



# REMOTE LEARNING POLICY

This Aldborough Primary Policy applies to all stakeholders.

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| <b>DATE OF GOVERNOR APPROVAL</b> | Autumn 2021                            |
| <b>REVIEW FREQUENCY</b>          | Annually                               |
| <b>REVIEW DUE</b>                | Autumn 2022                            |
| <b>STATUTORY REQUIREMENT</b>     | YES                                    |
| <b>AMENDMENTS</b>                |  |
| <b>Date</b>                      | <b>Summary of Amendment/s</b>          |
| November 2020                    | Equality Impact Assessment Completed   |
| November 2021                    | Updated in line with current situation |
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## **PURPOSE**

At Aldborough Primary School we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

The Remote Learning Policy aims to ensure consistency between teaching staff in their approach to remote learning for pupils who are not attending Aldborough Primary School. It clearly sets out the learning expectations for all members of the school community with regards to remote learning.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

## **SPECIFIC AIMS**

- To outline our approach for pupils that will not be attending school, as a result of government guidance - individual children who may be self-isolating or the closure of a class bubble.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the school with the teaching, marking and planning for pupils.

## **WHO IS THE POLICY FOR?**

Every child is expected to attend school from September 3<sup>rd</sup> 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19
- Any child absent due to being contacted by NHS track and trace or isolating due to a family member with symptoms.

This policy is intended to outline expectations for individual cases or for any absence related to COVID and self-isolation. Individual pupils who are isolating will be supported primarily with the use of online tools and resources, which mirror the work being taught to the rest of the class in school.

## **WHO IS THE POLICY NOT FOR?**

- Pupils who do not have to self-isolate for 14 days
- Parents choosing to keep children at home due to parental choice
- Children who are ill but are not displaying COVID related symptoms
- Children who are on holiday
- Any reason given contrary to official Government guidance

## **ROLES AND RESPONSIBILITIES**

The governors and senior leadership team at Aldborough Primary School will work together to provide access to online tools and resources, as well as links to appropriate remote learning for pupils that are not able to attend school. We will endeavor to provide continuous learning for all where no one will fall behind.

### **TEACHERS:**

- i)** Teachers are responsible for planning activities and/or learning tasks that are relevant and meaningful to the curriculum.
- ii)** Teachers are responsible for providing work for the children that they would be teaching should they be in school. Typically this would be their class, however teachers covering PPA are required to set work for classes they usually teach during PPA each week.
- iii)** Day 1 is classed as the day a message and accompanying letter will be emailed from the school office to parents/carers informing them of the developing situation. Pupil-led remote learning will begin on Day 1 & 2 with tasks/activities emailed to parents/carers or available on the school website. Teacher-led remote learning will begin from Day 3. Activities/tasks should be uploaded/shared by 08:30.
- iv)** Should an individual pupil/small group be self-isolating at home, it is the expectation that teacher-led remote learning will be a day behind learning taking place in school.
- v)** Pupils should be provided with a minimum of 3 hours (KS1) /4 hours (KS2) work following a suggested timetable that can be found on the school website. Activities should primarily focus on core learning skills, developing and applying reading, writing and maths skills. Cross-curricular linked tasks should be provided to ensure that pupils continue to receive a balanced curriculum.
- vi)** Where possible hard copies of activities/work set will be available for pupils unable to access remote learning tasks due to poor wifi availability in North Norfolk or limited technology access. Should the school building remain open then they will also be available for collection. Alternatively, if possible, learning packs will be delivered.
- vii)** Teachers will access completed work via the school's remote learning platform, Purple Mash. Deadlines for completion will be provided at the outset when the work is set.
- viii)** Where appropriate, teachers will provide feedback on remote learning tasks within a week of completion by pupils. Feedback on hard copies of work completed will be provided via email when the work is returned to school by the parent/carer. Acknowledgement of effort/completion will be provided by teachers.
- ix)** Where work is not completed by a pupil, teachers will contact parents/carers to make them aware and agree a date for the work to be completed by. Following two deadlines not being met, the teacher will inform a member of the leadership team/Head Teacher that work has failed to be completed.
- x)** It is the expectation that teachers will make regular contact with parents/carers and pupils during any period of Remote Learning. Telephone calls are the preferred method of communication

(withholding the phone number is required), however it is recognised that this is not always possible and emails are more appropriate. At all times teachers should ensure that they maintain a work/life balance, not emailing and calling outside of working hours unless an issue needs to be addressed urgently.

- xi)** In the event of the teacher self-isolating from home, they must be available between their usual school teaching hours on the days that they work (9:00 – 12:00; 13:00 – 15:15). If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure;
- xii)** Any parent/carer concerns or complaints should be recorded (dated) and shared with a member of the leadership team/Head Teacher. All safeguarding concerns should immediately be addressed using the school safeguarding policy, with the DSL being made aware of concerns without delay.
- xiii)** Occasionally teachers may attend virtual meetings with pupils and/or parents/carers via Zoom. Meetings should take place in a quiet location with an appropriate background. Smart casual dress should be worn by teaching staff. Adherence to agreed meetings times should be in place with timely communication with parents/pupils should technological difficulties arise.

## **SUPPORT TEACHING STAFF**

- i)** Support teaching staff are responsible for supporting the provision of work for the children that they would be supporting should they be in school. Typically this would be the class in which they are primarily based when in school.
- ii)** Support may include telephoning parents/carers or attending virtual meetings with pupils and/or parents/carers via Zoom. Meetings should take place in a quiet location with an appropriate background. Smart casual dress should be worn by support teaching staff. Adherence to agreed meetings times should be in place with timely communication with parents/pupils should technological difficulties arise.
- iii)** It is the expectation that support teaching staff will support teachers making regular contact with parents/carers and pupils during any period of Remote Learning. Telephone calls are the preferred method of communication (withholding the phone number is required), however it is recognised that this is not always possible and emails are more appropriate. At all times support teaching staff should ensure that they maintain a work/life balance, not emailing and calling outside of working hours unless an issue needs to be addressed urgently.
- iv)** In the event of the member of support staff self-isolating from home, they must be available between their usual school working hours on the days that they work (9:00 – 12:00; 13:00 – 15:15). If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure

## **SUBJECT LEADERS/SENCO**

Alongside their teaching responsibilities, Subject Leaders are responsible for supporting teaching colleagues to monitor and review remote learning provision so that:

- i) Work set is appropriate and consistent.
- ii) Work set is accessible to all.
- iii) Deadlines are realistic and followed up if not met.
- iv) Teachers are alerted to resources they can use to teach subjects remotely.

## **HEAD TEACHER / SENIOR LEADERS**

Alongside any teaching responsibilities, senior leaders are responsible for:

- i) Co-ordinating the remote learning approach across the school.
- ii) Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and using feedback from pupils and parents.
- iii) Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **DESIGNATED SAFEGUARDING LEAD**

DSL/ Headteacher Mrs Bearman

Deputy DSL and Mental Health Lead Mrs Gowers

For details please see the school's Keeping Children Safe Policy (updated Autumn 2021). Available on the school website.

## **IT STAFF**

The IT technician is responsible for:

- i) Fixing issues with systems used to set and collect work.
- ii) Helping staff and parents with any technical issues they may be experiencing.
- iii) Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer (DPO).
- iv) Assisting pupils and parents with accessing the internet or devices.

## **PUPILS**

It is expected that when learning remotely pupils will:

- i) Be contactable during the school day, however is not the expectation that pupils will be on electronic devices for long periods of time. Social interaction and practical learning should be balance with appropriate screen time for a pupil's age.
- ii) Complete work to the deadline set by teachers
- iii) Seek help if they need it, from teachers or teaching assistants
- iv) Alert teachers if they're not able to complete work.

## **PARENTS/CARERS**

It is expected that when their child is learning remotely parents/carers will:

- i) Contact the school if their child is sick.
- ii) Seek help from the school if it is needed. Remote learning information is available on the school website in the first instance.
- iii) Work with teaching staff being realistic about Remote Learning expectations, being considerate and respectful at all times. Replies to emails should not be expected outside of school hours.
- iv) Where possible, it is beneficial for pupils to maintain a regular and familiar routine. We recommend that each 'school day' maintains structure.
- v) Day 1 & 2 Pupil led remote learning will be provided via email/school website, with Teacher led remote learning commencing on Day 3.
- vi) Teachers/School Leaders will respond, within reason, to requests for support from families at home. This will be done through emailing the school office on: [office@aldborough.norfolk.sch.uk](mailto:office@aldborough.norfolk.sch.uk). We aim to deal with any request for support or feedback by the next working day. This will be dependent on the time of request and circumstances within school.
- vii) We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with their learning and encouraging them to work with good levels of concentration.
- viii) Children should be supervised in their use of the Internet.
- ix) Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school and alternative solutions will be made available (e.g. paper copies of work, workbooks and loaning of stationary equipment or devices). These will be discussed on a case-to-case basis.

## **GOVERNORS**

The School Governing Board is responsible for:

- i) Monitoring the school's Remote Learning provision to ensure education remains as high quality as possible.
- ii) Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## **SPECIFIC INFORMATION FOR REMOTE TEACHING FOR STAFF SELF-ISOLATING**

- Follow normal reporting procedure for planned absence.
- Following contact with school, the Headteacher may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested if displaying any of the listed above. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school as soon as possible so that appropriate plans can be made.

- Whilst self-isolating, and if able to do so, teaching assistants and non-teaching staff may be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision. These projects will be communicated by the Head Teacher or Class Teacher and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work. Should staffing levels reach a critical point, the Local Authority will be informed.

## CONCERNS

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

Setting work: Talk to the relevant Subject Leader (English: Mrs Bearman; Maths: Mrs Morgan)

|                        |   |
|------------------------|---|
| Behaviour              | Mrs Bearman   |
| Workload/Well-being    | Mrs Bearman   |
| Technical Difficulties | Mr Hibberd  |
| Data protection:       | DPO – contact details from the office                           |
| Safeguarding           | DSL – Mrs Bearman    Deputy DSL/Mental Health Lead - Mrs Gowers |

## DATA PROTECTION

- i) Personal data for remote learning purposes can be accessed by all teaching staff members on Pupil Asset. Wherever possible teaching staff should use school devices to access data rather than their own equipment. All data should be kept securely and remain confidential.
- ii) Staff members may need to collect and/or share personal data such as email addresses or telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals do not need to give permission for this to happen. Staff are reminded to collect and/or share as little personal data as possible online.
- iii) To keep devices secure staff 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.

## LINKS WITH OTHER POLICIES

This policy is linked to the following Aldborough Primary School policies which can be accessed on the school website and/or via the school office.

- Behaviour Policy
- Keeping Children Safe
- GDPR Policy and Privacy Notice
- E-Safety Policy