

Remote learning policy

Bleakhouse Primary School

Approved by:

Date: 23rd October 2020

Last reviewed on:

Next review due by:

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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 9.00 a.m. to 3.30 p.m.

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 if Bubble closes
 - 3 day work pack sent home to children
 - Weekly work plan template/PDFs to be completed for all subjects for children in their class.
 - Full day timetable to be uploaded for parents/children to follow
 - Work should be uploaded onto School App using log in details.
 - Work to be pitched at ARE
 - Work to be differentiated to meet learning need including for SEN children
 - Work is planned and sequences in line with National Curriculum
 - Communication via email with year group partners where necessary.
 - Providing feedback on work:
 - Children will share completed work via the class email page.
 - Feedback can be given to parents via the class email page
 - Work uploaded to School App may or may not be adapted as a result.
 - FSW/SENDco will make contact with parents on a needs basis to support learning.
 - If a bubble closure is for longer than two weeks – phone calls to parents will be coordinated by SLT.
 - Emails should not be answered outside of working hours.
 - Any complaints or concerns shared by parents and pupils should be forwarded to SLT to be addressed
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- Notify SLT if children are failing to complete work via email.

➤ Setting Work for children who are self-Isolating

- Class teachers will be notified of which children are not in school by FSW and for how long.
- Teachers will provide work reflecting current classroom practice.
- Teachers will signpost to National Oak Academy/White Rose Maths which links with current in class learning.

2.2 Teaching Assistants

If self-isolating - Teaching Assistants must be available between 8.30a.m to 3.30p.m. If they are 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

- Contacting parents via telephone/email
- Marking work
- Making/preparing resources

If Teaching Assistants will also be working in school they will support teachers where necessary as communicated by the SLT.

2.3 SENDCo

The SENDCo is responsible for the strategic oversight including:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning for children with Special Needs
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent for children with Special Needs
- Monitoring the remote work set by teachers in their subject and feedback to the teachers as necessary.
- Alerting teachers to resources they can use to teach remotely – National Oak Academy
- Liaising and communicating with parents about their EHCPs and child's progress, and any changes that need to be made as a result.

2.4 Senior Leaders

Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by reviewing work set and feeding back to teachers, reviewing feedback and marking process to ensure progress is evident in learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- Monitoring and liaising with vulnerable families during remote learning
 - Monitoring and liaising with other professionals during remote learning.
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2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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
- › Be respectful when making any complaints or concerns known to staff

2.6 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 SLT.

4. Data Protection

Please see data protection policy.

5. Safeguarding

Please see updated child protection policy
