



Emmanuel Holcombe CE Primary School

Policy for Remote Learning

Our vision for this Christian community is:

*To grow together in love and learning,
through faith, family and friendship.*

*“Live a life filled with love, following the example of Christ.”
Ephesians 5: 2*

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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 due to class closure.
- Ensure consistency in the approach to remote learning for pupils who aren't in school due to self-isolation whilst waiting for a test or if the child or a member of their family / support bubble tests positive
- 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 during class closure

When providing remote learning during class closure, teachers must be available during their normal working hours.

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.

When providing remote learning, teachers are responsible for:

➤ **Setting work:**

All classes will use Seesaw as the platform for setting and collecting remote learning.

In time for 9.00 a.m. each morning, class teachers will upload the plan for the day.

A whole day of activities will be set – similar to the lessons that would have been taught in school.

Maths

Power Maths lessons will be used, with teachers recording the input verbally and annotating the lesson as they are teaching.

Pupils will complete the Practice Book pages online (or if books have been sent home), Practice Books, as directed by the teacher. Pupils will submit work and answers will be subsequently uploaded for pupils to self-mark. Teachers will look at marked work and communicate with those pupils where misconceptions are occurring.

English

For English we will focus on Reading, Phonics/Spelling, Punctuation, Grammar. We will not be setting creative writing activities; these need the input and interaction of school staff.

To introduce new content, we will use a variety of approaches:

PowerPoints from Twinkl Phonics/Spelling, narrated by the class teacher

Video lessons from the Oak National Academy <https://www.thenational.academy/>

Video from BBC Bitesize <https://www.bbc.co.uk/bitesize/this-terms-topics>

Ninja comprehension tasks.

Other Subjects

We will focus on Science and Humanities. Staff may “dip in to” other subjects such as music, art etc through Oak Academy.

We will provide video lessons for PE which will contain physical challenges.

New content in Science and Humanities will be introduced in the same ways as for English.

Research / project work should not be used in the main.

Families will not be expected to return work until they come back to school.

➤ Providing feedback on work

We will provide answer sheets where available.

We will ask families to return work in Maths and English via Seesaw by 1.00 p.m.

This is so that teachers and teaching assistants can review work, provide feedback and adapt planning for the following day.

Feedback will be given during the afternoon via Seesaw. All work will be acknowledged. Feedback to support next steps in learning will be given and will inform teachers' planning.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Email to class teachers will continue to be available to class teachers during the school day.
- Each class will be split into smaller groups. A weekly “catch up” with each group will be facilitated with each group by the class teacher and teaching assistant.
- Any concerns raised by parents should be addressed by email or phone. They should be referred to the Head Teacher if support is needed.

➤ Attending virtual meetings with staff and pupils

- There must be two staff present on a virtual meeting before pupils are allowed to enter.
- Staff must follow the school's code of conduct regarding dress.
- Staff must be careful where they are located for a virtual meeting – consider the background and any background noise

2.2 Teaching assistants during class closure

When assisting with remote learning, teaching assistants must be available during their usual working hours.

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.

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

- Supporting the class teacher is providing feedback to pupils on their learning.
- Supporting the class teaching in responding to any concerns from parents/carers.
- Attending virtual meetings with teachers and pupils – see information on the previous page.

2.3 School staff when children are not able to attend due to self-isolation

If children are absent from school due to self-isolation:

- if they, or a member of their family or support bubble, is awaiting the results of a test
- if they, or a member of their family or support bubble, has a confirmed case of Covid-19
- if they have been advised to do so via Track and Trace

the school will

- Provide work for English and Maths via Seesaw
- Request that work is returned via Seesaw or when the child returns to school

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning by reviewing the quality of work set
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for ensuring that all children remain safe inline with the school's Policy for Child Protection and the DfE's document Keeping Children Safe in Education.

2.6 Pupils and parents

Staff can expect parents with children learning remotely to:

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

2.7 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
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- Issues in setting work – talk to a member of the Senior Leadership Team/ Head Teacher
- Issues with behaviour – talk to a member of the Senior Leadership Team/ Head Teacher
- Issues with IT – talk to a member of the Senior Leadership Team/ Head
- Issues with their own workload or wellbeing – talk to a member of the Senior Leadership Team/ Head Teacher
- Concerns about data protection – talk to a member of the Senior Leadership Team/ Head Teacher
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use:

- their school account

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, 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

See the school's Safeguarding and Child Protection Policy, (on the school website).

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Internet acceptable use of technology and online safety policy