'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.

We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	
Signed (Governors)	
Signed (Headteacher)	
Date for review	

Contents

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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who are not in school due to the following reasons

> > o   Illness including mental health complaints that mean that the child is not able to attend school (this would need a doctors note)

> > o   Expected school closure except for striking

> > o   Unexpected school closure e.g. snow day. Although there would be a reduced offer for this purpose.

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Headteacher/Deputy Headteacher

➢   Co-ordinate the remote learning approach across the school.

➢   Monitoring the effectiveness of remote learning.

➢   To update the Governors on remote learning

➢   Monitoring of the security of remote learning systems, including data protection and safeguarding considerations.

➢   Ensuring that staff are in place to lead remote learning.

➢   To liaise with parents of children not accessing the home learning to encourage and support the use of the material provided.

2.2. Designated Safeguarding Lead and Deputy Leads

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning. Please refer to our Safeguarding policy.

2.3 Teachers

When providing remote learning, teachers must be available between 8.30am and 4pm.

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. This includes informing the Headteacher if out of school hours or school office during school hours.

When providing remote learning, teachers are responsible for:

> Setting work

> Providing feedback on work:

> Keeping in touch with pupils who aren't in school and their parents

> Attending virtual meetings with staff, parents and pupils

  o   To remain professionally dressed for meetings

  o   To ensure that meetings take place in a place free of noise or distractions.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am-3.30pm.

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. This includes informing the Headteacher if out of school hours or school office during school hours.

2.3 Subject leads (including SENCO)

Alongside their teaching responsibilities, subject leads are responsible for:

> Ensuring any meetings or training is attended, when possible.

> To continue to monitor their subject/area remotely using the school communication systems.

> To continue to make progress on their action plan.

> To monitor the home learning of other members of staff.

> Alerting teachers to resources they can use to teach their subject remotely

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day or give indication of when they are available due to parental work commitments.

> 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 using the email address or telephone

> Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board 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

3. Who to contact

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

> The Headteacher or Deputy Headteacher

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

> Using only devices given by the school for the purpose of teaching.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as as part of the remote learning system. 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.

4.3 Keeping devices secure

> 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

> Enabling access to all devices, on request, from foresight for updates in software and hardware protection.

5. Monitoring arrangements

This policy will be reviewed each term by the Curriculum and Standards Governors.

6. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding policy addendum

> GDPR policy

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

7. Safeguarding

Please see our child protection and safeguarding addendum for Covid related issues.

Please see our child protection and safeguarding policy for all other issues.

Home Learning Stages for Year 1 to 6

Stage 1
➢ Isolating while awaiting a test result for either themselves or a family member
➢ Isolating due to a family member testing positive

Reporting absences
If your child is not well enough to work please email or telephone the school office to report them as sick.

Each member of staff has placed 10 days' work on Scoolio. Children are expected to complete this work independently and upload to Scoolio when completed.
Teacher will give feedback on the work via Scoolio each day.
If needed we are able to provide ➢ A tablet device to enable your child to access Scoolio as well as upload work. ➢ A pack of stationary resources ➢ A pack with the worksheets ➢ Additional resources that may be needed e.g. blocks for counting, sound mats   If you would like any of these items please telephone or email the school office.

Stage 2
➢ Isolating due to your child's bubble closing

Reporting absences
If your child is not well enough to work please email or telephone the school office to report them as sick.

Work is set on a daily basis. Children should access the work independently following the timetable below. If your child is not able to access at the times given the work should be completed and uploaded at a time that is convenient to you. Please note that any work posted after 4pm on the last day of isolation may not be given feedback.
We aim to provide at least 2 hours of education each day.

Timetable

9.30am – Children watch the teacher presentation explaining the Maths work for the day.

9.45am – Some children will be asked to join a Zoom meeting at this time. This is to support and extend their understanding of the basic concept being taught.

All other children complete the work set for Maths.

10.30am – Children watch the teacher presentation explaining the English work for the day.

10.45am – some children will be asked to join a Zoom meeting at this time. This is to support and extend their understanding of the basic concept being taught.

All other children complete the work set for English.

Afternoon

Children will be given set work to complete. This will be either via a video from the teacher or a PowerPoint to watch and then work to complete.

All complete work should be uploaded to Scoolio for feedback.

Feedback

Generally feedback will be written through Scoolio however, if teachers feel a child needs extra support they will be invited to an individual, pair or group Zoom meeting to further support them. Feedback will only be given between 8.30am and 4.30pm. Pieces of work posted after 4.30pm will be looked at the following day.

Assembly

There will be 2 celebration assemblies each week. These will take place on Wednesday and Friday afternoons. This will be an opportunity to praise the children and share some work. It will also provide an opportunity for children to see each other.

Resources

We are able to provide the following resources on request.

➢ A tablet device to enable your child to access Scoolio as well as upload work.

➢ A pack of stationary resources

➢ A pack with the worksheets.

➢ Additional resources that may be needed e.g. blocks for counting, sound mats

If you would like any of these items please telephone or email the school office.

We will endeavour to provide all worksheets for each week the second day of isolation. However, this may not be possible as teachers often change work during the week in order to meet the needs reflected in the lessons taught.

Welfare Calls and Free School Meals

Welfare calls will be made at least once each week to vulnerable families. This includes

- ➢ Adopted or fostered children
- ➢ Special needs children with an Educational Health Care plan
- ➢ Children with a social worker
- ➢ Any other family that the Headteacher feels would need additional support.

Free school meal voucher

These will be sent to families in receipt of free school meals. This does not include children in Reception, Year 1 and Year 2 who receive universal free school meals.

The vouchers are worth £12 each week for each child. These can only be spent at Tesco.

Home Learning Stages for Pre-School and Reception

Stage 1
➢ Isolating while awaiting a test result for either themselves or a family member ➢ Isolating due to a family member testing positive
Reporting absences
If your child is not well enough to work please email or telephone the school office to report them as sick.
Miss Harber, Miss Eko and Mrs O'Ryan have a pack of work for either 2 days or 14 days depending on the isolation time. This work will be sent out by the office on the first day of absence.
When work is completed this can be photographed and send back to school via the info email address. Alternatively your child can share their work when they return to school. The staff will be able to provide feedback on the work completed.
Stage 2
➢ Isolating due to your child's bubble closing
Reporting absences
If your child is not well enough to work please email or telephone the school office to report them as sick. As these year groups are not statutory until the age of 5 there will be no unauthorized marks for children not accessing work.
We fully understand that these Year groups are not able to work independently and need support. Miss Harber, Mrs O'Ryan and Miss Eko will send work each day using the school online learning platform Scoolio. The joining instructions for this will be sent out on the first day of bubble closure. The tasks will be mix of reading, writing, maths and practical tasks. There will be a daily zoom invitation for children to attend a live phonics or story session. During this session it would useful to sit with your child and help them concentrate on the teaching. All complete work should be uploaded to Scoolio for feedback. This could be a picture of a practical

activity the children have completed.

Feedback

Generally feedback will be written through Scoolio.

Assembly

There will be 2 celebration assemblies each week. These will take place on Wednesday and Friday afternoons. This will be an opportunity to praise the children and share some work. It will also provide an opportunity for children to see each other.

Resources

We are able to provide the following resources on request.

➢ A tablet device to enable your child to access Scoolio as well as upload work.

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