



Remote Learning Policy

Lindsworth School

Approved by: Kay Reid

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Remote Learning Policy Rationale

In the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online and work packs) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time or pupils are self-isolating but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming learners are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents/carers choose to take learners on holiday during term time. Similarly, this would apply if parents/carers made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

Remote learning for individual learners

Assuming an absence has been agreed with the school, and the learner in question is healthy enough to work from home, the school will provide work for learners who are unable to attend in person. If this occurs for an individual learner, work will be collated and sent home by the Assistant Headteacher, the form tutor will remain in communication with the parent/carer during.

Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be twice per week. Work will only be provided to learners in this way if there is an agreed absence lasting more than three working days. If a significant number of learners are absent from school, but the school remains open, the Headteacher will decide whether the method of remote learning operated will take the form outlined here, or as outlined below

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
 - Set out expectations for all members of the school community with regards to remote learning
 - Provide appropriate guidelines for data protection
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2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:45- 3:45

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 work:

- For their individual classes via a mixture of Doodle and paper-based learning, depending on pupil ability to access online learning.
- Work should be sufficient for the amount of lessons taught per group per week.
- Work set should be at an appropriate level- challenging enough for pupil to continue to progress while at a level that enables the student to complete the work independently.
- Work should be set in advance of the deadlines set, allowing pupil to log on and complete work by following their usual timetable, if they wish.
- All work for pupils to complete the following week should be uploaded/printed by 2.30pm every Thursday.
- If there is a concern about any of the above, teachers should liaise with their DoL in the first instance.

➤ Providing feedback on work:

- Where work is completed on Doodle, pupils will submit online, allowing staff to check and mark work.
- Where work is completed on paper, weekly collections will take place, allowing staff to receive and mark the work.
- Feedback should be shared with pupils via Doodle (directly) or via pupil phone calls which happen weekly.
- In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the Director of Learning (DoL) to ensure work is set to her/his classes.

➤ Keeping in touch with pupils who aren't in school and their parents/carers:

- Teachers are expected to make weekly phone calls to their form group to discuss their academic work. They will then feed this back to their teachers where there are difficulties/concerns.
- Teachers should respond to emails sent by parents/carers,pupils; however the expectation would be that this would take place during working hours.
- If there are any safeguarding concerns shared as a result of this, they should log on MyConcern in the usual way.
- If there are any complaints raised by parents/carers about work set, these should be addressed via the DoL in the first instance.
- If a pupil persistently does not complete online work, their Pastoral Manager and Form Tutor should be made aware. This will allow a discussion to take place during their phone call that week, to ensure any issues with technology/passwords can be resolved.

2.2 Pastoral and Learning Support (PALS)

When assisting with remote learning, PALS must be available between 8:45 and 3:45

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 assisting with remote learning, PALS are responsible for:

- Supporting pupils who aren't in school with learning remotely:
 - PALS will call pupils in their class and speak to them once each week (usually a Wednesday). They should speak to the pupil each time and discuss their welfare, as well as any concerns about academic work.
 - If a PALS is unable to speak to a pupil, their Pastoral Manager should be made aware of this so that it can be followed up.

2.3 Directors of Learning and Pastoral Managers

Alongside their own teaching responsibilities, DoLs 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Pastoral Managers are responsible for:

- Working with PALS making phone calls to ensure that these are consistent.
- Contacting families where the PALS have been unable to make contact.
- Monitoring difficulties/concerns raised in these phone calls, alerting the appropriate staff to allow these to be resolved.
- Liaising with SLT to ensure that pupils requiring additional support with learning or pastoral matters (food parcels, financial) are referred to the appropriate member of staff for resolution.

2.4 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
 - Helping staff and parents/carers 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
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- › Assisting pupils and parents/carers with accessing the internet or devices

2.7 Pupils and parents/carers

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/carers with pupils 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/carers towards if they're struggling, include those here
- › 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:

- › Issues in setting work – talk to the relevant DoL or Julie Coombs Assistant Head Teacher (Teaching and Learning)
- › Issues with behaviour – talk to the relevant Pastoral Manager, or Dean Williams (Lead Pastoral Coordinator)
- › Issues with IT – talk to the IT Manager
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the IT Manager
- › Concerns about safeguarding – talk to the Lead DSL, Jenny Francis

4. Safeguarding

Safeguarding During any period of school closure, the "Safeguarding and Child Protection " Policies still apply, as does the Staff Code of Conduct and the IT Acceptable Use agreement. Any live contact between pupils and staff must only take place through official school channels. This includes emails from pupils to teachers, which should only be sent from pupils' school email account.

All safeguarding concerns must be reported using My Concern in accordance with the school policy and expectations.

5. Monitoring arrangements

This policy will be reviewed as on a termly basis and approved by Kay Reid, Headteacher.

6. Links with other policies

This policy is linked to our:

- Positive Engagement policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Acceptable use policy
- E-Safety Policy