

Remote Learning Policy

Our Christian Vision is that - Everyone is welcome.

Everyone who spends time learning and growing at Longhoughton is encouraged to reach their full potential with **courage, compassion** and **creativity** to make a difference in the future. We are **respectful** of God's world, working together to create a loving and caring **community**.

This is founded in 1 Peter 4:10 - 11 "God has given each of you a gift from his great variety of gifts. Use them well to serve one another."

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school through the use of quality online and offline resources
- Set out expectations for all members of the school community with regards to remote learning
- Include continuous delivery of the school curriculum
- Support effective communication between the school and families
- Provide appropriate guidelines for data protection

Who is this policy applicable to?

- A child (and their siblings if they are also attending Longhoughton CE Primary School) who is/are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble is attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Children learning remotely during a national/local lockdown.

Remote learning will be shared with families when they are absent due to COVID related reasons as soon as possible through work being sent home

Rationale

Our plan is to, where possible, continue momentum of the sequence of activities which was about to take place in the event of individual children needing to isolate or for classes to self-isolate for a 10 day period. Adjustments may need to be made in the event of a full or a prolonged closure.

We do however, understand that there may still be some challenges for families accessing online learning and so we have made the following choices.

Learning will not be live lessons due to the number of families with multiple siblings of school age who will need to plan the use of the device throughout the day. Instead teachers will use a mix of online resources and written instructions. Activities will also be a mix of those completed online and those completed on paper or in practical ways so that devices can be shared around while activities can still be carried out.

Many children will need an adult to support the learning and to access the activities for the day. With this in mind the activities will be a mix of challenging activities which may require support and more

independent consolidating work.

We will work flexibly with parents to enable them to make the best use of the online learning, giving them clear guidance of expectations. We will continue communication during any closure to ensure children are able to access learning appropriately.

Communication and feedback will be key and we will provide feedback as outlined below.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to 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 a case by case basis.

For families who have limited capacity due to the lack of a suitable device, in the event of a partial or full closure we will support families through a loan of a school device. This will enable the best opportunity for all to have equal access to the online content.

Resources

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS - Tapestry, You Tube (phonics), Oak National Academy and White Rose Maths
- Online tools KS1 & KS2- You Tube (phonics), Purple Mash, Times Table Rock Stars, Oak National Academy and White Rose Maths
- Printed learning packs
- Physical materials such as reading books, practical resources as required
- Phone calls home
- Support via email - admin@longhoughton.northumberland.sch.uk

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8:45am to 3:15pm. Monday to Friday

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 learning: Teachers will

- Provide learning for the children in their class. The teacher will try to match the learning to suit the needs of the child's ability where possible, but sometimes this will be difficult as teachers often give additional support during the lesson
- Providing 3 activities each day, daily English and Maths activities with one other activity providing a broad and balanced curriculum which matches our school provision
- Children will also continue with reading/phonics activities, spelling homework and Times Table Rock Stars (Y2 - Y6)

Providing feedback on work: Teachers will

- If a child is self-isolating or a class bubble is learning remotely then work will be marked weekly. The work may be marked by a Teaching Assistant or the Headteacher if the teacher is absent due to illness.
- If there is a national lockdown work packs will be marked weekly and then prepared with the work for the following week.

Teaching assistants

Teaching assistants must be available between the hours they are contracted for.

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 will be directed by the Headteacher.

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 - this will be through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Pupils and parents

Staff can expect **pupils** learning remotely to:

- Complete learning to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants by contacting them via the school admin email address (admin@longhoughton.northumberland.sch.uk)
- 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 learning
- Support their child in accessing the remote learning
- Seek help from the school if they need it, class teachers can request help or advice from SLT regarding these issues if not class related
- Be respectful when making any 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

Data protection

Processing personal data

Staff members may need to collect and/or share personal data such as an email addresses as part of the remote learning system (emailing families, logins for Purple Mash, Times Table Rock Stars). As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use devices that are provided to them by the school i.e. laptops or an Ipad. Personal devices should not be used. Using school devices will ensure that installed security systems will be working when using these devices.

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 by using strong passwords. Making sure the device locks if left inactive for a period of time

Safeguarding

If a member of staff has any safeguarding concerns regarding a child who is self-isolating, they should inform a DSL member immediately (as per guidance in the school Safeguarding policy).

Monitoring arrangements

This policy will be reviewed every term, but can be revised as needed.

Links with other policies

This policy is linked to our

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- ICT and Internet Acceptable Use Policy

Author	Creation Date
Adapted from policies written by St Joseph's Catholic Primary School, Reddish Whittingham CE Primary School, Northumberland Hipsburn Primary School, Northumberland	September 2020
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