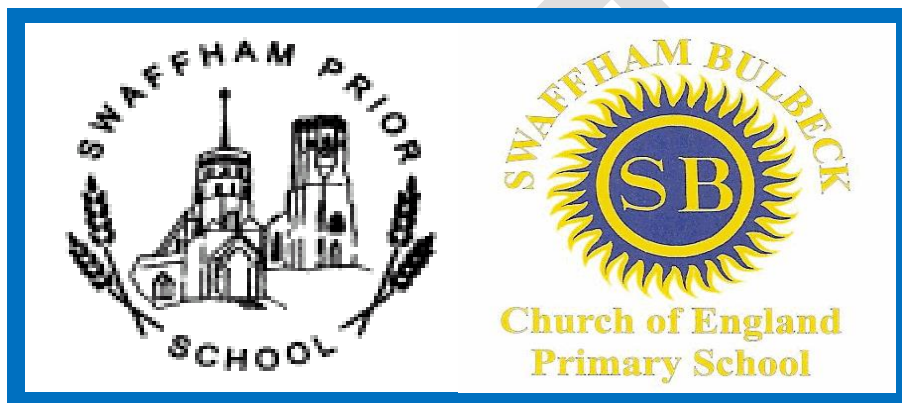


# Swaffham Primaries Partnership



**Swaffham Bulbeck CE Primary School**

**Swaffham Prior CE Primary School**

## **Remote Learning Policy**

**January 2021**

**Date Approved:**

**Date for Renewal:**

## **Aims**

This remote learning policy for aims to:

- Set out expectations for all members of the school community with regards to remote learning
- Ensure consistency in the approach to remote learning for pupils who are not in school as a result of school or bubble closure, or who are needing to self-isolate whilst awaiting COVID-19 test results
- Support effective communication between the school and families
- Provide appropriate guidelines for data protection

## **We will:**

- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to delivering high quality remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them or alternative resources given.

## **Roles and Responsibilities**

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Applying for IT equipment for the disadvantaged pupils within a bubble should it have to be closed
- Ensuring that teachers and TAs receive training where necessary in the use of the school's learning platforms
- Ensure the school website, ClassDojo and Tapestry are kept updated with the distance learning resources required to support pupils in completing their learning tasks
- Supporting teachers in delivering remote learning for their year groups
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and feedback from pupils and parents

- Supporting teachers by dealing with queries or issues posed by parents or carers relating to the remote learning provision
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Teachers

Teachers will be available on the days that they are contracted to work. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should inform the Headteacher as normal. If it affects the completion of any work, teachers and leaders should ensure that arrangements have been made to ensure work is completed.

### Setting work:

When providing remote learning for pupils not in school, teachers will undertake the following:

- Create a weekly timetable of work using the appropriate template to ensure coverage of a broad curriculum using the school's long term plans and learning journeys to provide progression and consistency of approach
  - Upload the week's plans and resources onto the school website by Monday morning
  - Record short, explanatory teaching videos and upload onto ClassDojo or the school's website as required
  - Provide remote learning packs for pupils unable to access the internet at home
  - By 9am put a daily message on their class page of Class Dojo outlining the daily timetable, links to pre-recorded content and live lesson links
- Remote learning provision for pupils who are absent because they are required to self-isolate whilst the rest of their school bubble is attending school:
    - Teachers will direct the pupils to follow the year group's in-class learning via the Oak Academy, BBC Bitesize and White Rose Maths learning platforms for KS1 and KS2, or the home learning grid made for EYFS pupils.
- **Providing feedback on work:**
    - Parents/carers and children will upload photos of completed learning to ClassDojo/Tapestry
    - Teachers and TAs in Y1-Y6 will provide feedback on individual children's work via ClassDojo. Key pieces of work will receive feedback and guidance, but it will not be practical to comment on every piece of work uploaded.
- **Communication with children and parents:**
    - Teachers will continue with daily messages to be posted on ClassDojo
    - Class teacher email communication with parents should take place during regular working hours on weekdays only. Teachers will not be expected to communicate with parents during the weekend

- Specific issues should either be dealt with by the relevant class teacher with the Headteacher copied into any correspondence, or directly referred to the Headteacher to respond to
- Class teachers will draw up a list with teaching partners and the SENDCo, of children who should be contacted via a Safe and Well phone call either weekly or more regularly depending on circumstances. Teachers should report any safeguarding concerns to the Safeguarding Lead or Deputy Safeguarding Lead and log any concerns on CPOMS (see Safeguarding section below)
- Each class has an allocated Zoom time for a daily 'live' lesson – a minimum of one lesson per day (time to be decided by teacher and year group). Each pupil will be required to have an adult present in the room. There will be two members of staff on the meeting and the meeting will be recorded. They will be held in school wherever possible

## Teaching assistants

Teaching Assistants will be available during their contracted hours. 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.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely when requested by the class teacher and/or the SENDCo
- Supporting their year group teachers, researching and producing resources as required
- Supporting designated pupils at home via regular keeping-in-touch communications
- Liaising with the class teacher to support feedback on ClassDojo and Tapestry
- Covering class bubbles in school to enable teachers to plan for home learning

## Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set for their subjects by each year group, checking for progression and adherence to the subject's long term plans
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent, alerting them to resources that are available

## Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact with pupils and their families, collating and passing on information to the relevant bodies and responding to any concerns. **See COVID-19 amendments to the Safeguarding and Child Protection Policy.**

## Families

Staff can expect pupils learning remotely to:

- Complete tasks to the best of their ability by the deadline set and upload work onto ClassDojo as required
- Seek help if they need it from their class teachers or teaching assistants
- Alert teachers if they are unable to complete work
- Respond to communications from their class teacher as much possible

Staff can expect parents with children learning remotely to:

- Familiarise themselves with the weekly learning grid posted on ClassDojo and Tapestry
- Support their child or children with accessing the home-learning tasks and making plans for their completion
- Make the school aware if their child is sick or otherwise unable to complete work
- Seek help from their child's class teacher if needed, so that they can be directed to the school's remote learning resources
- Be respectful when making any complaints or concerns known to staff

## **Attending virtual meetings**

Staff, parents and pupils should:

- Be dressed appropriately when appearing in virtual meetings
- Avoid areas with background noise and ensure nothing inappropriate is in the background

## **Governing board**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the 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

## **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 subject lead or member of the SLT
- Issues with differentiating work - talk to the SENDCo or member of the SLT
- Issues with behaviour – talk to a member of the SLT
- Issues with pupils not engaging with their learning – talk to the HT or DHT
- Issues with IT – talk to Major Seventh
- Issues with their own workload or wellbeing – talk to their line manager or SLT member
- Concerns about data protection – contact our DEMAT data protection officer Joanne Patterson  
[DPO@demat.org.uk](mailto:DPO@demat.org.uk)
- Concerns about safeguarding – talk to the DSL – Helen Bartley, Donia Mercer, Susie Sugg

## Data protection

### 4.1 Accessing personal data

Staff will inevitably be required to access personal data for remote learning purposes, for example, to find contact details on Pupil Asset, or to record concerns on CPOMs. When accessing personal details, all staff members will:

- Keep personal login details secure and ensure you log out after use
- Not share any contact or login details with third parties
- Use only school laptops and iPads when accessing any personal information on pupils

### 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 provision. As long as this processing is necessary for the school's official functions, individuals will not 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

## 5. Safeguarding

Please refer to the following for updates concerning safeguarding in relation to remote learning: **Safeguarding and Child Protection COVID-19 school arrangements for Swaffham Bulbeck and Swaffham Prior Primary Schools** which is posted on the websites.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Government by Headteacher and the SLT.

## 7. Links with other policies

This policy is linked to our:

- Behaviour and Relationships Policy
- Safeguarding and Child Protection Policy and coronavirus addendum to our Child Protection Policy
- Home-school agreement
- Acceptable Use of ICT Agreement
- ClassDojo policy
- Online safety policy
- DEMAT GDPR policies

# Appendix

## Resources

This lists the most commonly used resources needed to deliver this remote learning plan:

<b>Online Pupil Resources</b>	<b>Online Staff Resources</b>	<b>Physical Resources</b>
<ul style="list-style-type: none"><li>&gt; Zoom</li><li>&gt; ClassDojo</li><li>&gt; Tapestry</li><li>&gt; White Rose Maths Hub</li><li>&gt; Oak National Academy</li><li>&gt; BBC Bitesize</li><li>&gt; NRICH</li><li>&gt; Twinkl</li><li>&gt; Times Tables Rock Stars</li></ul>	<ul style="list-style-type: none"><li>&gt; Zoom</li><li>&gt; ClassDojo</li><li>&gt; Tapestry</li><li>&gt; Google Drive</li><li>&gt; White Rose Maths Hub</li><li>&gt; Oak National Academy</li><li>&gt; BBC Bitesize</li><li>&gt; NRICH</li><li>&gt; NCETM</li><li>&gt; Talk 4 Writing</li><li>&gt; Twinkl</li><li>&gt; CPOMS</li><li>&gt; Pupil Asset</li></ul>	<ul style="list-style-type: none"><li>&gt; Printed packs</li><li>&gt; Workbooks</li><li>&gt; Pencil cases</li><li>&gt; Whiteboards and pens</li><li>&gt; Laptops/devices</li><li>&gt; Manipulatives for maths</li><li>&gt; Age-appropriate support materials – word mats/100 square etc</li><li>&gt; Reading books</li><li>&gt; Free School Meals (if eligible)</li><li>&gt; Additional resources i.e science packs</li></ul>



Physical Resources (if needed)