

# Harting CE Primary School

# Remote Learning Policy

Owner: Curriculum Committee

Reviewers: Full Governor Body

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Informed by:

* DfE: Guidance for full opening: Schools, last updated November 5, 2020: <https://bit.ly/38tdOfd>
* DfE Remote education good practice, updated October 1, 2020: https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice
* West Sussex.gov: Re-setting your curriculum – from remote to flexible learning: A Research example paper, July 2020: <https://schools.westsussex.gov.uk/Page/17429>
* Covid challenge: How to make blended learning engaging for students. October 2020: [www.headteacher-update.com/best-practice-ezine/Covid-chalenge-How-to-make-blended-learning-engaging-for-students/230812/288771/](http://www.headteacher-update.com/best-practice-ezine/Covid-chalenge-How-to-make-blended-learning-engaging-for-students/230812/288771/)
* Education Endowment Foundation, ‘Linking Learning: Home learning support from mainstream schools, last updated August 27 2020: <https://educationendowmentfoundation.org.uk/covid-19-resources/support-resources-for-schools/>

**Rationale**

At Harting Primary School we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

**Aims**

* To outline our approach for pupils that will not be attending school as a result of government guidance, whether that is an individual child who may be self-isolating because of family circumstances or a whole class self-isolating due to COVID
* To outline our expectations for staff who will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the school with the teaching, marking and planning for pupils
* To ensure consistency of approach to remote learning
* To provide guidelines for data protection and safeguarding

**Who is the policy applicable to?**

Every child is expected to attend school from September 2020, unless ill. In line with government guidance, pupils, staff and families should self-isolate if they fit any of the following categories:

* A continuous, dry cough
* A high temperature above 37.8℃
* A loss of, or change to, their sense of smell or taste
* Have had a positive result for COVID-19 test or have not had access to a test and, as a result, are isolating for 10 or 14 days
* Are quarantining due to returning from an area where this is mandatory
* Have been contacted by NHS Track and Trace, or isolating due to a family member with symptoms
* On advice from their medical practitioner due to **significant** underlying health concerns

This policy is intended to outline expectations for those when a class ‘Bubble’ is contaminated by a case of COVID-19; a partial school closure relating to COVID-19; any absence related to COVID-19 and self-isolation. Individual pupils who are isolating due to the above government guidance or those with long-term health issues who are unable to be at school, will be supported on a **case by case basis**, primarily with resources which mirror the work being taught to the rest of the class in school.

**Who is this policy NOT for?**

* Pupils who do not have to self-isolate for 10 or 14 days
* Children of parents who are exercising parental choice and opting to keep their children at home
* Children who are ill
* Children who are on holiday
* Any reason given contrary to official Government guidance

**Remote learning for pupils**

We will provide online tools and resources as well as links to appropriate remote learning for pupils who are not able to attend school so no-one falls behind. In the event of a child not attending school or being sent home due to a COVID-19 related issue (unless ill), **self-directed remote learning** will be provided for their absence. This is most likely to be emailed to parents within 24 hours.

The leadership team at Harting Primary School are fully aware that these are exceptional times and that each family is unique and, should therefore approach home learning in a way which suits them yet ensures children do not fall behind their peers. We realise that the circumstances that cause our school or a ‘Bubble’ to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides. With this in mind school has produced a suggested timetable for parents to follow to help structure their remote learning day. It is only meant as a guideline and one size cannot fit all, but it is broadly similar to a typical school day for each age of child so it should feel familiar to them. You may want to vary it, depending on your child’s age, their attention span, the rhythm of the family day, load on the home wi-fi system, etc.

08:00 Wake, breakfast, wash and dress

09:00 Between 09:00 and 10:30, children access English

10:30 Morning break

10:50 Between 10:50 and 12:15, children access maths

12:15 Lunch break

13:00 Between 13:00 and 15:05, children access other subjects, including topic-

based learning

15:05 Finish

We encourage parents experiencing any difficulties, managing remote learning at home, to speak to school, so that we can support them on a case by case basis.

Access:

Feedback will be delivered via Teams/zoom/telephone, depending on individual contexts

Work, for review, will be requested by email to the class accounts and captured either as attachments; scanned or photographed documents\*; or, in the absence of signal/network by telephone.

**\*** Photographs need to be enlarged, where possible, so that staff can read/view them sufficiently well

**Teacher expectations**

When providing remote learning, teachers must be available, to the school, between 8.30am-12.15pm and 1.05-3.45pm. If they are unable to work for any reason during this time, they should report their absence in the normal way by contacting the headteacher (by telephone at home or school – not mobile) between 6-8am on the day of absence or before 7pm the previous day, if possible.

Teachers will plan activities and learning tasks that are relevant to the curriculum focus for that class ‘Bubble’, or individual pupil, and will endeavour to provide resources to support tasks for home learners. Following guidance from Public Health England, when a ‘bubble’ of children is asked to self-isolate and stay at home, a text message and/or an email will be sent, informing parents/carers of the developing situation.

As detailed in the flowchart accompanying this policy, self-directed remote learning will be made available from Day 1 until teacher-directed remote learning begins (if a bubble has been sent home). At this point, work will be made available daily, following a suggested timetable. Teachers will give feedback to pupils via Zoom or Teams, as noted in schools’ own timetable for remote learning, assuming that technology/wi-fi systems are working. Support staff may also be asked to support this. A list of tools, resources, Apps and websites the school uses will be available on the school website.

Any resources used, including websites and worksheets, should, if possible, be shared with home learners via email or Teams. Those families unable to access the remote learning, electronically, should contact the school to discuss alternative provision; decisions will be made on a case by case basis. Teachers will respond, where possible within 24 hours, to requests for support from families at home, which should be made by e-mailing the class teacher, using their class school email address (responses will not be expected before 9am or after 5pm or during teaching activity). Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will endeavour to provide support promptly.

Feedback will be timetabled for groups and individuals so that common misconceptions addressed; basic understanding re-visited; and next learning steps advised.

In situations where a child is not engaging with learning eg not sending work, attending meetings (without mitigating circumstances), over two or more days, parents will be informed by email or telephone, by the class teaching team.

Staff’s attire, for remote meetings, should be professional. Whenever possible, backgrounds should be neutral or blurred and the environment noise-free.

**Remote teaching for staff who are self-isolating**

All members of teaching staff are required to self-isolate if:

* they, or anyone in their household show symptoms of COVID-19
* they have been told to shield
* they have received a letter to confirm this or they have been contacted by NHS Track and Trace
* for any other reason given in accordance to official Government guidance.

If a member of staff is required to self-isolate, the following points apply:

* They should follow normal reporting procedure for planned absence - following this contact with the school, the Headteacher may set up a referral to Occupational Health to support that individual.
* It is the responsibility of a member of staff to ensure they are tested as soon as possible. Should a staff member be tested, they are expected, as per national guidance, to share the result of this test with school as soon as possible so that appropriate plans can be made.
* Whilst self-isolating, and if well enough to do so, teaching assistants and non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities and/or asked to support with the online learning provision. These projects will be communicated by the Senior Leadership Team or Class Teacher and will be allocated on a case-by-case basis.
* If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.
* Should the school be unable to cover a high number of staff absences, advice will be sought from the Local Authority.

**Expectations of teaching assistants**

When assisting with remote learning, teaching assistants must be available, to the school, between 8.45am-12.15pm and 1.05-3.05pm. If they are unable to work for any reason during this time, they should report their absence in the normal way by contacting the headteacher (by telephone at home or school – not mobile) between 6-8am on the day of absence or before 7pm the previous day, if possible.

When assisting with remote learning, having attended any Teams/zoom meeting teaching, they will be responsible for:

* Supporting identified pupils who need additional support
* Contacting pupils who do not submit work or not attending ‘meetings’ (as indicated by the class teacher)
* Providing well-being contact with pupils/other staff either by zoom/Teams/telephone (ELSA). This may include liaison for food vouchers, etc

Staff’s attire, for remote meetings, should be professional. Whenever possible, backgrounds should be neutral or blurred and the **environment noise-free.**

**Subject Leaders**

Alongside teaching responsibilities, subject leaders and SENCO are responsible for:

* Considering whether any aspects of the subject curriculum need amending to allow remote learning
* Alerting teachers to resources they can use to teach their subject remotely
* Adaptations for learning, needed by pupils with SEND
* Reviewing remote work set through fortnightly conversations with teachers

**Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Coordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning through weekly ‘meetings’ with teachers, asking for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* Providing Designated safeguarding leadership (emergency DSLs at local schools – see COVID child protection policy)

**IT technician**

IT support provided to:

* Fix issues with systems used to set and collect work
* Help staff/parents with any technical issues
* Review the security of remote learning systems, flagging any data protection breaches to the DPO

**Family (pupil/parent/carers) role**

Harting Primary School would recommend that each ‘school day’ maintains structure. To help parents with this, the school has produced a simple timetable based on the school day (see above, plus more complex timetables for teaching staff).

Should parents/carers have learning or pastoral concerns, they can communicate by e-mailing the class teacher on the class email address. This will be monitored by the class teacher, at intervals, between 8.30am and 4.00pm (when they are not directing learning) if there is a full closure of the school or their class bubble is self-isolating. Alternatively, if the school is open, please use the office email address.

Should children have questions about their learning, these can be communicated at the ‘meetings’.

We would encourage parents to support their children’s work, by viewing the work set together, and then making appropriate plans to complete it, using the suggested timetable. This might include finding an appropriate place to work and, supporting pupils with their learning and encouraging them to concentrate.

Children should be supervised when using the Internet; more information for parents and carers can be found on the Online Safety section of the website at:

<https://www.harting.w-sussex.sch.uk/website/how_to_help_childrens_learning_at_home_-_general/504428>

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but the school cannot guarantee that the chosen platforms will work on all devices. We cannot control when any 3rd party tools or resources go offline, but should this happen, we will look at alternatives and share information with parents, as soon as we can. Should accessing work be an issue, parents should contact school and alternative solutions will be made available. These will be discussed on a case-by-case basis.

For zoom/Teams meetings, it is expected that parents will be in the vicinity to protect their children should there be a breach of privacy. Parents/carers are expected, however, not to participate in such meetings, unless requested. Children are expected to be wearing day clothes and avoid being in a bedroom. Whenever possible, backgrounds should be neutral or blurred and the environment noise-free.

Pupils are expected to:

* Be contactable during the school day but not necessarily at a device
* Complete work by the set deadline
* Alert teachers if they cannot complete the work and seek help, if needed

Parents are expected to:

* Make the school aware if their chid is sick or cannot otherwise complete work
* Be respectful when making complaints or concerns known to staff, especially for IT ‘glitches’, which may or may not be the fault of the school (bearing in mind the limited time an IT technician is available)

**Data protection**

Accessing personal data:

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

* Access paper data eg class lists, email addresses
* Use school laptops, whenever possible, rather than own devices

Processing personal data:

Staff may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school’s official functions, individuals do not need to give permission for such usage.

However, as little as possible personal data should be online.

Keeping devices secure:

All staff will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

* Keep the device password-protected
* Ensuring that the hard drive is encrypted
* Making sure that the device locks if left inactive for a period of time
* Not sharing the device with family or friends
* Installing antivirus and anti-spyware software
* Keeping operating systems up-to-date

**Safeguarding**

See additional COVID Child Protection policy 2020

Appendix 1: Timelines