



Windmill Hill Primary School

Policy for Remote Learning

Overview

Within its available resources during the National Lockdown, this school will do its best to provide a high quality of remote teaching and learning for all those pupils who need to be educated at home. However, depending on circumstances during the epidemic we may have to modify this policy if the school sustains high levels of staff absence. As the pandemic develops, we may also have to modify our provision for remote learning by taking account of teachers' workload in relation to the balance of pupils being taught in person on site and those being provided for remotely off site.

The school will follow the latest advice provided by the DfE if and when it needs to enact the intentions set out in this policy.

Intent

1. We will publish information for pupils, parents and carers about their remote education provision on the website by 25 January 2021.
2. We will ensure that the DfE guidance for safe remote learning and safeguarding underpin this policy.
3. The school will do all that it can, within its resources, to ensure that those pupils who are isolating from school or have been sent home because of outbreaks of the virus, can continue to learn successfully at home.
4. The school will use its website and other appropriate means to communicate with parents, to keep them informed and to offer guidance about how they can support their pupils' remote learning.
5. The school will export the curriculum into pupils' homes by teachers and staff setting appropriate tasks and by supporting learning in every way it can within its available resources.
6. The school will follow the DfE guidelines for making provision for the continuing safeguarding, care and support of all pupils, especially those who are vulnerable.
7. The school will make every endeavour, within its resources, to offer appropriate support to those with SEND and ECHPs
8. The school will liaise with appropriate agencies to maintain the specialist support that some pupils may need.

Implementation

1. A designated senior leader will be given overarching responsibility for the quality and delivery of remote education, including that provision meets the DfE expectations for remote education (published Jan 2021).
2. To maintain teaching and learning of the curriculum, the school will provide pupils with appropriate tasks and work to carry out at home.
3. The school website will be used to direct parents to approved sources where they can find appropriate, high quality learning materials to support their children's learning.
4. Teachers will set work each day on ClassDojo. We will also use ClassDojo as a method for communicating with pupils and parents. Teachers will be available from 9am until 3pm each day. As agreed by Governors, for safeguarding reasons, 'live teaching' will NOT take place. Pre-recordings of lessons will be used for remote learning where necessary.
5. Where homes and pupils do not have access to computers or the Internet, school will loan a device to a family. These devices will be prioritised for families without a device at home. When school

receives further devices from the DfE, devices will be provided to families whereby several pupils are sharing a device.

6. If requested, pupils will be provided with a home learning pack.
7. Where they cannot be provided by the pupils' families, the school will do its best to provide appropriate materials and the other essentials necessary for pupils to learn e.g. writing materials, rulers, pencils, paper, colouring materials and work books.
8. If and when it is made available, the school will use DfE additional funding to fill gaps in pupils' resources and needs.
9. Teachers will try to maintain regular contact with their pupils, so that they can support learning. When a pupil is not engaging with remote learning, this will be followed up with a telephone conversation with parents and recorded on CPOMs.
10. The school will follow the DfE guidelines and make appropriate provision for the continued safeguarding, care and support of all pupils (especially those who are vulnerable). *Further details can be found in the Safeguarding and Child Protection Policy.*
11. Where individuals who are self-isolating are within the DfE definition of vulnerable, the school will use its reasonable best endeavours to put systems in place to keep in contact with them.
12. When a vulnerable child is asked to self-isolate, the school will notify their social worker (if they have one) and school leaders will find reasonable and practical ways to maintain contact and offer support to the vulnerable pupil.
13. The school will put in place reasonable, practical procedures to regularly check if a vulnerable child is able to access remote education support and to support them to access it as far as possible.
14. The school will do all that it can will within its resources, to offer appropriate support to those with SEND and ECHPs
15. The school will remain available to offer help and advice to parents who request support with the provision of learning at home.
16. All stakeholders will adhere to the Data Protections policies
17. All stakeholders will adhere to the E-Safety and Acceptable use of ICT policy when providing remote learning.

Roles and Responsibilities

Teachers:

When providing remote learning, teachers must be available between 9am-3.00pm Monday-Friday.

Teachers may be working in school as well as providing remote learning. Therefore, there may be a delay in responding to messages. The school Internet is an ongoing issue that can lead to a delay in responding to online messages.

Setting remote learning:

- Teachers will set work for children in their class who are isolating/in quarantine or who have symptoms of the virus. EYFS/KS1 pupils will be set 3 hours of remote learning. KS2 will be set 4 hours of remote learning.
- When a bubble is self-isolating, teachers are expected to plan and deliver a full timetable of lessons alongside video lessons.
- Teachers will pre-record videos and presentations, suggest links to various websites and provide Power Point presentations. Pupils will be able to ask questions about the work that is set and teachers will provide whole class and individual support.
- For pupils in the Early Years, the teacher will set activities that reflect the 'learning through play' approach of the EYFS curriculum.
- Pupil's work will be uploaded onto individual portfolios on Class Dojo.

Providing feedback on work:

- Teachers will be able to access pupil's work via ClassDojo. Feedback can be shared with individual children through ClassDojo,
- In the event of bubble isolation, timetabled feedback sessions will be built into the weekly timetable.

Attending virtual meetings with staff and other professionals:

- Teachers' code of conduct and professional standards apply. Teachers must be dressed professionally and must have neutral background to their video.
- Teachers who are delivering a virtual call from school must do so in a quiet location and ensure other children are not in the background.

Teaching Assistants:

- When assisting with whole bubble remote learning, teaching assistants must be available during their usual 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.
- Teaching assistant code of conduct and professional standards apply.
- When attending virtual meetings, teaching assistants must be dressed professionally and must have neutral background to their video.
- Teaching assistants who are isolating at home must complete task set by the class teacher or SLT.
- Teaching assistants who are delivering a virtual call from school must do so in a quiet location and ensure other children are not in the background.

Subject Leads:**Alongside their teaching responsibilities, subject leads are responsible for:**

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers (teaching their subject remotely) to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject: regular meetings with teachers; visits into school; reviewing work set.
- Alerting teachers to resources that they can use to teach their subject remotely.

Well-being Lead:**The Health and Well-being Lead is responsible for:**

- Continued planning of mentoring sessions online.
- Making regular phone calls to families who require additional support.

Senior Leaders:**Alongside any teaching responsibilities, senior leaders are responsible for:**

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders; reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Assisting staff, pupils and parents with accessing the online resources.
- The headteacher will be part of every class team to support the teacher and monitor engagement, as will the Assistant Head who leads that Key Stage.

Designated Safeguarding Lead

The DSL is responsible for:

- Reporting all concerns in regards to the safeguarding of children to the relevant agencies.
- Sharing information with agencies when a child is perceived to be at risk.
- Training all staff on safeguarding matters including online safety and safer working practices.

Pupils and Parents:

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it (from teachers or teaching assistants).
- 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 communicating with 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 members are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Impact

This policy sets out the intent and broad guidelines that will underpin the school's actions if there is a need for pupils to work remotely or in the event of a local or national lockdown. The working details of the policy will be devised at the time of need so that they can address the particular circumstances of that emergency. The prime intention of the school is that pupils will continue to be educated on site unless it becomes unsafe to continue. If this policy needs to be enacted, it is expected that all parents and the school will work together in partnership to resolve any problems that need to be overcome. The senior leadership team and governors will keep the policy and provision for Remote Education under regular review.

Adopted by the Governing Body: January 2021.