



## Horton Grange Primary School

### Remote Learning Policy

**Last Reviewed:** February 2023

**Reviewed:** Annually

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**Ratified by the Governors:** March 2023

#### Introduction

This policy follows the DFE's non-statutory guidance for providing remote education in the following exceptional circumstances:

- 1) School closures or restrictions on attendance, where school access for pupils is restricted
- 2) Individual cases where a pupil is unable to attend school but is able to learn. These circumstances should only involve a short-term absence and might include: pupils recovering from short-term infectious illnesses, pupils preparing for or recovering from some operations, or pupils recovering from injuries where attendance might inhibit recovery. In some exceptional cases, these circumstances might also include pupils whose attendance has been affected by a special educational need or disability (SEND) or a mental health issue. In these circumstances, and after the pupil's absence from school has been established, school will consider providing pupils with remote education on a case-by-case basis

This policy consists 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
- 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

#### Roles and responsibilities

##### **Senior leaders**

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
- Auditing access to devices and connectivity for pupils at home
- Organising the distributing school-owned devices accompanied by a user agreement or contract if and where necessary and possible
- Supporting families to find appropriate internet connectivity solutions if and where necessary and possible

- Liaise with the school catering team to provide good quality lunch parcels or to issue a food voucher if available to pupils eligible for benefits-related free school meals to ensure that eligible pupils continue to be supported for the period they are unable to attend school

### **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'
- Ensure daily contact with pupils identified as vulnerable whilst they are accessing learning from home

### **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, creating and recording videos of teaching inputs, using high quality lesson videos developed by external providers such as Oak National Academy
- Teachers should create three PowerPoints for key teaching points in English, Maths and other curriculum subjects being taught in class that week (unless advised otherwise by SLT). This should also include a timetable to help pupils and parents organise their day including considering screen time, making reasonable allowances for adequate breaks for pupils and any significant demands on parents' or carers' help or support.
- These will be converted to PDF documents so that they are easily accessible on all devices
- An agreed member of staff from the year group will upload the PowerPoint and PDF version of the PowerPoints onto the school website 'Learning from Home' page
- Any resources to support remote learning, such as worksheets, will be shared with home learners by uploading them onto the 'Learning from Home' page
- 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 provide feedback to pupils via the ‘Marvellous Me’ app and a telephone conversation once every week whilst a child is accessing remote learning from home for a short period of time
- Teachers will send links to the ‘Learning from Home’ page to remind parents that work has been uploaded and must be completed via the ‘Marvellous Me’ app

### **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

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

Parents are responsible for:

- Remote Learning in English, Maths and curriculum 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 using the suggested timetable to support them
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address: [office@hortongrangeacademy.co.uk](mailto:office@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
- Completed work must be emailed to the class teacher so appropriate feedback can be provided. This must be done at least once a week. Any further work requested by the class teacher must also be emailed to the class teacher when requested
- 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
- Request to loan a device from school, if they do not have a device for their child to access remote learning.
- 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 [office@hortongrangeacademy.co.uk](mailto:office@hortongrangeacademy.co.uk) and printed versions will be posted home

Pupils are responsible for:

Engaging with remote learning by:

- Following the learning timetable set as far as possible
- Watching teaching videos that have been uploaded and examples given to support them
- Attempting and completing the tasks test to the best of their ability
- Speaking to their class teacher about their learning during the weekly telephone call

### **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 emails of expectations, roles and responsibilities
- Feedback from pupils and parents via email, telephone conversations and work produced
- SLT will regularly review and monitor the quality of remote provision being provided and ensure current guidance and research is implemented appropriately; and ensure the remote provision being provided is of the highest standard
- 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.