

Slaithwaite CE J & I School



Remote Learning Policy

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This policy is adaptable to many different situations and scenarios relating to the closure of school/bubbles.

Communication

School - We will keep families updated throughout any school/bubble closure. This will be via text message, email or electronic updates going home. Any questions relating to a child's work, can be addressed through an email to the class's email address or via Class Dojo/Tapestry instant messenger feature. Any specific or private concerns that parents may have, need to go through: office.slaithwaite@kirkleeseducation.uk or 01484 506463. The office will ensure the messages are passed on promptly and ask the class teacher to contact you.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- To ensure a continuity of education for the children when they are unable to attend school during any periods of self-isolation or quarantine
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 School - Teachers will prepare carefully planned and sequenced lessons in line with National curriculum expectations. Children will access Tapestry in Reception (Oak) and Year One (Cherry), whereas children in Years Two - Six will continue their learning from where they left off in school via Class Dojo.

A three-tier system has been created based on the three following scenarios:

1. Individual short-term isolation

Parents should first contact the school office. They will advise families on what is required. Children can access isolation packs via Tapestry or Class Dojo. Isolation work will include daily activities based around English/phonics, maths and a foundation subject.

2. Individual 14-day isolation

Positive Covid-19 Test of family member or contacted by NHS track and trace. Parent contacts school. Child instructed to isolate for 14 days. Parents to be directed to either Tapestry or Class Dojo to view necessary work from teacher. If requested, books will be available at school office. These can only be collected by an adult who IS NOT required to isolate. Parents to contact the school with any issues/concerns. Teacher will remain contactable throughout via Tapestry or Class Dojo - or via the school office (Phone or Email shown above). NOTE: Teacher will have full class

responsibility from 8:50am -3:30pm and it may take time for them to respond to any queries.

3. Full Bubble Sent home

If there has been a positive Covid-19 Test and confirmed closure of class bubble communicated to families. Children to take home isolation books, reading books and equipment. Children access Tapestry or Class Dojo and refer to weekly overview (see appendix 1) to commence their home learning. Teacher available on Tapestry or Class Dojo between 8:55am-3:30pm.

Home - We would like parents to ensure that the necessary time is given for these lessons to be completed to a high standard. It is important that all children are at the same stage in a topic/unit when they return to school.

We would like our families to facilitate an environment where learning can take place. Even with virtual technology, it is impossible for a teacher to maintain constant oversight of the work taking place at home. We need the support of our families and work together towards a shared goal.

Learning Platforms

From November 2020 **Class Dojo** (children in Years Two to Six) and **Tapestry** (Reception to Year One) will be used to deliver lessons remotely when a bubble is sent home or in the event of a whole school closure.

Teachers

When providing remote learning teachers will:

- Plan and prepare work for their own classes
- Provide feedback on work when children hand the work back into school
- Keep in touch with pupils who aren't in school via weekly phone calls *if they are not communicating online*
- Answer emails from parents and pupils via the office
- Complaints or concerns from parents should be dealt with in the usual manner
- Attend virtual meetings with staff and other professionals
- Dress appropriately and professionally
- Locations for virtual meetings will be carefully selected (e.g. to avoid areas with background noise or inappropriate backgrounds or areas)
- Teaching staff will continue to deliver educational opportunities using online services, in this case, Class Dojo or Tapestry, to enable remote teaching and learning.
- Teachers will communicate with pupils and parents via email or instant messenger in Class Dojo or Tapestry. Teachers must only use these methods of communication, not mobile phones/messaging services unless by arrangement with EB.

- School will provide activities that are educational and engaging which children should be able to complete on their own, or with minimal help from their parents/guardians. Additional support for these activities can be provided via Class Dojo and Tapestry's stream and comment section.
- When teachers are also working in school, the remote learning protocol for isolation work will be implemented.
- Work and tasks should suit the age range of the children and expected outcomes should be flexible. Teachers will set tasks that all pupils can complete to some degree of success, with extra and more stretching activities for the more able.
- The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.
- The school will deal with E-safety incidents in accordance with the procedures outlined in the current E-Safety and Safeguarding Policy as specified on the school website.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 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.

When assisting with remote learning, teaching assistants will be responsible for:

- Supporting pupils who aren't in school with learning remotely. This could be through the or marking when appropriate *and by liaising with the class teacher as to how/where they can support*
- Attend virtual meetings with teachers *where possible*

2.3 Subject leads

Alongside their teaching responsibilities, subject leads will be responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring remote teaching to make sure all work set is appropriate and consistent with our curriculum
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders will be responsible for:

- Co-ordinating the remote learning approach across their phase
- Monitoring the effectiveness of remote learning

- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Ensuring teaching assistants support remote learning whilst isolating

2.5 Designated safeguarding lead

The DSL will be responsible for:

Creating the Safeguarding Policy addendum

Ensuring the remote learning policy complies with safeguarding requirements

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff with any technical issues they're experiencing
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work

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
- › Be respectful when making any complaints or concerns to staff

2.8 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 staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- Issues in setting work - talk to PC or CH
- Issues with behaviour - talk to the PC, CH or EB
- Issues with IT - talk to L Connolly/*IT Technician*
- Issues with their own workload or wellbeing - talk to PC or CH
- Concerns about data protection - talk to the data protection officer via E Bradley/*K Hall*
- Concerns about safeguarding - talk to the DSL - EB, CH or PC

4. Data protection

4.1 Accessing personal data

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

- Access the data on a secure server on our IT network
- Use school devices to access the data - such as staff laptops, rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

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)
- 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. Safeguarding

An addendum to the safeguarding policy has been created in the light of COVID-19. This can be found on the school's website.

Appendix

Two Gates



Slaithwaite C of E
Junior & Infant School

**SLAITHWAITE C OF E JUNIOR AND
INFANT SCHOOL**

ONLINE LEARNING - BUBBLE OR SCHOOL CLOSURE

A 5-step Process

01

Positive Covid-19 test and confirmed closure of Class Bubble communicated to families.

02

Children to take home any necessary equipment provided by the school.

03

Children collected from school immediately in school hours.

04

Children access their online learning via Class Dojo or Tapestry

05

Children submit their learning via Class Dojo or Tapestry for it to be marked and feedback provided by the class teacher.

Two Gates



Slaithwaite C of E
Junior & Infant School

**SLAITHWAITE C OF E JUNIOR AND
INFANT SCHOOL**

INDIVIDUAL 14 DAY ISOLATION WORK

A 5-step Process

If requested, books will be available at school office.
These can only be collected by an adult who IS NOT
required to isolate.

01

Positive Covid-19 Test of family member or contacted by Track and Trace.

02

Parent contacts school. Child instructed to isolate for 14 days.

03

Parent to be directed to Tapestry or Class Dojo to view necessary work from teacher.

04

Children access their online learning via Class Dojo or Tapestry

05

Children submit their learning via Class Dojo or Tapestry for it to be marked and feedback provided by the class teacher.

Two Gates



Slaithwaite C of E
Junior & Infant School

**SLAITHWAITE C OF E JUNIOR AND
INFANT SCHOOL**

INDIVIDUAL SHORT – TERM ISOLATION (E.G. AWAITING TEST/RESULT)

A 3-step Process

01

Contact the school office. They will advise families on what is required

02

Children can access isolation packs via Tapestry (Oak and Cherry) or Class Dojo (Beech, Hazel, Willow and Sycamore)

03

Children submit their work for marking and feedback from the class teacher via Tapestry or Class Dojo

Teacher will remain contactable throughout via email, Tapestry or Class Dojo or phone (01484 506463). Please remember that the teacher will have full class responsibility from 8:55am -3:30pm and it may take time for them to respond to any queries.