



Remote Learning Policy Little Sutton Primary School

This policy has been created to support remote learning during the Covid 19 pandemic.

The following Policy outlines how Little Sutton Primary approaches remote learning when pupils are learning at home due to having to isolate. Home learning is built on and compliments learning at school.

A blended learning approach is where students learn via electronic and online media as well as traditional face-to-face teaching to help ensure pupils are given equal opportunities to access the curriculum, whether in school or working at home. The resulting experience is transformed into an interactive learning environment where the teacher is assessing and guiding children as they apply concepts and engage creatively in learning.

We are committed to giving pupils access to learning activities which will meet their needs, and build on prior learning. Staff will use Teams and Ipads to deliver online lessons.

Our aims for remote learning

- To provide a progressive curriculum which ensures high levels of attainment.
- To ensure regular opportunities for pupil achievement including all groups.
- To ensure that all young people in our school feel valued and respected.

We aim to fulfil the DFE guidance to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

Resources

Pupils will have access to the following resources when learning at home:

- Parent letter (please see appendix 1)
- Pupil letter (Please see Appendix 2)
- CGP books
- Weekly work set by teacher on website
- Online lessons through Teams
- Curriculum notes
- Curriculum Maps
- Online access to programmes: My Maths, Education City, Purple Mash, Rock Stars
- Online safety advice
- Andi Markham Assembly content emailed to pupils and parents
- Online Phonics Lessons
- Oak Academy
- BBC Bitesize
- White Rose Maths booklets, worksheets and online lessons
- News Round
- Picture News
- A further List of useful websites and activities
- Talk For Writing English Packs

Please see Appendix 3: Home Learning Overview for more detailed information for the offer provided for pupils relating to the circumstances with which they are having to isolate.

Teaching & Learning: Roles and Responsibilities

The role of staff:

- To provide new learning as well as reinforcement and consolidation of prior learning.
- To provide a balance of online learning (where pupils and teacher interact in a specific virtual space, through a specific online medium e.g. video conferencing, live chatting, live streaming lesson) and asynchronous learning (where learning happens independently).
- To offer learning which is inclusive, and upholds, respect, fairness and equality.
- To ensure that cyber resilience and internet safety is central to all digital technology.
- To provide support and guidance for pupils to enable them to engage in the schools homes and blended learning approach.
- To engage with effective learning and teaching resources.
- To foster an open pathway of communication between the school and home where appropriate.
- To adhere to government Health and Safety guidelines.

The role of the pupils:

- To show respect in relation to the rights of others.
- To contribute their views during direct and remote learning.
- To engage in learning through our digital platform.
- To try their best to complete the tasks.

The role of parents:

- To support the school values.
- To foster an open pathway of communication between the school and home where appropriate.
- To encourage and support their child to complete their work.

The role of the Governors:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Providing support to the SLT.
- Pupil wellbeing.
- Staff wellbeing.

Guidelines for Teaching and Learning

Remote learning

During a lockdown period for a bubble the following steps must be taken:

Parents/Carers/Pupils will:

- Log in to their TEAMS account in order for teachers to communicate through Teams, assign materials and track progress.
- Utilise Teams (see policy) to access remote learning materials which support, complement and consolidate school learning.
- Complete remote learning tasks online or in Purple Mash, ensuring all tasks are submitted using the functions on Teams.
- Complete 'Weekly Learning Log' as an opportunity for communicating parental and pupil feedback, issues, concerns
- For support in using Teams see the Parent Guide on the website.

Staff will:-

- Provide online teaching each day in accordance with the suggested timetable.
- Complete introductions and set tasks for children to complete whilst working online.
- Provide follow up work and Health and Wellbeing tasks
- Feedback to pupils in response to questions or requests via Purple Mash and Teams where applicable when working offline.

Guidance for Parents

The following are suggestions for parents:

- On the days that your child is engaging with remote learning, plan the day out in advance with your child, doing this will help to reduce pressure or anxiety.
- Not all activities should require direct adult support, therefore plan so that your child can undertake some activities independently in order to ensure that you can continue to work at home, if necessary.
- It is important to make sure that your child isn't working online all day-factor in time for breaks, lunch, shared activities, time outdoors and fresh air.
- A variety of different activities such as board games, puzzles or outdoor games can help your child to further develop skills such as problem solving, turn taking, cooperating with others and resilience.

Data protection

Accessing personal data

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

- Connect to the school network using only a school remote desktop connection
- Ensure that no personal data leaves the school premises.

- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address.
- Use Year group email addresses to communicate with parents.

Processing personal data

Staff members do not need to collect and/or share personal data such as emails, phone number as part of the remote learning system.

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

Safeguarding

The school's Child Protection Policy has been updated to reflect the current situation. The safety and wellbeing of our children and staff are a priority. A My Concern log will be recorded and the DSL will be contacted if there are any concerns regarding any pupil working from home.

Monitoring arrangements

This policy will be reviewed following the self-isolation of a bubble and fortnightly during Leadership meetings. The Governing Body will review and approve it annually.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum

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

Approved by Governors on Thursday 1st October 2020.