Meltham Moor Primary School
Remote Learning Policy

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Contents

1. Introduction

Meltham Moor Primary School is committed to equality of opportunity. We aim to work in partnership with parents, pupils and families to support learning both at school and at home, so that all pupils can make the best progress and fulfil their potential. Our strategy for remote learning continues this approach.

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos

- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning

- Support continuous delivery of the school curriculum, so that absent pupils can access learning objectives alongside their peers taught in school

- Support the motivation, health and well-being of all pupils and foster communication and liaison with parents

- Provide appropriate guidance for data protection

2. Who is this policy applicable to?

- Children who are being remotely educated due to restricting school attendance during a National Lockdown
- A child is self-isolating because of a positive test result within the household.
- A child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their bubble are attending school and being taught as normal. • A child's whole bubble is not permitted to attend school because they, or another member of the bubble has tested positive for Covid-19.
- A group of children are self-isolating because a member of their bubble has tested positive for Covid-19 and they are a close contact.
- A child is absent because they have been identified through Test and Trace and told to self-isolate.

4. Content and Tools

Resources to deliver this Remote Learning Policy may include:

- Online tools for KS1 KS2 *(e.g. Google Classroom – G Suite),* EYFS *(Class Dojo)*
- Use of recorded video, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of Oak National Academy, White rose Maths Hub, BBC Bitesize, Times Table Rock Stars, Bug Club and other subscription- based resources.

5. Home and School Partnership

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Meltham Moor Primary School recommends that each 'school day' maintains structure.

Where possible, we encourage parents to support their children's work. This includes supporting pupils to:

- find an appropriate place to work
- work with good levels of concentration

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

6. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between normal hours worked in school.

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 providing remote learning, teachers are responsible for:

- Setting work:

- o Teachers will set work for the pupils in their classes/groups taught o Teachers who are self-isolating may be asked to support learning for pupils in other year groups where appropriate.
  - o The work set should follow the usual timetable/activities for the class had they been in school, wherever possible (a minimum of 4 hours a day work will be set each day for KS2. 3 hours for KS1)
  - o Weekly/daily work will be shared before 5pm the day before o Learning Objectives will be shared o Work should be uploaded to Google Classroom G-Suite.

- Teachers may provide feedback to Individuals, groups or the whole class, as appropriate, through:
  - o Completed work or photos of completed work from pupils can be uploaded onto G-Suite
  - o Recorded video feedback to a group of pupils o Comments made on email or online platform o Telephone calls

- Keeping in touch with pupils who aren't in school and their parents:
  - o Regular contact (at least once a week) should be made by bubble staff – this can be by phone call or email
  - o Emails/messages from parents and pupils should usually be answered on the same day within working hours.
  - o If there is a concern around the level of engagement of a pupil/s parents may be contacted via phone to assess whether school intervention can assist engagement.
  - o Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

- Attending virtual meetings with staff, parents and pupils:
  - o Dress code – usual school dress code should be followed o Locations - avoid areas with background noise and nothing inappropriate in the background

Teaching Assistants

Teaching Assistants must be available during their normal school hours worked.

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.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT.

Teaching Assistants may be asked to supporting pupils who aren't in school with learning remotely, this will be agreed on an individual basis and may be by telephone or using the learning platform.

- Attending virtual meetings with staff, parents and pupils:
  - Dress code – usual school dress code should be followed o Locations - avoid areas with background noise and nothing inappropriate in the background

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – through discussion with teachers and subject leaders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring any parental concerns and how these have been dealt with

Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding Policy.

IT Manager/Technicians

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The Inclusion Leader

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support needed for particular pupils working at home

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Communicating with senior leaders and teachers to flag any concerns raised within the school community.

Pupils and parents

Staff can expect pupils learning remotely to:

- Try to complete work to the deadline set by teachers and to the best of their ability
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body 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

7. 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 the relevant class teacher or Inclusion Leader
- Issues with behaviour – talk to the relevant member of SLT
- Issues with IT – talk to Headteacher
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to Headteacher
- Concerns about safeguarding – talk to the DSL (the Headteacher/Deputy Headteacher)

7. Links with other policies

This policy is linked to our school:

- Safeguarding policy and Covid-19 safeguarding addendum
- Data protection policy and privacy notices
- E-Safety policy
- Code of Conduct Policy
- Equality Policy
- End User Agreements (e.g. for Google classroom).