Halton Lodge Primary School

Remote Learning Policy

Date of last review: October 2020

Policy approved and ratified by Governors:
23rd October 2020 (FGB Meeting – Curriculum & Standards Focus)

Date of next review: Autumn Term 2021

Remote Learning Policy

Halton Lodge Primary School will provide remote (online) learning for pupils who are not able to attend school due to the need to self-isolate; so that no pupil need fall too far behind in their learning. *An outline of the provision that will be made for our pupils - and some guidance given on the role of pupils, teachers and parents – is detailed below.*

Halton Lodge Primary School is fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families; and not impose expectations. Each family is unique and because of this, they should approach home learning in way which suits their individual needs.

Expectation of teachers:

- Teachers will provide appropriate learning for their current class. The amount of work they need to provide is: a daily Maths lesson, a daily English lesson, a daily phonics (EYFS and KS1) / SPaG (KS2) lesson, plus 2-3 lessons for foundation subjects each week.

- Teachers will use a combination of teaching materials from schemes used by the school such as Power Maths, as well as electronic resources such as BBC Bitesize, Classroom Secrets etc

- The work will be available daily. However, when the majority of pupils in a bubble are self-isolating and/or a Year group bubble is closed, a weekly timetable will be sent out before the week starts so that families and children can prepare.

- Teachers will upload the lessons onto the Virtual Learning Platform specific to their class. This is Seesaw for Years 1 - 6 (including The Fawns Provision) and Tapestry for the children in Reception. All sessions will be accessible to parents/carers and children. If there are families who cannot access the relevant Virtual Learning Platform at home, then paper packs will be available for the children, to be collected from the school office. *The school is also looking to source appropriate devices, through the DfE, for those families who do not have access to the necessary technology to access remote (online) learning.*

- Live lessons will also be made available for the children when the majority of pupils in a bubble are self-isolating and/or a Year group bubble is closed. If the whole class is self-isolating, then the children will be timetabled into groups which will have set passwords to access their live lessons, using Google Meet.

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips and tasks for home learners.

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Whilst self-isolating, and if able to do so, staff (including Teaching Assistants) will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

Feedback

All work submitted will be acknowledged by the class teacher and marked, as appropriate, on Seesaw/Tapestry. If any follow up comments are needed, to extend learning or to support learning, this again will be sent in this way.

Keeping in touch with pupils who are not in school

In the case of a national or local lockdown, teachers will make a phone call to the pupils (and/or parents/carers) in their class at least once every 3 weeks*. Any concerns should be recorded and the Headteacher (and, if appropriate, the Designated Safeguarding Lead) alerted.

In the event of an individual need to self-isolate or a year group bubble needing to temporarily self-isolate, communication will be via the Virtual Learning Platform. If there has been no communication from either a parent/carer or child by day 3 of a self-isolation period starting, the class teacher (or SLT member) will call the parents/carer/pupils on day 4 to find out the reasons for this and check that the child is safe.

*Vulnerable pupils will receive a telephone call weekly. These include children on Child Protection plans, those identified by the local authority as a Child In need, those pupils with an EHCP as well as pupils who have been identified as vulnerable by the school. This extra contact will be shared between the class teacher and the SENCO.

Virtual Learning Platform messages received from parents/carers and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails and messages within 48hours.

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am to 3pm - although it is recognised that the children may not always be in front of a device throughout the whole of this time;
- Seek help if they need it, from teachers or teaching assistants;
- Alert teachers if they're not able to complete work;
- During Live lessons, children should be focused, away from distractions and respectful.

Staff can expect parents/carers with children learning remotely to:

- 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;
- During live lessons, support their child in creating a calm and quiet environment in which they can work.

Parents/carers are also reminded to make use of the activity books that were sent home with the children's end of year written reports (July 2020) and utilise the resources within the Covid Classroom section of the school website, if they feel their child needs further challenges and activities.

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

      Issues with behaviour – talk to their Phase Leader;
      Issues with IT – talk to IT staff (24/7 Technology);
      Issues with their own workload or wellbeing – talk to the Headteacher;
      Concerns about safeguarding – talk to the Designated Safeguarding Lead.

Data protection

When accessing personal data for remote learning purposes, all staff members will take appropriate steps to ensure that they only use hardware provided by the school and that these 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;
- **Ensuring antivirus and anti-spyware software is installed;
- Keeping operating systems up to date – always install the latest updates.

**Installation of these is the responsibility of the school's IT Team – 24/7 Technology.