



Tatworth

Primary School

REMOTE LEARNING OPERATIONAL POLICY

Ratified by	Full Board of Directors
Date:	21 January 2021
Agenda Item	5.2
Next Review:	This policy will be reviewed termly by the Headteacher. At every review, it will be approved by the Full Board of Directors.

Distribution:	OneDrive Staff Room Notice Board Website
Source:	

Record of Reviews

January 2021	Teaching protocols bullet points 3, 4 and 7 updated to reflect introduction of remote learning via Microsoft 365 Teams; that provision will follow a progressive curriculum; and increased communication options.

Aims and Purpose

If a local or national lockdown is implemented, the school will offer, in accordance with The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, access to remote learning for children who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning to that group between 9 am and 3.30 pm on school days.

This remote learning policy ensures consistency in the approach to remote learning for pupils who are not in school. It sets out expectations for all members of the school community with regards to remote learning and provides appropriate guidelines for data protection.

Remote Learning and Teaching

All pupils will have access to high-quality education when remote working. The school will continue to use a range of teaching methods to cater for learners which will continue to follow the curriculum expectations for the year group.

Teaching Protocols

- Teachers will be available between 9.00 am and 3.30 pm (unless they are the person who has tested positive).
- If teachers 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 procedure.
- When providing remote learning for a class bubble closure, teachers are responsible for providing set sessions each day including: reading, maths, spellings/phonics, English and one other subject.
- All lessons are uploaded onto Teams.
- There will always be an activity for the children to complete and upload for each lesson, every day.
- Every child will have tasks that they need to upload, and the class teacher will provide feedback when appropriate.
- Teacher-time – each child will be offered a weekly communication with the Teacher during the self-isolation period. Whether self-isolating or if a bubble or the whole school is shut down each child will receive a weekly communication from a teacher. This will either be through assignment feedback, conversation on a Teams post, telephone or e-mail. This will be to check in and see if everyone is ok with the remote learning and offer support if/where needed.
- All online safety and safeguarding rules and guidelines within this policy must be adhered to.
- If the teacher is ill and therefore unable to provide remote learning the Headteacher, Deputy Headteacher or other senior leader will ensure the provision is met.

Paper Offer:

- A weekly pack of paper worksheets/text books/activities will be provided for English, maths, and the foundation learning block. Enough for one lesson each day if the child is unable to access on-line learning.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.
- The work will be returned when the next pack is collected, and feedback will be given.

- Again, during the self-isolation period the class teacher will contact the family – either through email, from the Homelearning or Microsoft email account, or a phone call once each week to check in and see if everyone is OK with the remote learning

Attending Virtual Meetings

- All staff will be expected to be mindful of their dress code - the same expectations as in-school apply
- Staff will need to be aware of locations where they hold their virtual meetings and should blur/change the background when possible
- When any virtual face to face sessions have been concluded, the members of staff leading the meeting must be the last person online.
- Once all pupils have left the room the teacher must delete the chat and link. Teachers can refer to their Acceptable User Policy (AUP) and the Protocol for Staff Contacting Children from Off Site document, for acceptable communication advice when in contact with families.

Remote Offer:

When teaching pupils who are working remotely, teachers will:

- Set assignments/work so that pupils have meaningful and ambitious work each day in line with the long and medium term plans and learning pathways
- Deliver a planned, coherent, and well-sequenced curriculum which allows skills to be built incrementally
- Provide children with models, explanations and work relating to reading, writing, maths and one foundation subject each day.
- Provide frequent, clear explanations of new content through high-quality curriculum resources.
- Assess progress by monitoring daily uploads, providing praise for work completed in line with the school's Behaviour Policy and providing feedback on misconceptions to encourage pupils' to improve
- 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.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school.

Provision:

All provision for remote learning will consider the age, ability, and expectation of the children. In class, teachers will continue to use the Marking and Feedback Policy to provide children with prompt next steps and guidance for how to improve. When learning remotely, teachers will maintain this focus on high quality feedback by:

- Acknowledging and praising pupils for engaging in online work
- Checking work for obvious errors and/or mistakes and providing hints, clues or re-teaching where required

SEND:

As a school we will also:

- Ensure all children with an EHCP or identified additional needs has appropriate provision for remote learning.
- Liaise with parents of SEND children to ensure they are supported in remote learning.

Data Protection

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

- Have access to My Concern to record any concerns about children, this is accessed via a secure password. Staff will ensure they log out after use and will not allow access to the site to any third party.
- Have access to their personal network area using a virtual private network (Teams)
- Only use the laptop provided by school

Safeguarding

Please refer to the Safeguarding (Child Protection) COVID-19 Addendum, which is available on our school website.

Monitoring Arrangements

This policy will be reviewed termly by the Headteacher. At every review, it will be approved by the Full Board of Directors.

Links With Other Policies

This policy is linked to our:

- Behaviour 4 Learning Policy
- Data Protection Policy and Privacy Notices
- Feedback and Marking Policy
- Home-School Agreement
- Staff Acceptable Use Policy
- Online Security Policy
- Protocol for Staff Contacting Children from Off Site
- Safeguarding (Child Protection) Policy
- Safeguarding (Child Protection) COVID-19 Addendum
- Staff Code of Conduct
- Staff Guide
- Staff Sickness Absence Management Policy