

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

Remote Learning Policy

October 2024

Agreed by Governors: 10/10/24

AIMS OF THIS POLICY

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
- Sets out the expectations for safe-guarding when children are working remotely and online

VISION FOR REMOTE LEARNING

It is assumed that remote learning will be a short-term method of teaching and will not replace good quality first teaching in the classroom for the majority of students. As a school we will set work remotely in times of inclement weather when the Headteacher decides that it is unsafe for school to be open. We will also provide work remotely for children who have been excluded from school for a short period of time, or cannot come to school for medical reasons.

RATIONALE FOR REMOTE LEARNING

We have chosen to use ClassDojo as our platform for delivering remote education as we feel it offers a comprehensive way for our teachers to deliver online learning and for our pupils to access and engage with the work set. The functionality to include video and voice recording, as well as written text, when setting and feeding back on learning makes it accessible for our younger pupils. We support our families to ensure that every family can access their learning via ClassDojo. Where this is not possible because of limited technology in the home, we will, where necessary and for sustained periods of time, print out work for children to complete at home.

ROLES AND RESPONSIBILITIES

Teachers

When providing remote learning, teachers must be available between the normal school hours of 8:45-3:15.

When providing remote learning, teachers are responsible for:

➤ Setting work:

- Setting daily work for all pupils who are learning at home. This should broadly cover the planned curriculum and be in-line with any learning objectives being taught pupils who remain in school.
- Lessons set should be part of a planned and well-sequenced curriculum where knowledge and skills are built on within lessons and across a series of lessons.

- The work provided should be in line with the DfE requirement of 3 hours for KS1 and 4 hours for KS2.
- The work set will draw upon a combination of lessons planned by the teacher, recordings of class teacher (this may be a recording of the teacher's voice talking over lesson presentation), and high-quality external resources including those provided by Oak Learning Academy.
- Work set should avoid over-reliance on long-term projects and internet research.
- All learning will be uploaded to ClassDojo online learning platform. It will not be set according to a strict timetable as we recognise that working parents will need to support their children in different ways, and that some children may be primarily working outside of normal school hours.
- Teachers will co-ordinate learning across year groups to ensure that learning in parallel classes is equal.
- Teachers will plan differentiated activities, where appropriate, to ensure the needs of all learners are met.

➤ Providing feedback on work:

- Teachers will acknowledge all work sent in by the children on ClassDojo. This may be using the 'like' function. As much as possible, teachers will provide a positive comment and where appropriate offer points for improvement or direct children to revisit aspects of work.
- Where a child has struggled with a piece of work, teachers may provide additional guidance by sending a message or a video clip to support the child. This is not a two-way method of communication and teachers will not be able to respond to individual messages.

TEACHING ASSISTANTS AND SUPPORT STAFF

When assisting with remote learning, teaching assistants must be available during their normal working hours

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

➤ Supporting pupils who aren't in school with learning remotely:

- Providing feedback on ClassDojo for some of the children's home learning under the direction and guidance of the class teacher
- Resourcing specific work to meet the needs of individuals (e.g. to meet TLP targets) under the direction of the teacher

SENIOR LEADERS

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – the assistant headteachers Mrs Cunningham and Mrs Bull have this responsibility.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Providing whole school online content such as assemblies.

IT STAFF

The IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Supporting staff in accessing unfamiliar technology that may be required to deliver home learning
- Helping staff and parents 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

PUPILS AND PARENTS

Staff can expect pupils learning remotely to:

- Complete work 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:

- Ensure their child(ren) have a place to work and access to a suitable device
- 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 known to staff
- Support the child(ren) in setting up daily routines and meeting deadlines

GOVERNING BOARD

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Hold the Headteacher to account in ensuring education remains as high quality as possible

WHO TO CONTACT

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

- Issues in setting work – talk to team leader / Subject leader / SLT
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT technician Mr Jarvis
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – refer to our data protection officer (through the Head teacher)
- Concerns about safeguarding – talk to a DSL – G. Smith, C. Atkinson, H. Bull, Cunningham, , A Scurfield, K. Wood and A. Picton. Concerns should be logged on CPOMs.

DATA PROTECTION

➤ PERSONAL INFORMATION

Staff members may need to collect and/or share personal data such as parents email addresses 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.

SAFEGUARDING AND ON-LINE SAFETY

The purpose of our Safeguarding Policy and On-line Policy is to ensure every child who is a registered pupil at Brunshaw Primary School is safe and protected from harm. The Department for Education (DfE) 'Keeping Children Safe in Education' (September 2024), states safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Pupils are taught regularly about how to alert an adult when they feel unsafe on-line. Parents are sent regular reminders about how to keep their children safe on-line. All concerns are followed up by the DSL.

MONITORING ARRANGEMENTS

This policy will be reviewed at least annually but always when government guidance changes by the Senior Leadership Team. At every review, it will be approved by the governing body

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online policy
- Safeguarding policy
- Teaching and Learning Policy
- SEND Policy

Reviewed: October 2024
Next Review due: October 2025