

# Remote Learning Policy



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| <b>Created on:</b>                             | <b>17<sup>th</sup> September 2024</b> |
| <b>By:</b>                                     | <b>P. Wright<br/>D. Mallinder</b>     |
| <b>Approved on:</b>                            |                                       |
| <b>Signed on behalf of<br/>Governing Body:</b> |                                       |
| <b>Role:</b>                                   |                                       |
| <b>Next review date:<br/>(biannually)</b>      | <b>September 2026</b>                 |

## Roles and responsibilities during school closure or pupil absence

### Teachers

The school may close due to a National or Local Lockdown, or there may be a prolonged period of absence due to medical reasons and in these circumstances Smith's Wood will provide remote education from home.

When providing remote learning to pupils at home during a school closure, teachers are responsible for:

#### › Providing access to live lessons:

- The teacher will issue Zoom links via the pupils' school email address, for live lessons each day. Live lesson will be in line with the normal curriculum timetable.
- The live lessons will include the main teaching input, time for discussion and questions and to set the task.
- The live lessons will follow the planned curriculum which would have covered should the pupils have been in school.
- Senior staff will issue parents with a Code of Conduct for virtual learning.

#### › Setting work:

- EYFS staff will email the weekly overview.
- Teachers in Year 1 – 6 will set work through pupil email accounts or parent's email account if specified.
- Teachers will collate the resources which match their lessons into a work pack each week. If parents do not have access to technology for remote learning, then a printed pack will be available from the office for parents to collect every Friday ready for the following week of lessons.

#### › Providing feedback on work:

- Teachers will monitor their year group email account for work which has been submitted by children/ parents. This may be photographs of children's work/activities alongside comments from them. Staff are to acknowledge all pieces of work submitted through email with an acknowledged comment and, where relevant, a possible next step.
- Feedback to children, including a red comment next step, will be given within 24 hours of the work being submitted by the pupil or parent.
- Teachers are expected to adapt subsequent live lessons as necessary as a result of formative assessment when marking children's work.
- Teachers will continue to use school reward systems, such as house points and golden folder entries, to praise pupils for the work, effort and/or engagement.

#### › Keeping in touch with pupils who aren't in school and their parents:

- Senior Leaders will make a weekly phone call to any child(ren) who are not engaging with the remote learning provided.
- Senior staff will collate register information weekly in order to monitor engagement. They may also make calls to families to support and/or engage pupils where necessary.
- Any complaints or concerns shared by parents and/or pupils should be passed on to a member of SLT within school.
- Any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

## Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Phill Wright is leading on this aspect)
- Keep up to date with guidance from the Government and Local Authority and adapt remote learning procedure and policy as required in order to be fully compliant.
- Monitoring the effectiveness of remote learning – this will be done through daily checks and learning walks with teachers delivering live lessons from within school and giving feedback and training to staff as required.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring the engagement levels of pupils across the school. Registers will be collated weekly and data will be produced to analyse pupil engagement with remote learning. Pupils who do not engage or have sporadic engagement can be identified and contacted by senior staff to attempt to overcome any barriers to learning and ensure the pupils access education.

## Designated safeguarding lead

The DSLs are Danielle Givens, Nick Hobbis, Paula Kirk and Laverne O'Reilly.

During remote learning, any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

## IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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
- Assisting pupils and parents with accessing the internet or devices
- Uploading key documents to the school website

## Pupils and parents

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Access the live lessons at the times set out
- 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
- Adhere to the virtual learning code of conduct

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
- Adhere to the virtual learning code of conduct
- Be respectful when making any complaints or concerns known to staff

Commented [A1]: Via parent/teacher email?

## 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

## Who to contact

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

- Issues in setting work – Phillip Wright
- Issues with behaviour – Nick Hobbis
- Issues with IT – David Malinder
- Issues with their own workload or wellbeing – Laura Boobyer
- Concerns about data protection – Juliet McCarron
- Concerns about safeguarding – talk to the DSL, Danielle Givens, Nick Hobbis, Paula Kirk or Laverne O'Reilly

## Safeguarding

During remote learning, any safeguarding concerns should be passed to the DSL immediately, as per the Safeguarding policy.

The DSLs are Danielle Givens, Nick Hobbis, Paula Kirk and Laverne O'Reilly.

The Safeguarding policy can be found in the policies folder on the work drive or on the school website.

## Monitoring arrangements

This policy will be reviewed biannually by Phillip Wright and David Mallinder. At every review, it will be approved by the Governing Body.

## Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy