice or technical support, adaptations to tasks, loan of school devices, help with internet access, etc. Please message on Class Dojo, email [office@littlepaxton.cambs.sch.uk](mailto:office@littlepaxton.cambs.sch.uk) , or phone the school office on 01480 375600 to discuss this further.

### **Links to other policies (available on the website)**

Behaviour Policy

Safeguarding and Child Protection Policy 2020

Safeguarding and Child Protection Policy – Covid-19 school arrangements for Little Paxton School