



Heritage

Coast Federation

Remote Learning Policy



Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date
Claire Barber	Governors	Jan 2021	1	Feb 2022
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Flourish, Succeed, Let Your Light Shine

Remote Learning Policy – January 2022

Policy

This remote learning policy has been written as guidance for staff and parents during the Covid-19 Pandemic. The aim of our remote education is to deliver a high-quality curriculum, so that pupils continue to know, remember and understand more.

Due to the ongoing pandemic, schools must be ready to deliver home learning with immediate effect. The person with overall responsibility for School & home learning is Mrs Helen Thompson (Headteacher) and any concerns, questions or feedback can be communicated with her through Class Dojo.

Our aim is to ensure that no child is left behind or lacking in their educational entitlement. Our remote learning complies with the expectations and principles in the DfE Guidance for remote education to ensure that children will have access to teacher input through the delivery of videos to model and scaffold the learning and resources which mirror the materials being used for direct teaching within the classroom.

Our school's plan aims to mitigate the effect of school closure / periods of self-isolation on children's learning and support parents to navigate the challenges of home education. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

Our school's Remote Learning Plan will be applied in the following instances

- During any period of National or Local lockdown
- Any instance where pupil needs to isolate but is not symptomatic
- Any whole class closures
- During any closure due to adverse weather

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time, but this policy is an addendum in these unprecedented circumstances.

If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

A Flexible Approach

Keeping regular learning going during any period of school closure is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum, so that pupils can work their way through as much as they are able, at a time that suits them.

Remote Educational Provision for Individuals who are Self-Isolating

In the event that individual pupils are confirmed to be self-isolating without symptoms, class teachers will provide access to a range of remote learning activities. These will be shared through Class Dojo.

The timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload.

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try and reduce the impact on children's core Maths and English skills.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school.

Remote Educational Provision for Whole Classes

In the event of that a whole class, Key Stage or whole school have to close, Class Teachers will post weekly timetables on Class Dojo for their class. This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week). We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try and reduce the impact on children's core Maths and English skills.

There will be opportunities to join in with time-scheduled LIVE events or videos on the timetable. The school will develop the use of Google Classroom / Meet to support in the delivery of live lessons and children will have lessons in the use of this platform.

Throughout the day, posts on Class Dojo will add extra detail or examples as necessary and Class Dojo assignments will be set to "collect in" a piece of work. Staff will approve portfolio posts as soon as possible within working hours and will provide regular feedback on the children's portfolio.

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing.

Use of Video Conferencing Technologies (Google Meet)

If whole classes are closed, we will arrange 1 to 1 and group meetings for children to connect and interact with their teachers and peers. Full details of the sessions will be provided through Class Dojo, so that families know the timings and expectations.

All children will be provided with a school gmail account through Google Classroom and this will provide access to Google Meet. All meetings will be arranged in closed groups via zoom / Google Meet to ensure the safety of all members of our community

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, Google the Children's Commissioner and the NSPCC.

Roles and responsibilities

In the event of class closures, we are keen to make remote learning an interactive experience through the submission and sharing of work by children, delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, etc.

We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of their class. We will use both Zoom / Google Meet Video Conferencing tools to do this. While teaching a primary-age class this way is very different, the approach will provide some safe, supervised and structured opportunities for children to "meet up" with their teacher and classmates.

All communication between staff and pupils/families must be through the authorised school systems (Google Classroom, Zoom, Class Dojo) and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. Staff should avoid using personal devices and should only use school provided equipment for teaching and learning activities.

Teachers/HLTA and TA Staff

When providing remote teaching and learning lessons will be uploaded to Class Dojo in advance. This will include video support where the teacher models the strategies to be used by the children. All staff will provide feedback to the children. In the event of a teacher being unable to plan, children would be directed to the Oak Academy website for English and White Rose Maths for recorded teaching of their usual maths.

Workload for teachers should be reasonable and manageable – staff are not expected to teach extended days to fit in teaching groups in school *and* remotely. Providing three or four hours of remote education does not necessarily mean all online and direct teaching daily.

When providing remote learning, teachers are responsible for liaising with colleagues across school, to ensure consistency in expectations and quantity, and to share planning and feedback across classes. In addition, teachers are responsible for:

Setting work which is:

- For the children in their classes, year groups or as directed by senior leadership
- Sufficient to meet the needs and expectations of our curriculum; as laid out in our usual weekly timetable for core learning
- Combining home learning with in class provision

Providing feedback on work:

- As appropriate to the work, and as directed by Senior Leaders
- Either through email (using class email addresses), live response online or telephone calls (using school phone or home phone with tracking disabled) and offering marking within an acceptable timeframe as directed by Senior Leaders.

Keeping in touch with pupils who aren't in school

- Through regular contact (emails via Google Classroom, Dojo messages and phone calls)
- Only responding to messages during the school working day
- Referring any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or other)
- Following up where a child is not completing work remotely, by phoning parents / informing the Assistant Head / teacher in Charge who will follow up.
- Discussing concerns with SLT if work is not regularly completed and agreeing next steps (e.g. paper packs, and logging non-attendance for DfE home learning register)
- Attending 1:1 virtual meetings with staff, parents and pupils if necessary. Where possible the staff member/s attending the virtual meeting should be located in school. If a virtual meeting is with one pupil only, another member of staff or parent should always be present.
- Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns

Whilst there is a necessity to provide remote learning for some children whilst continuing to provide in class teaching for children, consideration will be given to the following:

- The amount of live teaching/ remote learning to balance the workload for the teacher
- Using cover supervisors/HLTA's to deliver both in school learning and upload remote education resources, In addition, they may support with the preparation of the remote learning for Creative Curriculum, or give extra release time to teachers to reduce workload if needed (such as helping with remote learning feedback and marking).

Senior Leaders

Alongside any teaching responsibilities, SLT are responsible for:

- Co-ordinating the remote learning approach across the school
- Working with staff to ensure all work set is appropriate and consistent.
- Alerting teachers to resources they can use to support their remote teaching which will impact learning / increase pupil engagement.
- Reviewing the engagement and impact of remote learning by monitoring the work set and completion rate.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

SENDCo

The SENDCo is responsible for ensuring that children with an EHCP are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children and direct 1:1 support to parents on how to support their children learning at home.

Designated Safeguarding Lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary and by the deadline set.
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- Be respectful when making any complaints or concerns known to staff and follow the Parent Code of Conduct.

Who to contact

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

- Issues in setting work – talk to a relevant subject lead or SENDCO
- Issues with behaviour – talk to the Assistant Head / teacher in Charge
- Issues with IT – contact Helen Thompson / SMD
- Issues with their own workload or wellbeing – Contact Mrs Helen Thompson
- Concerns about data protection – talk to Mrs Helen Thompson
- Concerns about safeguarding – talk to the DSL or Deputy DSL

Data protection

Accessing personal data

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

- Use the school's server or secure cloud service to access their data
- Use only those devices made available to them by the school or their own secure devices, if approved by the school

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone contact numbers as part of the remote learning system. As long as this processing is necessary for the

school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

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 with strong passwords
- 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

Safeguarding and Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Mrs Helen Thompson) as normal. Parents can do this through Class Dojo messaging or emailing headteacher@hcfed.co.uk

The following websites offer useful support:

- Childline – for support
- UK Safer Internet Centre – to report and remove harmful online content
- CEOP – for advice on making a report about online abuse.

In addition, the following sites are an excellent source of advice and information:

- Internet matters – for support for parents and carers to keep their children safe online.
- London Grid for Learning – for support for parents and carers to keep their children safe online.
- Net-aware – for support for parents from the NSPCC
- Parent info – for support for parents and carers to keep their children safe online
- Thinkuknow – for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre – advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on headteacher@hcfed.co.uk and we will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance

Links with other policies

This policy is linked to our:

- Acceptable ICT Use Agreement
- Online Safety Policy
- Behaviour Policy
- Code of Conduct Parents Policy
- Data Protection Policy and GDPR policy
- Safeguarding / Child Protection Policy

Appendix 1 – Zoom Agreement

In order to protect both children and staff, we require that if you wish to take advantage of remote learning opportunities on Zoom, you agree to the following:-

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use under 16 this must therefore be their parent's account and kept secure by them – only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain in the same room during video or conference calls to monitor and ensure they are safe and using it appropriately.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background – you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have "logged off" the call correctly once it has finished – before turning off any devices.
- You and your child will not try to contact any staff using online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so using Class Dojo.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will staff in the meeting until everyone has "logged off".
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

We will then make arrangements to schedule meetings and will be in touch with further information via Class Dojo. If we do not get your consent your child will not be able to join in.

Sites and Services

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Class Dojo is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families. www.classdojo.com

Children will have a gmail address to access Google Classroom and closed Google Meet groups. Details will be sent out to families via Dojo.

Differentiated maths activities can be assigned and completed through Times Table Rockstars (Year 2 to 6)
<https://trockstars.com>

We also use the learning platform Education City which covers literacy, numeracy and a range of education games and activities that your child can enjoy. <https://www.educationcity.com>

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.