

Through our curriculum we teach our Christian values: courage, friendship, peace, forgiveness, thanks and truth so that our children are prepared spiritually, morally and culturally for life in modern Britain.

Norton Church Of England Primary School

REMOTE LEARNING POLICY

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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 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am-3pm

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 – (see section 7)

- Set work for their class
- The amount of work they need to provide
- When this work needs to be set (e.g. 3pm the day before)
- Where work should be uploaded (remote learning platform)
- How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

➤ Providing feedback on work:

- Use Dojo portfolio to give daily feedback for each session to pupils.

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

- Daily contact will be made via Dojo or phone calls (when appropriate)
- Queries from parents and pupils will be dealt with between the hours of 9am-3pm only
- Any complaints or concerns shared by parents and pupils will be directed to the headteacher
- Any safeguarding concerns, refer to our policy and the additional section (section 8) of this policy
- If work is not completed, a follow up phone call will support the family.

➤ Attending virtual meetings with staff, parents and pupils

- Dress code: please dress as per the school dress code
- Location: avoid areas with background noise and ensure there is nothing inappropriate in the background
- Send relevant subject leaders copies of the work set

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted hours.

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, teaching assistants are responsible for:

- Liaising with the class teacher to support any children who may require some personalised learning

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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

2.4 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 –feedback from staff, pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

See safeguarding policy and section 5 of this policy

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day (age appropriate) – 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 (age appropriate)
- Alert teachers if they're not able to complete work (age appropriate)

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 – if you know of any resources staff should point parents towards if they're struggling
- Be respectful when making any complaints or concerns known to staff

2.7 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 either the headteacher (Jane Farren) or Deputy headteacher (Fran Bussey)

4. Data protection

4.1 Accessing personal data

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

- Use our secure Dojo system
- Adhere to the school's acceptable user policy

4.2 Processing personal data

This is part of our remote learning system and is necessary for the school's official functions. However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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 – 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Motoring arrangements

This policy will be reviewed as directed by national and local guidance by Jane Farren and SLT. At every review, it will be approved by the governing body.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

7. Home Learning overview

<p style="text-align: center;">In the event of a positive COVID test for a staff member or child:</p> <p style="text-align: center;">The year group consisting of all children and the relevant staff will be asked to isolate for 14 days</p>	
<p>Parents/Carers will:</p> <ul style="list-style-type: none"> • Provide the opportunity for children to access video lessons at home. (Desk-tops/ laptops/ tablets are ideal. If there is an issue with providing these, please contact school, who will do what they can to help) <p><i>Any families unable to access remote learning will be provided with an individual learning package</i></p>	<p>School will:</p> <p><u>On the first day of home learning the class teacher will:</u></p> <ul style="list-style-type: none"> • Add a weekly home learning grid to the Class Dojo page (an overview of the week). • Post on Class Dojo information about daily video lessons and inform parents of the times of the lessons.

<p><i>based on their needs and the needs of their child</i></p> <ul style="list-style-type: none"> • Download Dojo onto devices. • Ensure children take part in each lesson (these are recorded so can be paused or re-viewed at any time) and complete follow-up work. • Ensure that all work relating to the day's sessions are uploaded to their child's Dojo individual portfolio by 3pm. • Phone school in the usual way if their child is ill. • For safeguarding reasons (required by legislation) we will need to see that you have logged on every day. <p><i>Vulnerable families will be contacted via phone at agreed intervals</i></p>	<ul style="list-style-type: none"> • Meet (remotely)with SLT to go over requirements. • Collate/ collect anything from school that may be necessary for the next two weeks including class laptop for working from home. <p><u>On the second day of home learning:</u></p> <ul style="list-style-type: none"> • Video lessons via Dojo will begin. • There will be 3 lessons each day lasting around 10/15 minutes each, depending on the age of the children (these may be a video of the class teacher or a link to a relevant teaching video) (<i>obviously younger children will only cope with shorter sessions</i>). • The lessons will primarily be English and Maths; other subjects may be covered and links to useful websites provided. • The class teacher will set follow up work to be completed after the video. If there are worksheets or items to be downloaded they will be posted on the Class Dojo portfolio. • Class teachers will take a register of which children are accessing the video lesson and completing work. • <i>PPA – there will be one afternoon where you will be preparing work so will not be able to respond to pupils immediately</i> <p><i>If the class teacher is ill and cannot produce work, an agreed programme of online resources will be provided and monitored by a member of SLT</i></p>
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8. Safeguarding

Also see the school's Safeguarding and Child Protection Policy

COVID-19 Annex

Norton Primary School is committed to safeguarding and promoting the welfare of children. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak. During this period the principles and practices of the school's Safeguarding and Child Protection Policy and safeguarding procedures will continue to apply.

In order to ensure the safety and welfare of children whilst working in extraordinary circumstances, the school will adhere to the DfE coronavirus guidance:

<http://safeguarding.info/covid19safeguarding>

In practice, the following procedures will apply:

Designated Safeguarding Lead

There will always be a nominated DSL (Jane Farren) or deputy DSL (Rosie Eaton) available, either on site or contactable by phone. Where a DSL or deputy is not on site a senior leader will take responsibility for safeguarding on site if the school is open.

Pupils or parents with a safeguarding concern should contact the school as normal or email: head@norton.gloucs.sch

Vulnerable Children

The school will continue to work with and support children's social workers and local authority virtual school heads to help protect vulnerable children. This will include liaising with relevant providers and ensuring that vulnerable children and those on the edge of receiving social care support can attend school where appropriate.

Pupils and staff on site

The school will continue to be a safe place for children to attend. We will ensure that appropriate staff are on site to maximise safety, and refer to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of COVID19.

Pupils on site will be registered and the school will follow up on any pupil expected to attend. Pupils accessing remote learning will also be registered. Where a vulnerable child does not take up their place at school or, if accessing remote learning, is not registering daily, the school will notify their social worker.

The school will also maintain a record of all staff/volunteers on site and working from home, on any given day.

Guided Home Learning

The school will provide a safe environment for online learning (Dojo). All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and Online Safety Policy

Pastoral Support

We recognise that school can be a protective factor for children and young people, and that the current circumstances could affect the mental health of pupils and their parents. Staff will be in regular contact with pupils and will continue to be vigilant for signs of safeguarding risk or emotional distress. Safeguarding concerns should be reported to the DSL as outlined above. Staff are reminded of the need to report any concern immediately and without delay. Pastoral concerns will be addressed initially by the class teacher, who may involve our ELSA lead (Helen Frost) depending on the nature of the issue.

All safeguarding and pastoral concerns will be logged in the usual manner. Pupils or parents with a pastoral concern should contact their child's class teacher who will support and direct them to other staff as needed.

9. Government statement:

Attendance at school It is vital that children and young people return to school for their educational progress, for their wellbeing, and for their wider development. School attendance is now mandatory. This means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly.

Local authorities and schools have a range of [legal powers to enforce attendance](#) if a child or young person misses school without a valid reason.

If you have concerns about your child returning to school because you consider they may have other risk factors, you should discuss these with your school. The school will be able to explain ways they are changing things to reduce risks. There are resources to support you with these conversations, including this leaflet on [returning to school after a period of absence](#).

Self-isolation and shielding

A small number of children and young people may be unable to attend in line with public health advice because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- their class bubble is isolating because of a positive case of Covid-19

If your child is unable to attend school for these reasons we will provide remote education. If you have chosen to keep your child at home, the school will not provide remote education as your child should be in school.

If children are not able to attend school because they are following clinical and/or public health advice, you will not be penalised.