

# Churchfield C.E. Primary Academy



## Remote Learning Policy

Signed by:

\_\_\_\_\_ *Gareth Lloyd* \_\_\_\_\_ Interim Principal

\_\_\_\_\_ Chair of LAC

Date: 23<sup>rd</sup> October 2020 \_\_\_\_\_

Date: \_\_\_\_\_

## Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to COVID-19.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

## 1. Levels of remote learning

As an academy, we are mindful that there will be different levels of remote learning required during the academic year. Some of these include (in no particular order):

- A child or a small group of children test positive and are advised by the Government helpline to isolate.
- A child has been on holiday and on return needs to quarantine (Government led).
- A child has a sibling or family member in the household who has tested positive and therefore needs to isolate.
- A child's family are advised to self-isolate as they have been a close contact of a confirmed case.
- A member of staff tests positive for COVID-19 and the Government helpline advises that a child/group of children to isolate.
- A partial school closure due to a number of positive COVID-19 cases confirmed.
- A Local Lockdown.
- A National Lockdown.

## 2. Learning to be set

- Where a child has been on holiday and on return needs to quarantine or a child has to self-isolate for any other reason, a work pack will be provided either on paper (if the child is at school when symptoms develop and is sent home) or uploaded to Class Dojo. Where possible this will be supplemented with learning that the rest of the class is doing during the time the child is off.
- If a whole class bubble has to self-isolate on the advice of Public Health England or DfE advice, class teachers will provide the normal timetable of lessons. This will be covered by other staff if the teacher is ill and unable to work.
- Remote learning will be provided by a variety of resources which will be uploaded to Class Dojo. This may include web links to The Oak Academy resources as well as tasks set on Dojo, Mathletics, MyOn and Literacy Planet. In addition, other tasks will be set based on resources used in school which can be shared on-line.
- Class teachers may well choose to use video introductions to lessons, which will be posted on Class Dojo for children and parents to view before undertaking a task. If class teachers decide to undertake 'live lessons' or host a virtual class meeting, this will be done via Microsoft Teams and invitations will be sent via Dojo.
- Weekly well-being phone calls will take place if any child is off school due to COVID-19.
- If a whole-class bubble is sent home, the class teacher will be given an academy mobile phone to use to make these calls.
- Dojo messaging will be available for parents/ carers to use to contact their child's class teacher in regards to their work if their child is off due to COVID-19. Any other queries not relating to work must be sent via the office@ email or by telephone to the academy office.
- If a child is off due to COVID-19, parents/carers and the child will be told which work needs to be uploaded. At least two pieces of work will be marked and positive feedback provided for the child on a daily basis.

### 3. Roles and responsibilities

Churchfield CE Primary Academy will endeavour to provide remote learning for any pupil who is not able to attend school due to illnesses and restrictions linked to COVID-19. Providing remote learning for children not attending school, for reasons outside of COVID-19, will be considered on an individual basis.

\*\* Please note, if a parent/carer has chosen to home school a child, they are taken off the academy register and will no longer be the responsibility of the academy\*\*

#### 3.1 Teachers

If teachers are unable to come into school due to COVID-19, when providing remote learning, teachers must be available within the hours of the school day.

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.

#### How remote learning will work

##### *Setting work:*

- Class teachers will ensure that any child in their class who is unable to attend school due to COVID-19 will have access to remote learning via Class Dojo.
- Class teachers will ensure that the amount of work provided will be the same as that which the child/children would cover if they were in class.
- Class teachers will ensure that remote learning will be ready to be accessed no longer than 24 hours after school is notified of a child's absence due to COVID-19.
- Class teachers will ensure that work will be uploaded onto Class Dojo along with a weekly timetable.
- Class teachers will ensure that any identified children who are unable to access online resources from home will be provided with paper copies of work. Class teachers have the responsibility to notify the academy office and Principal. Staff at work will print and post these resources by first class post within 48 hours after school is notified of a child's absence due to COVID-19.

##### *Quantity of work:*

- The remote learning curriculum will reflect the curriculum that is taught in school.
- Video introductions will be no longer than 5 minutes and are not expected for every lesson.
- Pre-recorded lesson introductions from The Oak Academy (where appropriate) will be used.
- Lessons may use The Oak Academy resources or other suitable resources including PowerPoint presentations and/or worksheets and/or web links to support a child's learning.

##### *Marking and feedback:*

- Each day, a child will be expected to upload 2 completed pieces of work to Class Dojo. The class teacher will indicate on the planning, which work this needs to be. They are welcome to upload more than this.
- The class teacher will mark the two required uploaded pieces of work with a positive comment and a development task.
- If a child wishes to upload any more than the 2 pieces of work indicated during the same day, they can do so and these will be given a positive comment by the child's class teacher.
- Feedback from the 2 indicated pieces of work will be given within 24 hours of receipt.

##### *Keeping in touch with pupils who aren't in school:*

- Once a week, class teachers will be required to phone each child for a well-being check.

- A weekly phone call will last no longer than 5 minutes.
- If a teacher has concerns about the amount of remote learning a child is completing at home, this will be discussed with the pupil and parent/ carer.
- The only reason for class teachers to not complete a phone call is due to their own illness. A member of SLT will contact the children for their weekly well-being check in the absence of the class teacher.
- Unless the class teacher is isolating and not in school, the phone call has to be completed in school and on the school landline.
- If a teacher is at home isolating, in the first instance, a school mobile is used to call.
- However if there is no access to the school mobile (e.g. they are already in use) and a teacher rings from their own mobile phone or a personal landline, the number needs to be withheld. Any cost incurred should be claimed as an expense.
- When a teacher makes a call, they must log that the call has been made and any key information. A generic log sheet will be provided and this log needs to be uploaded onto the staff shared folder on a weekly basis.
- Any safeguarding concerns MUST be reported to the DSL or Deputy DSL immediately and logged on iSchool by the class teacher.
- If a call is made and there is no answer, a message must be left if this facility is available.
- To ensure communication, class teachers need to ring each child twice if there is no answer on the initial phone call. This needs to be logged.
- All phone calls will be made between the hours of 8.15am and 6pm, Monday to Friday.

#### *Keeping in touch with parents/carers of pupils who aren't in school:*

- Keeping in touch phone call for pupils are not to be used for parental enquires or concerns
- If parents wish to speak to the class teacher with an enquiry or concern about work, they will need to send a message to the class teacher on Class Dojo and the teacher will respond accordingly. Class Teacher will endeavour to provide a response within 24 hours of the message being sent (Monday – Friday only). If the enquiry/concern is about anything other than work, please use the office@ email address or telephone the academy office.
- Any responses from class teachers or other staff in school (if required) will only take place between the hours of 8.15am – 6pm, Monday – Friday.

#### *Attending virtual meetings and pre-recorded lessons:*

- When attending virtual meetings or recording lessons, suitable professional attire must be worn.
- Teachers must be mindful of their location taking into account background noise and back drops.
- Where possible, pre-recorded lessons and meetings will be recorded/take place in school.

### 3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working 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.

If a class bubble are not in school due to COVID-19, teaching assistants: will continue to plan for intervention groups and deliver this to children identified by the class teacher by posting resources on Class Dojo.

### 3.3 Subject leads, SENco and Designated Teacher for Looked After Children

Alongside their teaching responsibilities, subject leaders are responsible for:

Monitoring what is being delivered, via remote learning, in their subject. They will do this by monitoring planning.

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

Alerting teachers to resources they can use to teach their subject remotely.

If a child with Special Educational Needs is not in school due to COVID-19, alongside their teaching responsibilities the SENco will:

Monitor what is being delivered, via remote learning, for children with Special Educational Needs. They will do this by monitoring planning.

Work alongside class teachers to ensure remote learning provided for children with Special Education Needs is appropriate.

Provide weekly SEN focused phone calls with parents/carers to support them with remote learning.

If a child is Looked After and is not in school due to COVID-19, alongside their teaching responsibilities the Designated Teacher for Looked After Children will:

Monitor what is being delivered, via remote learning, for children who have PEPs/Looked After. They will do this by monitoring planning and communicating with staff.

Ensure that PEP targets continue to be worked towards through the remote learning which is set.

Ensure that any allocated PEP funding is used to support learning.

Work alongside class teachers to ensure that remote learning provided for children with PEPs or are Looked After is appropriate.

To continue to communicate with Social Workers every two weeks and complete virtual PEPs when due.

Provide weekly focused phone calls with parents/carers who have social worker involved to support them where necessary.

To monitor, through discussions with class teachers, children's behaviour when accessing remote learning. They will ring parents/carers to discuss strategies to support an individual child with their learning.

### 3.4 Senior leaders

Alongside any teaching responsibilities, The Senior Leaders are responsible for:

Co-ordinating the remote learning approach in the year groups that they lead, ensuring that the remote learning is effective in supporting children's learning and teacher's/staff are adhering to this policy.

Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders (virtually if necessary) in the year groups that they lead, reviewing work set or reaching out for feedback from pupils and parents.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations through discussion with class teachers.

### 3.5 Designated safeguarding lead

*Please refer to the school's Safeguarding policy.*

### 3.6 Pupils and parents

Staff can expect pupils learning remotely (with support of their parents) 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.

Alert teachers if they're not able to complete work. Parents will need to do this via Class Dojo message.

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 via Class Dojo messages in the first instance.

Be respectful when communicating to staff.

### 3.7 Local Academy Committee

The LAC is responsible for:

Working alongside the academy and its Senior Leaders to ensure that the remote learning is successful.

Ensuring that they have a full understanding of this policy and systems which have been put in place for remote learning.

Ensuring that staff wellbeing and work life balance is appropriate and staff feel fully supported by the LAC.

Ensuring that parental concerns and complaints follow the correct procedures and individual contact with parents/carers relating to these is not used.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes:

Teachers will always use school laptops, via an 'At Home Portal' to access contact details via SIMS. A secure log in is required to access this information and the information is not stored on the hard drive of the device.

### 4.2 Processing personal data

Each child has an individual portfolio on Class Dojo. This portfolio page and Class Story page will be used to access the remote learning/learning platform.

Any uploaded work, communication and feedback will be via each child's individual portfolio.

Class teachers will only communicate to parents/carers via the Class Dojo Messages and/or via phone if required.

Class teacher will only communicate to children via the child's individual portfolio and through their weekly wellbeing call.

Any other forms of communication will be via the school phone or office@ email.

### 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.

Keeping operating systems up to date – always install the latest updates.

## 5. Monitoring arrangements

This policy will continue to be reviewed across the year.

## 6. Links with other policies

This policy is linked to our:

Safeguarding

Behaviour policy

Online safety policy

