NEWCOMEN PRIMARY SCHOOL

'BELIEVE ACHIEVE SUCCEED'

Remote Learning Policy

Designated Safeguarding Lead: Miss Kinga Pusztai (HT)

Designated Deputy Safeguarding Lead: Mr Ed Jones (DHT)

Headteacher: _____ **Date:** _____

Written by	Ed Jones
Date	January 2021

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Department for Education Expectations

Schools and teachers are expected to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.
- Primary schools should ensure pupils have three hours' work a day, on average, across the cohort.
- Secondary schools should ensure students have four hours' work a day, with more for those working towards formal qualifications this year.
- Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos.
- Have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern.
- Gauge how well pupils are progressing through the curriculum using questions and other suitable tasks.
- Provide feedback, at least weekly, using "digitally facilitated or whole-class feedback where appropriate".
- 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.
- Please follow the guidance below to ensure your child has access to remote/online learning.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided should be, as a minimum: Key Stage 1: 3 hours a day on average across the cohort, with less for younger children and Key Stage 2: 4 hours a day.

3. Newcomen Primary's Remote Learning Provision

Communication to parents:

- We fully appreciate that not everyone has access to technology at home. As such, all work provided to the children is paper-based.
- We have also ensured that they have a home learning workbook to record their daily work. As some of the work may be worksheet based, it is acceptable for the answers to be written directly on the sheet.
- The work provided includes a fully timetabled program for Maths and English that involves the children completing daily tasks in their workbooks.
- Alongside this, is also be a balanced educational provision based on Science, History/Geography and Religious Education. Opportunities to undertake art and DT activities will also be provided.
- In order to ensure continuity and consistency, please ensure you carefully follow the daily schedule set out in the timetable as the work provided follows a clear progressive route.
- To supplement this paper-based approach, we will also be using an app called Seesaw to communicate with you and your child for the duration of any time away from school.
- Seesaw is an app that allows teachers to assign learning activities to children. It also allows children the opportunity to share their learning with their teacher for feedback and acknowledgement. More information can be found at https://web.seesaw.me/
- We think this will be very helpful to families who will be engaged in distance learning. It is envisaged that when your child has completed their work in their workbook or on the sheet, a photo of it can be simply taken and sent to the class teacher for approval and feedback via Seesaw.
- Teachers will provide acknowledgement of completed learning tasks and provide detailed feedback during the week.

4. Staff Expectations

- Teaching staff will use the Seesaw app to engage in remote learning. Training has been provided to the staff regarding the use of this system.
- Teaching staff will be available to engage in online learning using the seesaw application from 8:30 am to 3 pm daily.
- Should a member of staff be unable to fulfil this requirement due to illness, they should contact the headteacher about the matter.
- A clearly sequenced set of age-appropriate and national curriculum relevant activities will be provided for Maths, English, Science, Religious Education and the Humanities.
- Differentiated work will be provided for those with SEND.

- Any child with a specific need will be catered for and adjustments made in order for them to access the curriculum that is relevant to their specific needs.
- If external internet links are provided to the children as part of their learning, these will be appropriately vetted beforehand to ensure they are age appropriate in line with the school's current internet safety protocols.
- A clear timetable will be provided for the children and their families to follow. This will include a daily maths activity and the daily English activity. Quality meaningful tasks for the foundation subjects will be provided for the children to complete over the course of the week.
- Due thought and attention will also be given to the mental health of the children accessing remote learning by providing additional activities that promote a sense of positive wellbeing; this is really important.
- Feedback (either verbal or in written form) will be provided for every piece of work posted. Feedback should be detailed and meaningful and of the same quality as that of face-to-face teaching in the classroom, offering encouragement where appropriate and areas for improvement should this be apparent. It is not acceptable to respond to a child's piece of work with only an emoji. Where appropriate, whole class instructions and feedback will also be provided to support the collective learning of the children.
- Teaching staff should reassess 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.
- If teachers are sharing a video of themselves teaching, careful thought must be given to the setting where the video is recorded and what the teacher is wearing.
- Teaching staff will encourage the children to adhere to the same highest standards of presentation in the homework books as they would if they were working within the classroom. Should it become apparent that the child does not have access to the appropriate stationery, we are happy to provide stationery for working at home.
- Teaching staff will respond in a timely manner to any queries from a child or a parent regarding the work provided or any other reasonable matter associated with the work provided. As in line with the code of conduct policy, all communication and interaction will be strictly professional in nature. Teachers can refer to their Acceptable User Policy (AUP) for acceptable communication advice when in contact with families. If a member of staff feels a child or parent has communicated inappropriately, please bring this to the attention of the Headteacher immediately.
- A daily register will be taken to ensure all of the children are engaging in online learning. If a child is not engaging in online learning, the parent or

carer of the child in question will be contacted and appropriate support offered.

- Should it become apparent that a family is struggling to access the work due to technological limitations within the household, the school will work with the family to support them with this matter.
- When working from home, the member of staff will adhere to the same standards of conduct as they would in school.
- Staff should monitor and report any safeguarding concerns to the Headteacher or Deputy Headteacher immediately.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from the office. Record all contacts with parents

5. Senior Leaders and SENDCO

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly and feedback provided.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

6. Safeguarding

The Designated Safeguarding Lead is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See the Child Protection Policy.

7. Pupils and Parents / Carers

We expect pupils to:

- Be contactable during the hours of the school day 9am – 3.00 pm. However, they may not always be in front of a device the entire time.
- Adhere to the same standards they would if they were in school.

We expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any comments or concerns known to staff.
- Not to take screen prints of any work and share on Social Media.
- Support their children with home learning.

- Make school aware if they are working parents and that work may be submitted outside of stipulated school hours.

8. 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 systems are appropriately secure, for both data protection and safeguarding reasons.

9. Data protection

Sharing Personal Data

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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
- 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

10. Online Safety

Online safety at home

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy.
- Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Children are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:

- o Childline: www.childline.org.uk
- o UK Safer Internet Centre's 'Report Harmful Content': https://reportharmfulcontent.com
- o National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers will continue to be made aware of what their children are being asked to do online, including the sites they will be asked to access. Newcomen Primary School will continue to be clear who, from the school, their child is going to be interacting with online.
- Parents/carers will continue to be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- Newcomen Primary School will ensure any sharing of information, communication and use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All communication with learners and parents/carers will take place:
  - o within school hours as much as possible with staff using school's devices over personal devices wherever possible and in line with our existing AUP.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school Behaviour Policy and Code of Conduct.
- When delivering remote learning, staff will:
  - o only use online tools that have been evaluated and agreed by leadership.
  - o ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
  - o revisit relevant policies such as our acceptable use of technology policy with learners as necessary.

11. Complaints

- In the first instance, please contact your child's class teacher.
- If the matter cannot be resolved, please contact the Headteacher.
- If you feel the matter needs to be taken further, please adhere to the school complaints policy guidelines.