

NEWMAN SCHOOL POLICIES

REMOTE LEARNING POLICY



Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Newman School has a remote learning policy in order to provide continuity of learning during acute, chronic or enforced phases of absence from the school. This policy has been written in line with the DfE: 'Template for schools: share information about your remote education'. It includes information about what the school will deliver in the specific circumstances during the covid-19 pandemic in addition to that delivered during other absences.

Acute absence could be for:

- Any ill-health that keeps the pupil from attending school that lasts longer than 6 days but less than half a term. (after which a review meeting would be held to ascertain the next steps forward for the pupil)
- Short but frequent absences due to emotionally based school avoidance (EBSA)
- Transport issues that last more than 6 days

Chronic absence could be for:

- Long term mental health difficulties or emotionally based school avoidance
- Long term physical ill-health

UK Government Enforced absences during the COVID-19 pandemic:

- 7 or 14 day self-isolating cases
 - Extended self-isolating cases due to being part of a vulnerable group, as identified by Public Health England.
 - Forced school closures
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Other circumstances that could utilise this remote policy will be added as they emerge.

Whilst the school want all pupils to attend in person, it is recognised that some parents feel their child should remain at home due to “national lockdown.” The school will implement this plan for those pupils too, ensuring they inform the local authority of the pupil’s absence despite Government advice that it is safe to be in school. Our aim when implementing this policy is to ensure that pupils receive an effective learning opportunity which is monitored, assessed and evaluated in order to ensure the outcomes for each pupil are accurate and appropriate at all stages, and progress is being made in line with their peers, during remote learning.

2. Implementation

Newman School considers Attendance, Curriculum, GDPR, Monitoring, Marking, Safeguarding and Welfare of staff and pupils as key strategies when ensuring this policy is implemented effectively.

A pupil’s first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

The remote learning provided for students will be differentiated according to pupil need and may include:

- An iPad or laptop provided to support learning
- Live meetings and/or lessons through Teams
- Work tasks set and shared via email
- Work set on familiar programmes used in school, such as Conquer Maths and Education City
- Website links to school programmes
- Printed resource packs and materials/task boxes

Each student has been provided with their own iPad or laptop, which can connect to home Wi-Fi, and an email address to enable them to be able to access remote provision. In the event of a student requiring remote education, Newman will aim to deliver iPads and learning packs to students’ homes within a day or two. If there are any issues with the iPad or accessing online learning, families should contact their child’s class teacher in the first instance. For those who cannot access digital or online learning at home, the school will provide hard copies of learning materials, and will deliver/collect from home at a pre-agreed time. The school will facilitate access to online materials if at all possible, and this will be discussed with the parent/carer.

Newman School endeavours to ensure that the remote learning provision matches the on-site curriculum as closely as possible and is as relevant as possible. This is to ensure those pupils accessing remote learning remain on track with their peers still attending school regularly. This is imperative to ensuring gaps in learning do not widen and also to maintain our ethos of inclusion. The curriculum provided for remote learning will adhere to the national curriculum expectations where appropriate and an adapted curriculum provided in other circumstances. This will include: English, including reading, Maths, Science, Physical Education and Creative learning. The daily timetable for remote learning will match as closely as possible the on-site timetable so that the pupil still feel part of the classroom.

Remote learning will be provided on average, for primary pupils, for 3 hours a day, and for secondary pupils, for 4 hours or more a day, depending on their individual needs.

The combination of tasks and the recording of work etc. will be discussed with parents prior to implementation. The school recognises that the ability of parents to support with work is limited by a range of factors, and we need families to be comfortable with what is asked. The school will agree with the parents/carers how best to support the pupil, so that they receive the best education possible whilst they are learning remotely. Engagement with remote learning will be checked by teachers on a weekly basis, and where engagement is a cause for concern, this will be discussed with parents/carers, to see if there are different strategies that can be employed. Feedback will be given as agreed with parents, at least weekly. Where a pupil is self-isolating, the school will align the work as much as possible to the rest of the group.

Staff can expect pupils (where appropriate) learning remotely to:

- Be contactable during the school day – although consider 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're 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 can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Senior leaders:

Alongside teaching responsibilities, senior leaders are responsible for:

- Coordinate the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and support staff and reviewing work set or speaking to parents or students for feedback
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

- Take lead responsibility for safeguarding and child protections
- Liaise with teaching staff and support staff around students accessing remote learning
- Support staff to carry out their safeguarding duties
- Liaise closely with children's social care and other services

3. Who to contact

If students or families have any questions or concerns about remote learning, they should contact the form teacher in the first instance, either via email or telephone. If further clarification is required then they should contact a member of the school leadership team via reception.

4. Data protection

Newman School aims to ensure that all personal data collected about staff, pupils, parents, guardians and carers, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018 (DPA). When accessing personal data for remote learning purposes Newman School staff members will only use their school devices to store personal data and access software for remote learning.

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning plan. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. The lawful basis under which we process this information is detailed in our Parent/Carer Privacy notice which can be found on our website. www.newmanschool.co.uk

All staff members will take appropriate steps to ensure their devices remain secure and refer to the acceptable use policy that was signed upon receipt.

Please refer to the following Newman Policies for further guidance and information:

Confidentiality and Information Sharing Policy

Data Protection Policy

Freedom of Information Policy

IT and Communication Systems Policy

5. Safeguarding

During virtual learning experiences there are additional safeguarding measures to consider, especially where webcams are involved:

- Unless specifically agreed with the Headteacher / senior staff, pupils will not be taught alone unless a TA is also present.
 - Where one to one teaching is necessary, this will only be with the explicit written consent of the Headteacher, pupil and parent(s).
 - The DSL, Subject Lead and / or other senior staff must be able to join any virtual lesson at any point.
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- Staff and pupils must wear suitable clothing (no pyjamas or dressing gowns for example) as should anyone else in the household that may be present/visible online.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or hidden.
- The live class may be recorded so that if any concerns were to arise, the video can be reviewed or to share the lesson with a pupil who was unable to join. Where it is deemed necessary to record a live class then all participants will be informed of this using the following script “I need to inform you that I am starting to record this meeting. This recording will be retained securely for 3 months”. The decision to record a lesson will be communicated to the DSL and SLT and next actions agreed in accordance with the school’s policies.
- The teacher leading the live class will monitor the use of the chat function within the platform being used and switch the chat function off if deemed appropriate.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family ‘getting on’ with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed with senior leaders and the IT / network manager to communicate with pupils
- Staff will also adhere to the Acceptable Use Policy.

6. Platforms and resources

The school will use the following resources/platforms to provide remote learning:

MICROSOFT TEAMS

OUTLOOK EMAIL

REMOTE LEARNING LINK SUGGESTIONS

White Rose Maths

Little Wandle Letters and Sounds

Education City

Conquer Maths

BBC Bitesize

Collins Big Cat ebook library

Twinkl – 1000’s of educational resources, offering a free school closure pack

TedEd and TedEd@home

Seneca Learning

Quizizz

Study Ladder

Kahoot

Khan Academy

National Geographic Kids

<https://world-geographygames.com/world.html>