


Bishops Itchington Primary School and Nursery



Remote Learning Policy 2020

Chair of Governors signature 

Executive Headteacher's signature: 

Ratified: 7.12.2020

Review: 7.12.2023

Person responsible for overseeing the implementation: **Head of School:** Mrs. Jacky Sykes



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1. Aim:

The school/academy trust is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of the school/academy trust to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how the school/academy trust will support staff and students with the provision of remote learning.

Staff and students will be briefed and trained on the contents of this policy to ensure that safe continuity of education. This policy works alongside our data protection policy and our safeguarding policy and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

1.1. Remote Education for Individual Learners

If a student is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the student is well enough to work, the school will provide lessons/work for the students who are unable to attend in person.

In these circumstances, the completion of work will be coordinated by the class teacher. This will be in collaboration with the student's parents/carers. Ways in which the continuity of education would work in these circumstances are as follows:

- Class teacher sets work for the individuals to complete in a number of different subjects.
- Sharing of any learning resources used to assist with the individuals learning.
- Ability to ask teachers questions via the school learning platform
- Staff will ensure that they communicate with individual learners at least once a week via the learning platform, e-mail or phone call.

1.2 Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Regular setting of work by teaching staff via See Saw to ensure learners have meaningful work each day in a number of different subjects.
- The ability of learners to ask staff questions via seesaw or e-mail.
- Staff will communicate with learners via e-mail at least once a week.
- Assessment of work will be as appropriate, decided by each teacher, but work will not be returned to school.

2.Roles and Responsibilities

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate.

2.1 Expectations of Parents/Carers and Students.

- Students will be expected to engage in all scheduled lessons and complete tasks promptly. Student who are to be absent from lessons or unable to complete tasks will need to follow the usual absence reporting procedure.
- Students should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents and carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances, if required.
- Parents/ carers should seek support quickly from the schools if their child is struggling to access the resources or understand what is expected of them by contacting the school.
- Parents should make the school aware if their child is sick or for any other reason cannot complete the work set.
- Parents will be respectful that staff will work their usual working hours (8.45 a.m. to 3.30 p.m.) and so on weekends and evenings will not respond to requests.

2.2 Expectations of Teaching Staff

- Staff should only use school devices for the purposes of remote education
- Staff are responsible for planning and teaching a well sequenced curriculum
- Staff will provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning
- Staff will differentiate work where appropriate in accordance with the individual learner's needs
- Staff will communicate via SeeSaw, e-mail or phone call to check how pupils are coping. This will be at least once a week
- Staff will ensure that they use a quiet area or private room or area to talk to pupils, parents or carers, where appropriate.

2.3 Expectations of Senior Leadership Team

- SLT will co-ordinate the remote learning approach across the school through staff meetings
- SLT will monitor the effectiveness of remote learning through regular meetings with teacher
- SLT will monitor the security of remote learning systems, including safeguarding and data protection considerations
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary
- SLT will ensure that the workload of staff is manageable by providing a range of bespoke resources and support
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning
- SLT will ensure that the school's reporting procedures are communicated to pupils, parents, staff and carers so that any safeguarding concerns can be raised effectively.

- SLT will periodically review the arrangements set out in this policy to ensure they remain suitably effective.

3.Support for individuals

All staff and students will receive training on how to use See Saw. This will be regularly reviewed and refreshed as appropriate.

Parents/carers will be provided with information on the platform to be used for the purpose of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how lessons will be delivered. The school will ensure that there is regular communications with parents/carers.

The school will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are not able to access a device, the school will provide hard copies of materials and ensure they regularly communicate with individual students and their parents/carers to assist with the student's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety.

4. Data Protection, Information and Security and Online Safety

When staff are required to work from home in order to deliver education, the school shall:

- Provide staff with a secure, school registered device to work from
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are updated with data protection training

When implementing a platform where students are required to engage in online activities, the school will:

- Ensure parents are informed of the type of work children are being asked to do
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching (e.g. youtube, MS Office, MS Teams) to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via on-line portals are reduced as far as possible.

Appendix 1 – Resources

Whiterosemaths.com/homelearning/

Please use the following link to find websites for home learning as recommended by the Department for Education.

<https://www.bishopsitchington.com/children/helpful-websites>

Appendix 2 – User Guides

Web.seesaw.me/parents (Video - Introduction to See Saw for families)

Appendix 3 – User Guides to staff

<https://help.seesaw.me/hc/en-us/articles/205565209-Getting-Started-Guides>