

PARSLOES PRIMARY SCHOOL



Remote Learning Policy

Approved by Governing Body:

L. Pearce (Head Teacher / Deputy Designated Safeguarding Lead)

R. Hunter (Chair of Governors / Designated Safeguarding Governor)

Aims

At Parsloes, we understand the need to deliver high quality education at all times. It is in the best interest of our children that, we continue to provide structured support and learning to the best of our ability during these exceptional times. We recognise the importance of maintaining high expectations in all areas of school life and ensuring pupils have access to the learning resources and support they need in order to achieve.

This Remote Learning policy aims to:

- To ensure the ongoing high-quality education of our pupils during unusual circumstances and ensure consistency in the approach to remote learning for pupils who aren't in school
- To ensure provision is in place so that all pupils have access to learning resources and support
- Protect pupils from the risks associated with using devices connected to the internet
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Parsloes Primary School will make provision for remote learning by:

- Ensuring all pupils have access to work that allows them to continue to progress while at home
- Ensuring pupils and families have contact with their class / year group teachers
- Understanding the challenges that our pupil and families face when undertaking home learning

Expectations and Responsibilities for all Staff

Teaching Staff:

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

If teachers 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.

Teachers should be understanding of the varied circumstances of our families during closures. When providing remote learning, teachers are responsible for:

➤ Setting work:

- Continue to teach in line with current planning that is already in place throughout the school, adapting for the needs of pupils within the class context and suitability for remote learning.
- Creating a weekly timetable for their year group in liaison with year group colleagues. This should include subjects from across the curriculum alongside daily Reading, Writing and Maths.
- Ensuring timetables are saved on the system by Friday ready for the following week. Timetables will be checked by Phase Leaders / AHT to ensure accuracy and consistency across the school. Timetables will be uploaded to the school website and emailed to parents by Office / SLT.
- Set work using a range of activities inclusive of digital and non digital formats.

➤ Providing feedback on work:

- Pupils will send completed work to teachers via the class email address. Teachers will provide feedback where required commenting on the quality of work as well as motivating and encouraging pupils with their learning.
- Teachers should respond to work within 48 hours.
- Teachers should send a Star of the Week to Phase Leaders to be included on the Phase newsletter.
- Where work is set on online platforms such as Timestable Rockstars, Bug Club, teachers should monitor completed work via the online platform and comment as necessary.

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

- Phase Leaders to create Phase Newsletters to be sent out to parents via ParentMail using the agreed format.
- Class emails to be checked daily between 8.30am and 3.30pm. A response should be given within 48hours between these hours.

- Any concerns / issues are to be dealt with professionally by the class teacher with SLT cc'd in if necessary. If necessary, class teachers should seek advice and guidance from their Phase Leader.
- Class teachers to make weekly contact with all pupils via telephone call from school or via a withheld number. Contact details should be accessed via Integris. This information should be kept confidential and not shared with a third party. Calls should be logged on the class spreadsheet using the school format.
- Contact should be polite, professional and encouraging. Families will be doing their best under very difficult circumstances. Barriers to accessing learning should be discussed delicately and support offered. Any concerns should be reported to the appropriate staff member (K. Deville – Safeguarding, M. Basri – SENDCo, E. Downes – PSW, Phase Leaders – General Concerns / Advice).

➤ Attending virtual meetings with staff, parents and pupils:

- Teachers should attend virtual meetings as they would in person, following the school's Code of Conduct.
- Teachers should attend virtual meetings in locations that are quiet, confidential and professional, avoiding areas with background noise and blurring the background.

Teaching Assistants:

When assisting with remote learning, Teaching Assistants must be available for work 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 assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- When they are requested by the SENDCo. Guidance will be given before learning takes place to ensure appropriate support is provided.

➤ Supporting the class teacher:

- Organising / creating resources for pupils.
- Completing class admin tasks.

➤ Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants should attend virtual meetings as they would in person, following the school's Code of Conduct.

- Teaching Assistants should attend virtual meetings in locations that are quiet, confidential and professional, avoiding areas with background noise and blurring the background.

Senior and Middle Leaders:

Alongside any teaching responsibilities, senior and middle leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – Reviewing work set by teachers, monitoring online platforms for learning, monitoring class email correspondence, meeting with Phase Leaders.
- Monitoring the security of Home Learning systems, including data protection and safeguarding considerations.
- Monitoring the wellbeing of families, children and colleagues

Designated Safeguarding Lead:

The DSL is responsible for:

- Ensuring contact with vulnerable families.
- Ensuring completion of the LA vulnerable pupil tracker.
- Collating and passing on information to the relevant people.
- Responding to any concerns raised by staff members.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the IT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Head Teacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately recorded and reported.

SENDCo:

The SENDCo is responsible for:

- Liaising with the IT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

Governing Body:

The Governing Body is responsible for:

- Monitoring the school approach to Remote Learning to ensure the quality of education.
- Monitoring systems to ensure they are secure for GDPR and Safeguarding purposes.

Expectations and Responsibilities for Families

Pupils:

Where they are well enough to work, pupils will be expected to:

- Complete work set online or on paper and submit as requested.
- Attend daily lessons online and access all online resources / support.
- Read and respond to communication from the school via Teams / Class email.
- Ensure devices are charged and ready for the day.
- Uphold the same standards of conduct and behaviour when learning from home as they do whilst learning at school. This includes following the school Code of Conduct and school rules.
- Follow the school 'Teams Guidelines for Parents and Pupils'.

Parents / Carers:

Parents / Carers are expected to support their child's remote learning by:

- Adhering to this policy at all times during periods of remote learning.
- Ensure their child is available and ready to learn remotely at the times set by the school.
- Ensure all school work set is completed on time and to the best of the child's ability.

- Inform the school if their child is unwell and cannot take part in remote learning or complete work.
- Seek assistance from the school if support is needed to access online / printed resources or if additional support is needed.
- Communicate respectfully with the school.
- Follow the school 'Teams Guidelines for Parents and Pupils'.

Any contact between pupils, parents / carers and staff will only take place through official school channels which are:

- Parsloes Primary School email (office@parsloes.bardaglea.org.uk)
- Year Group email addresses
- Pupil school email
- Teams messaging
- ParentMail
- No personal email addresses, other messaging or video conferencing software will be used by either staff, parents or pupils

Data Protection

Staff members may need to collect or share personal data as part of the Remote Learning Policy. This applies to our functions as a school and does not require explicit permissions. Staff are reminded of the procedures as set out in our GDPR Policy.

All staff should take steps to ensure the security of the devices used.

Staff are reminded of the procedures as set out in our GDPR Policy.

This policy will be reviewed in line with updates to government guidance.

All changes to the policy will be communicated to relevant staff and stakeholders.