



Remote Learning Policy

Autumn 2024

Rise to the Challenge

Remote Learning Policy

Responsibility of:	Curriculum Committee
Authorised by: <i>Chair of Committee</i>	Vic Davinson
Adopted by Governing Body: <i>Date of FGB meeting</i>	11/12/2024
Authorised by: <i>Chair of Governors</i>	Katherine Carr
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This is our plan for remote learning so that all children can continue with their education if they are unable to be in school in the following circumstances:

Individual children are required to self-isolate, or cannot attend school for medical reasons related to coronavirus. The rest of their class attend school as normal.

In this case the teacher will provide a programme of work which closely follows the in-school curriculum, using a range of web-based and paper resources. An overview of learning and resources for each day will be emailed home for the morning following the day of notification. The documents will enable children to work through the learning activities that are taking place in the classroom and children are encouraged to bring work back into school on their return.

Should parents need support printing out or providing equipment e.g. paper, pencils etc... packs can be requested and collected from the school office.

Children at home will receive a phone call home each week from the class teacher. They may participate remotely in live lessons taking place in the classroom via Microsoft Teams and join the class for a whole class session such as story time or achievement assemblies if these are held.

Whole class asked to self-isolate

Notification of a class being asked to self-isolate is given at very short notice, because confirmation of a COVID-19 case may happen over a weekend or in the evening. It is not possible to provide the full remote learning offer on Day 1 of a 14-day self-isolation period. Therefore, Day 1 will be spent ensuring self-isolating teachers and teaching assistants are confident to implement remote teaching from their own homes using Microsoft Teams for live lessons. An overview of learning and resources for each day will be emailed home for each morning.

The whole school closes because of an outbreak or there is a full local/national lockdown

In the case of a local or national lockdown teachers should continue to attend work in school. Children of key workers will be taught in their usual classes. Teachers will also be providing education for the children who have to stay at home. With the help of support staff, provision for children of key workers in school will be aligned with the remote teaching being provided for the children at home.

Teachers and support staff will interact on Microsoft Teams with the children at home. If the teacher is unwell and unable to lead the online lesson, then pre-recorded lessons from the Oak Academy (or similar) will be linked instead. An overview of learning and resources for each day will be emailed home for each morning.

If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children by providing a remote device (e.g. laptop) and/or 4G connections, particularly for disadvantaged children, and if necessary provide paper packs of learning.

Overview

In the first instance, a text message and email will be sent out informing parents that remote learning has been set. The main form of communication with individual children will be through Microsoft Teams, with parents being contacted via email and Satchel One.

The lessons studied should follow the usual timetable for the class, wherever possible, with at least:

- Daily English and Mathematics work and two other subjects.

Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that

period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking.

- Where a family displays difficult behaviour or is unable or unwilling to engage, teachers will contact the Head Teacher.
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view.

Safeguarding

Please refer to Child Protection and Safeguarding Policy. Microsoft Team lessons will utilise the lobby feature to ensure children aren't online together unsupervised.

Data protection

When accessing personal data, all staff members will: only use their official school email account and connect to the school network using their school laptop only. Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with Symphony Learning Trust's GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates.