

Remote Learning Policy

Pawlett Primary School Academy will provide remote learning (online) for pupils that are not able to attend school so that no-one misses out on learning. This policy gives an outline of the remote learning provision that is available and gives some guidance on the role of teachers, and parents and pupils. Pawlett Primary School Academy is fully aware that these are exceptional times and this document seeks to inform and guide families and not impose expectations of how home learning is organised. Each family and their circumstances are unique and because of this, should approach home learning in way that suits their individual needs. Where possible, children should aim to login to Google classroom every day, and check in with their teacher. They should aim to complete as much of the learning as possible, and upload it for teacher feedback. If a family does not have access to suitable IT devices, paper based learning can be arranged.

Aims

This remote learning plan aims to:

- Ensure consistency in the approach to remote learning for pupils who are not able to attend school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Remote learning will be provided using the following online platforms: Google classroom for children in year 2-6 and Tapestry for Year 1 and EYFS children.

Roles and responsibilities

When providing remote learning, **teachers** are responsible for:

- Setting learning daily for all children in their class.
- Setting a minimum of ten maths and ten English focused learning activities with the expectation one English and one maths task is completed each day along with one other activity chosen from the home learning offer.
- Uploading a pre-recorded short video every day. This may include a short daily greeting, daily expectations, a story, a wake and shake, a PE challenge, or an introduction to a writing stimulus.
- With regards to the amount of learning set on Tapestry and Google Classroom this is what is expected:
 - KS1: 3 hours a day on average across the cohort, with less for younger children
 - KS2: 4 hours a day
- Explaining the daily expectations by sharing the maths and English task along with a suggested 'other' choice from the home learning offer.
- Giving daily feedback acknowledge learning and/or effort and addressing whole class misconceptions. This may be group or individual feedback.
- Encouraging children and parents to upload/ email learning and respond to learning before 3pm where possible for next day feedback.
- Making contact with each family with at least once every week of the absence period.

- Contacting the families of children who appear not to be engaging and offer support and other learning.
- Replying to parent emails, and acknowledging comments and posts on google classroom within 24hours where possible.
- Providing alternative learning for children who cannot access Google classroom or Tapestry e.g. Paper based learning.
- Setting learning

When providing remote learning, **teaching assistants** are responsible for:

- Supporting teachers to set remote learning for all children.
- Support teachers in making contact with children and their families.
- Giving daily feedback to all children.
- Support teachers in uploading learning and videos, for example record stories.
- Supporting specific children and their families who cannot access Google classroom or Tapestry.

Alongside any teaching responsibilities, the **Principal** is responsible for:

- Coordinating the remote learning approach across the school
- Ensuring as many children as possible have access to IT devices to access Google classroom
- Monitoring the effectiveness of remote learning by regular reviews with teachers and by reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Staff can expect **pupils** learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect **parents** with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any concerns known to staff

Academy Council

The **Academy Council** 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

Who to contact

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

- Issues in setting work for individuals – SENCO
- Issues with behaviour –SENCO or Principal
- Issues with IT – TKASA ICT team / Business Support Assistant - Abby Priestley
- Issues with their own workload or wellbeing – Principal - Emma Barker

- Concerns about data protection – Business Support Assistant - Abby Priestley
- Concerns about safeguarding – Emma Barker and Sally Jeffries

Data protection

Accessing personal data

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

- Access any data, through the school's secure drives
- Use school laptops rather than their own personal devices

Processing personal data

- Staff members may need to collect and/or share personal data such as parent email addresses and children's logins, as part of the remote learning system. As long as this process 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.

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

Safeguarding

All staff should follow the child protection policy and any addendums which reflects the current situation. The child protection policy and other relevant policies can be found on the website. Any concerns should be logged following the child protection policy and the designated safeguarding leads should be contacted.

Monitoring arrangements

This policy will be reviewed annually by the Principal. Information will be shared with the Academy Council

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

