**Horton Grange Primary School**

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**Remote Learning Policy**

**Last Reviewed:** October 2020

**Reviewed:** Annually

**Written by:** Sabia Begum

**Ratified by the Governors**:

**Introduction**

This policy consist of key paragraphs that explain how remote learning will be provided and outlines the responsibilities of key stakeholders.

**Aims**

This remote learning policy for staff aims to:

* Ensure consistency in the approach to remote learning for pupils who are not in school due to having to self-isolate following government guidance for COVID
* 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
* Continue to ensure that every child receives the best education the school can provide them
* Ensure regular contact with all children and families
* Outline expectations for staff that are unable to attend school due to self-isolation that are otherwise fit and healthy and able to continue supporting with the planning, teaching and providing feedback to pupils

**Roles and responsibilities**

**Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* If in the unlikely event all class teachers within a year group are unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while providing remote learning resources to classes

**Designated Safeguarding Lead**

The DSL is responsible for:

* Safeguarding concerns, including those related to remote learning. Please refer to Child Protection and Safeguarding Policy pg. 21 ‘Remote Learning’

**SENCO**

The SENCO is responsible for:

* Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period
* Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning
* The SENCO will arrange additional support where appropriate for pupils with SEND which will be unique to the individual’s needs

**Governing board**

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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

**Teachers**

Teachers are responsible for:

* Teachers have read and understand the agreed ‘Home Learning Procedures’
* Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips, voice buttons and tasks for home learners
* Teachers should create three PowerPoints for key teaching points in English, Maths and other curriculum subjects being taught in class that week
* An agreed member of staff from the year group will upload the PowerPoints onto the school website ‘Learning from Home’ page every Monday by 9 am
* Any resources to support remote learning, such as worksheets, will be shared with home learners by uploading them onto the ‘Learning from Home’ page
* Teachers will save a general weekly ‘Learning from home packs’ on the T-drive (or printed). This will be given to pupils who are sent home from school to isolate
* Materials that have been uploaded on to the ‘Learning from Home’ page and accompanying resources will be printed and passed to the office to post home to those pupils who do not have access to the internet or device
* Teachers will respond, within reason, promptly to requests for support from families at home. This should be done via email or telephone
* Staff and parents should communicate via the class@hortongrangeacademy.co.uk email address
* Teachers will provide feedback to pupils via the ‘Marvellous Me’ app and a telephone conversation once every week whilst a child is isolating at home
* Teachers will send links to the ‘Learning from Home’ page to remind parents that work has been uploaded and must be completed
* As part of the weekly call, teachers will speak to the child to ensure a welfare check is made
* Any safeguarding concerns will be reported following school’s safeguarding procedures including informing a DSL

**Teaching Assistants**

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

* Supporting pupils who are not in school with learning remotely
* When requested by the SENCO they will liaise with class teachers to support planning and resourcing differentiated learning

**Subject Leads**

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

* Monitoring the work set by teachers in their subject
* Review work set weekly

**Guidance for a member of staff who is Isolating but is well enough to work:**

* Should a staff member require support with the use of technology whilst working from home, it is their responsibility to seek this support from school and senior leaders will ensure that support is given promptly
* When providing remote learning, teachers must be available between 8:15 am and 3:20 pm on their working days
* 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 procedure
* Teachers will call pupils/parents at least once every week. A record of the call will be kept on the t-drive in a secure folder. Any concerns should be recorded on CPOMS and a member of the safeguarding team informed
* Emails received from parents and pupils are to be checked between 8:15 am and 3:20pm, Mon- Fri and timely response given
* Teaching assistants when assisting with remote learning must be available between their normal contractual hours via phone or email. 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

**Family (pupil/parent/guardian) role**

Parents are responsible for:

* Each week, on Monday, work for the week in English, Maths and Topic will be uploaded onto the school website: <https://hortongrangeacademy.co.uk> on the ‘Learning from Home’ page for every year group. Families should view this together, and then make appropriate plans to complete the work
* Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address: class@hortongrangeacademy.co.uk or by emailing info@hortongrangeacademy.co.uk. They should make clear which child (full name) and class the question relates to
* Work that children complete at home should be kept safe, ideally in their home learning book, and can be brought back to school once the child can return to school safely
* We would encourage parents to support their children’s work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration
* School cannot guarantee that the parents will be able to access learning uploaded onto the school website by all devices. Should accessing work be an issue, parents should contact school promptly via [info@hortongrangeacademy.co.uk](mailto:info@hortongrangeacademy.co.uk) or [class@hortongrangeacademy.co.uk](mailto:class@hortongrangeacademy.co.uk) and printed versions will be posted home

**Data Protection**

**Accessing personal data**

When accessing personal data, all staff members will:

* All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party
* Teachers are able to access parent contact details via CPOMS using a secure password. Do not share any details with third parties and ensure CPOMS is logged off after use
* School laptops and iPads are the school’s preferred devices to be used when accessing any personal information on pupils or when working from home. If unavailable for any reason a member of SLT should be informed and any work saved to a secure, encrypted USB drive

**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 using strong passwords
* 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

**Monitoring arrangements**

* Staff have signed that they have read and understood the Remote Learning Policy via email
* Staff have been informed via briefings/ teacher’s CPD and email of expectations, roles and responsibilities
* Feedback from pupils and parents via email, telephone conversations and work produced

This policy will be reviewed as and when updates to remote learning are provided by the government or the teaching and learning lead in school.