

REMOTE LEARNING POLICY

'Building together with Jesus for a better future.'

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)

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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
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community as much as possible.
- Continue to ensure that every child receives the best education possible that the school can provide for them

2. Roles and responsibilities

2.1 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - SLT.
- Monitoring the effectiveness of remote learning - supporting work set by teachers weekly.
- Supporting email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Managing staff workload and wellbeing.

2.1 Designated safeguarding lead

The DSL and DDSs are responsible for:

- Ensuring vulnerable children are attending school when required.
- Maintaining contact, collating, passing on information and responding to any concerns.

2.2 SENDCo

The SENDCo is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their need. They will also ensure that all children on the SEND register are accessing appropriate education. They will oversee and monitor the remote learning provided by the teachers for individual children.

2.3 Teachers

Teachers must be available between 8:30am and 4pm on their working days. 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 procedures. If it affects the completion of any work required, they should make arrangements within year groups to ensure work is completed.

Setting work:

- Each team (EY/KS1/Y34/Y56) will set daily work for the children in their classes using the school proforma. The provision will include a broad range of subjects and be differentiated for SEND children. The work provided daily includes lessons in:
 - o Maths
 - o Reading
 - o Writing
 - o A mental health and wellbeing activity
 - o Two lessons in foundation subjects.
- Teachers will use resources such as White Rose Maths, Oak Academy, Charanga music as well as other resources.
- Teachers will upload the daily lessons onto the school website by 7pm the evening before.
- Teachers will meet on TEAMS with their class daily (unless they are teaching other children). Staff will have training on this. A daily register must be kept and emailed to the headteacher.
- Additional TEAMS meetings will be held with SEND children and those requiring individual or small group support.
- Children in school eg critical workers and vulnerable children will follow the same learning posted on the website- taught all day by a teacher.

Where individuals in a class are self-isolating, remote learning will still apply. However, due to staff commitments within the school, the same level of remote learning activities will not be possible. There will be no live sessions on TEAMS. We will aim to send Remote Learning within 24 hours of an absence being reported and where possible this will reflect the learning that is taking place in the class that week.

Providing feedback:

- Feedback will be given daily on the website with answers to the previous day questions.
- TEAMS meetings will include a session on taking feedback/ questions from previous days learning.
- Pupils can send any completed work to teachers via email
- Teachers can email feedback to a pupil if required
- Teachers should respond to any emails from parents/children.
- Emails should be checked daily.

Keeping in touch with pupils and parents:

- Daily TEAMS sessions- if the whole bubble is isolating or whole school is in lockdown (on the days when the teacher is not teaching in school)
- Staff should only use the office email or their school email address to communicate with parents and children.
- Emails should be checked daily.
- Weekly contact will be maintained with families not accessing TEAMS meetings or not attending school either by telephone or email.
- When a family is unwilling to engage with school the headteacher should be informed and parents contacted.
- Calls must not be made from personal phones or emails.

2.4 Teaching Assistants/ Nursery Nurses

Teaching assistants/ Nursery Nurses must be available for work for their usual contracted hours Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

- Working in school on their timetable slots during whole school lockdowns
- Liaising with class teachers to support in the planning and provision of learning during school/ bubble isolation/ individual isolation
- Assisting in preparing resources for home learning.
- Assisting in communication with children and parents

Nursery Nurses are responsible for:

- Working in school on their timetabled slots during whole school lockdowns and providing live learning sessions with the class on TEAMS.
- Liaising with class teachers to support in the planning and provision of learning during school/ bubble isolation/ individual isolation
- Assisting in preparing resources for home learning.
- Assisting in communication with children and parents

2.5 Subject leaders

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject.
- Work with teachers to ensure work set in their subject is appropriate and consistent.
- Alerting teachers to resources they can use in their subject area to support remote learning.
- Continue to work on their subject action plans, adapting as necessary.

2.6 IT staff

IT Technical staff are responsible for:

- Resolving issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the Headteacher
- Assisting staff in supporting parents with accessing the internet or devices

2.7 Pupils and Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am - 3pm - although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Attempt to complete the work to the best of their ability

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise cannot complete the work set.
- Seek help from the school if they need it - visit website and other useful links for learning.
- Be respectful when making any concerns known to staff

2.8 Governing Body

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

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work - talk to team colleagues/ the relevant subject lead/SENDCo/SLT
- Issues with behaviour - talk to the SENDCo/SLT
- Issues with IT - talk to headteacher or contact CCSC Tech Team for support if needed
- Issues with their own workload or wellbeing - talk to SLT
- Concerns about data protection - talk to the headteacher
- Concerns about safeguarding - talk to the DSL or DDSLs

4. Data protection

4.1 Accessing personal data

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

- Use the school's server to access their data.
- Staff are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and must ensure SIMS is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 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.

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)
- Ensuring the hard drive is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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
- Keeping operating systems up to date - always install the latest updates
- If staff borrow a device from school, it must be signed out by the Headteacher.

If staff are unsure of any of these measures, they must seek help from our ICT provider CCSC.

5. Safeguarding

Safeguarding remains key throughout this time and particularly in this new area of remote learning for school. The safeguarding policy and any addendums added during this time of the pandemic, remains in place and should be followed at all times. This policy is available on our website.

6. Monitoring arrangements

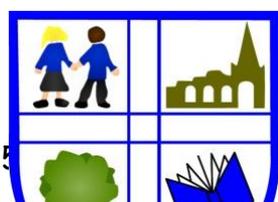
This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by the headteacher and the Outcomes Committee of St Chad's C.E. Primary School Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy (which includes Child protection) and coronavirus addendum to our safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

Revised	Autumn 20 (appendix added Jan 21)
Review Date:	Autumn 2021



APPENDIX -added January 21

St. Chad's C.E. (C) Primary School

The Gateway, Redstreet Village,
Newcastle. Staffordshire

Tel: 01782 567750



"Building together for a better future"

Dear Parents,

6th January 2021

School Closure Arrangements

You will already know that schools are closed to children except for those of critical workers and vulnerable children. Nursery will also be closed to pupils. If you are a Nursery parent and qualify as a critical worker, you can access school provision- you will need to complete the appropriate form which can be obtained from the school office. We appreciate that this is an incredibly unsettling time for our families, but we hope that you know our school will be continuing to support you during this time. This letter outlines how your child will now access learning.

We will now be following this process:

Is your child is one of the following: the child of critical workers, or a vulnerable child **AND** has been allocated a place for on site learning?

YES	NO
<p>Your child will continue to attend the school setting 9am-3pm and will receive face to face teaching on site-only on the days that a parent(s) is working.</p> <p>If provision can be made at home on some days then children should not attend school to avoid large groups in school where possible.</p>	<p>Your child will receive a remote learning education delivered by class teachers.</p> <p>Teachers will meet on TEAMS daily with their class (except for the day they are teaching the critical worker/ vulnerable children in school).</p> <p>Teachers will upload learning activities on to the relevant pages of our website every day.</p> <p><School> <Children> <Year x></p> <p>There will be three daily sheets for each year group- Maths/ English/ Other</p> <p>Exercise books are available from the school office.</p>

We are aware, that to support remote learning, children require access to an electronic device. With this in mind, **TEAMS sessions will be held at different times in each year group to ensure all children can access their allocated session.** This daily session will last for 60 minutes and will be delivered by your child's class teacher.

It is important that you read the timetable below carefully to see what time your child will be required to log in to their online session with the class teacher.

There is an expectation that **ALL** children take part in the TEAMS session and a register will be taken. If your child is attending school on some days, then they should take part in the Teams meetings on the days they are at home.

- Year 1 and Year 2 9:00-10:00am
- Year 3 and Year 4 10:10-11:10am
- Year 5 and Year 6 11:15-12:15pm
- Early Years 11:15-12:15pm (Reception 3 x per week/ Nursery x 2 per week)

The recommended amount of learning for primary children is approximately 3 hours- this will be in addition to the one hour TEAMS meeting.

The TEAMS session will follow this format:

- 5 minutes Register taken and welcome
- 10 minutes Mental health and wellbeing
- 10 minutes Discussion and assessment of previous days learning

10 minutes	Introduction of the days English activities
10 minutes	Introduction of the days Maths activities
10 minutes	Introduction of days other activities
5 minutes	Close

In order to access the TEAMS meetings, you will need to send your email address to the class teacher so that they can send daily invites.

Please send your email address to:	
Miss Steele	MSteele@st-chads-newcastle.staffs.sch.uk
Miss Derricott	G.Derricott@st-chads-newcastle.staffs.sch.uk
Mr Dobberson	DDobberson@st-chads-newcastle.staffs.sch.uk
Mrs Brennan	J.Brennan@st-chads-newcastle.staffs.sch.uk
Miss Campbell	e.campbell@st-chads-newcastle.staffs.sch.uk
Mrs Marshall	JMarshall@st-chads-newcastle.staffs.sch.uk
Ms Durgan	IDurgan@st-chads-newcastle.staffs.sch.uk
Mrs MacDonald	CMcDonald@st-chads-newcastle.staffs.sch.uk
Miss Wain	H.Wain@st-chads-newcastle.staffs.sch.uk
Mrs Hamilton	JHamilton@st-chads-newcastle.staffs.sch.uk
Mrs Tennant-Reception	N.Tennant@st-chads-newcastle.staffs.sch.uk
Nursery	N.Tennant@st-chads-newcastle.staffs.sch.uk

The teachers will not hold TEAMS meetings on the day they are teaching the critical worker/ vulnerable children class. Please see below the days that your child will have a TEAMS meeting.

Children will need to be logged in to Teams promptly to access their allocated session.

	TEAMS meetings	No TEAMS meeting
Miss Steele	Tuesday, Wednesday, Thursday, Friday	Monday
Miss Derricott	Monday, Tuesday, Wednesday, Friday	Thursday
Mr Dobberson	Monday, Wednesday, Thursday (Tuesday 1:15-2:15)	Friday
Mrs Brennan	Tuesday, Wednesday, Thursday, Friday	Monday
Miss Campbell	Monday, Wednesday, Thursday, Friday	Tuesday
Mrs Marshall	Monday, Tuesday, Thursday, Friday	Wednesday
Ms Durgan	Monday, Tuesday, Thursday, Friday	Wednesday
Mrs MacDonald	Monday, Tuesday, Wednesday, Friday (Mrs Pearson)	Thursday
Miss Wain	Monday, Tuesday, Wednesday, Thursday	Friday
Mrs Hamilton	Tuesday, Wednesday, Friday	Monday, Thursday
Miss Tennant (Rec only)	Monday, Wednesday, Thursday	Tuesday, Friday
Nursery- all (both classes)	Monday, Thursday	Tuesday, Wednesday, Friday
Nursery (Miss Tennant only)	Friday	Mon, Tues, Wed, Thur

There will also be a weekly opportunity for children requiring additional support to attend an additional afternoon TEAMS session as a smaller group/ individual. This will be arranged directly between the class teacher and parent(s).

Teams expectations for CHILDREN:

- No session can be recorded / photographed / screenshotted,
- Child must be located in a family room (not bedroom)
- Consideration should be given to the background as other children/ parents will be able to see this
- Language must remain appropriate
- All family members within screenshot to wear suitable clothing
- Children may benefit from wearing their school sweatshirt during the TEAMS meeting and during the day whilst they are working to help them make the link with schoolwork.
- Children will be given the opportunity to say hello and will then be asked to mute and use the 'hands up' or 'chat box' to ask questions.

Feedback

Teachers will provide answers where appropriate. The TEAMS session will share the expectation of what work will be completed for the day. Generic feedback will be shared with all children. Personalised feedback will be given on an individual basis where appropriate.

What will happen if my child does not engage with remote learning?

All children will be expected to engage in the TEAMS meeting daily and a register will be taken. If a child does not attend the session, then the class teacher will telephone you to find out circumstances, offer support and guidance as required. We will of course reiterate the importance of home learning during this time.

What should my child wear if they are attending school?

Children attending school should come in their school uniform. On the days they are doing PE they will need to come in their PE kits

Year 56	PE on Tuesday
Year 34	PE on Friday
Year 12	PE on Thursday
EY (Rec + N)	PE on Wednesday

What are the arrangements for Universal and Free School Meals?

- **If your child is in school and is in Reception, Year 1 or Year 2 classes**
They will receive a packed lunch from school on the days they attend.
- **If your child is in school and is in KS2 and is on the Free School Meals register**
They will receive a packed lunch from school on the days they attend. If they are at home some days, a packed lunch can be collected from school but you will need to inform us before 9am on that day.
- **If your child is in school and in KS2 (Non FSM) or Nursery**
They will need to bring a packed lunch with them
- **If your child is not attending school and you are on the free School Meal register**
A weekly hamper will be provided. The office will contact these parents with further details.

Will Chadley's be running?

Chadley's before school club will be running 7:30-9am for children of critical workers and vulnerable children and after school club will run 3:00-4pm.

However, if numbers are too few, we may not be able to continue this service. We will monitor the situation.

Let get started!

TOMORROW IS THE FIRST DAY OF TEAMS MEETINGS AND ALL TEACHERS (Rec- Y6) WILL HOLD THEIR MEETINGS AT THE ARRANGED TIME.

THOSE TEACHERS WHO WILL NOT NORMALLY HOLD MEETINGS ON A THURSDAY (Mrs Macdonald, Mrs Hamilton and Mrs Derricott) WILL HOLD A SHORT MEETING TOMORROW JUST TO SAY HELLO AND CHECK EVERYTHING IS WORKING.

We are sure there will be a few technical issues and glitches the first few times so bear with us- we will get there!

Please know that during this unsettling and difficult period, you are not alone. You can contact us at school at any time to ask queries or share concerns. Our children's well-being will continue to be our priority during this time.

Yours sincerely,

Miss Clarke
Headteacher