WELLINGTON PRIMARY SCHOOL

REMOTE LEARNING POLICY

	Print name	Date Approved	Review Date
Headteacher	Mrs Joy Wood	November 2022	November 2023
On behalf of Governing Body	Mrs Divinder Purewal		

Remote Learning Policy

Aims

This policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Ensure pupils who are unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide for them.
- Ensure that in the event of a local lockdown, remote learning is integrated into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching.

Roles And Responsibilities

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Reviewing the work being set by class teachers.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the teaching partner, in same year group, will be responsible for setting work for both classes. This situation would be under continuous review by the Senior Leadership Team.

Designated Safeguarding Lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning.

Teachers

When providing remote learning, teachers must be available between 8:30am – 12:00pm and 1:00 - 3:30pm on their working days (unless their contractual hours dictate otherwise).

If they are 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 procedures.

When providing remote learning, teachers are responsible for:

- Setting work:
  - o Teachers will provide learning for their current class. The amount of work that they need to provide is daily Maths and English lessons, plus 4 lessons for Foundation Subjects each week. Daily phonics lessons will be planned for KS1 and SPaG lessons for KS2.
  - o Teachers will use resources provided by White Rose Maths, Oak National Academy, BBC Bitesize, as well as other resources identified by school curriculum leaders.
  - o The work will be set daily.
  - o The work will be uploaded to 'Google Classroom' by 9am each day.

- Providing feedback:
  - o Pupils will submit and upload work to 'Google Classroom'. All work submitted will be acknowledged by the class teacher and age appropriate feedback will be given, within 24hrs.

- Keeping in touch with pupils who are not in school and their parents:
  - o In the case of a national or local lockdown, teachers will call parents at least every 2 weeks.
  - o Any safeguarding concerns should be recorded on CPOMS, with the DSL alerted in addition.
  - o In the event of a self/class bubble isolation, communication will be via 'Google Classroom'. If there has been no communication from either a parent or child via 'Google Classroom' by day 3 of a lockdown/self-isolation period starting, the class teachers or a member of SLT will call parents on day 4.
  - o Vulnerable pupils will be called weekly – CP/EHCP. This will be done by SENCO (EHCP) and by DSL.(CP)
  - o Emails received from parents are to be checked between 8:30am – 12:00pm and 1:00- 3:30pm, Monday to Friday. Teachers should respond to parent emails within 48 hours.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am – 12:00pm and 1:00- 3:30pm (unless their contractual hours dictate otherwise).

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using normal absence procedures.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school, with learning remotely:
  - o When requested to do so by the SENCO.
  - o By liaising with class teachers to support planning and resourcing differentiated learning.

Pupils And Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day, 9:00am-3:15pm, although they may not always be in front of a device the entire time.
- Seek help from teachers if they need it.
- Alert teachers if they are not able to complete work.

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any concerns or complaints known to staff.
- Make requests for paper packs if unable to access online work.

Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Chrome Books

The school has 35 Chrome Books available to loan to children if they are self/class bubble isolating.

Allocation of these devices will be at the discretion of the Headteacher, with disadvantaged pupils being given priority.

Pupils and their parents will be required to sign the Chrome Book Loan Agreement (Appendix A) before being able to take a Chrome Book offsite.

Data Protection

With regard to accessing personal data:

- Staff must use CPOMS to record any concerns about children. This is accessed via a secure password. Staff must log out after use. Staff must not allow access to the site to any third party.
- Staff must not share any parent or pupil details with third parties.
- School laptops must be used when accessing any personal information about pupils.

Keeping Devices Secure

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

- Remembering that school devices are not for personal use.

- Ensuring that school devices are not used by family or friends.
- Keeping their devices password protected and ensuring that their passwords are strong. Strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters.
- Making sure the device locks if it is left inactive for a period of time.
- Ensuring that the device is shut down when not in use to enable encryption using Bitlocker. This means that if the device is lost or stolen, no one can attach it to a new device to access the files stored on the hard drive.
- Keeping their device operating systems up to date by installing all the latest updates.

Safeguarding

Please refer to Child Protection and Safeguarding Policy and Keeping Children Safe In Education 2022.

Monitoring Arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

Appendix A

Chromebook Loan Agreement

Wellington Primary School is loaning an HP Chromebook 11 G8 EE to help your child to continue their learning at home. The Chromebook and its charger will need to be returned on the day that your child returns to school.

This document is a formal agreement between you as parent/carer and the school. Before you receive the Chromebook and charger, you need to be aware of the terms and conditions of the loan and sign to accept these:

1. The equipment remains at all times the property of Wellington Primary School and must be returned on or before the date shown.
2. The named parent or guardian, who is signatory to this form, is responsible for the equipment loaned and must take reasonable care of it while it is in the pupil's possession.
3. The Chromebook should be kept in a secured (preferably locked) area when it is not in use.
4. Any loss, theft or damage of the Chromebook must be reported to school immediately.
5. If the Chromebook is damaged, lost or stolen, you may be asked to contribute towards the cost of repair/replacement.
6. The equipment is for the pupil's use only and must not be loaned to, or used by, any other individual at home.
7. No additional applications are to be downloaded onto the Chromebook. No applications installed on the device at the time of loan are to be deleted or modified in any way.
8. The school will monitor the use of the Chromebook. It is to be used to support learning at home. The same Internet safety rules we have at school, will apply at home.
9. The Chromebook and charger must be returned on the due date shown below. Failure to return the equipment will result in an invoice for £200 plus VAT being issued.

Name of equipment	Date provided	Date of return
Chromebook Serial Number:		
Chromebook Charger		
Dongle Serial Number:		

I accept these terms and conditions.

Name of child: _____

Name of parent or guardian (please print): _____

Signed: _____ Date: _____