

# Beech Grove Primary School Pupil Remote Learning Policy



Signed by

A handwritten signature in black ink, appearing to read "John R.", is positioned below the "Signed by" text.

Head Teacher

Date: 6.10.20 (updated 04.01.21)

## **Roles and responsibilities**

### **The governing board is responsible for:**

- Ensuring the school has remote learning arrangements in place.

### **The headteacher is responsible for:**

- Ensuring there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring staff receive training to support pupils during the period of remote learning.
- Conducting regular reviews with schools SLT to ensure provision is in place to support home learning.

### **The DPO is responsible for:**

- Reporting any data breaches.

### **The DSLs are responsible for:**

- Attending and arranging safeguarding meetings required during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely and the level of support that maybe required. Liaise with relevant Individuals to provide the support.
- Ensuring that child protection plans are enforced and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Ensuring all safeguarding incidents are recorded and reported.

### **The SENDCO is responsible for:**

- Ensuring that pupils with EHC plans continue to have their needs met and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness.

### **The SBM is responsible for:**

- Arranging the procurement of any technology required for staff to teach remotely.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

### **The IT technicians are responsible for:**

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed and have a secure connection.

### **Staff members are responsible for:**

- Adhering to this policy and the Staff Code of Conduct at all times during periods of remote learning.
- [http://gtcsnew.gtcs.org.uk/web/FILES/the-standards/GTCS\\_guidance\\_engaging\\_online.pdf](http://gtcsnew.gtcs.org.uk/web/FILES/the-standards/GTCS_guidance_engaging_online.pdf) This information provides best practice guidelines when engaging online with pupils.
- Reporting any safeguarding incidents to the DSL.
- Taking part in any training conducted to meet the requirements of this policy.
- Adhering to the GDPR and will always ensure the confidentiality and integrity of their devices.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used.

### **Parents are responsible for:**

- Ensuring their child uses any loaned equipment and technology used for remote learning as intended and follows the school's user agreement, reporting any technical issues to the school as soon as possible.

### **Pupils are responsible for:**

- Ensuring they use the equipment for remote learning as intended and report any issues to their parents.

### **Home Learning Provision**

#### **1. If a class must isolate for 10 days**

Teachers will use the online Seesaw learning platform. They will upload work and paper copies will also be provided for families who may not have IT access.

All tasks given will be age/stage appropriate to the child.

The teacher will mark online work and give feedback to children via Seesaw.

Parents as well as teachers can comment on Seesaw to also support communication. This communication will take place during school hours.

#### **2. If a child must isolate but is not unwell**

Relevant age/stage appropriate packs will be provided to KS1 and KS2 children. The phase SLT team member of staff will work with the class teacher to ensure the child receives the correct pack for their age/stage and they will be asked to complete the work that is revision and is linked to the current learning taking place in class. Reception children will be given a pack of work also.

There is no expectation for a child who is unwell to engage with remote learning.

### **3 General Homework.**

Reading

Phonics/Spelling Shed

TT Rockstars/

As we see children engaging on seesaw there is no need to send those children paper copies.

### **Remote/Home learning provision (in the event of government enforced school closures for all except key workers and vulnerable.)**

Teachers will use the online Seesaw learning platform. They will upload work, pre-recorded teacher input, set and share activities with their pupils, with the ability to differentiate, mark and give accurate feedback to pupils purposefully. Working closely and quickly with families to identify effective solutions where access or engagement is a concern. Where necessary, in exceptional circumstances, we will provide printed resources to take into consideration the needs of some children and their families.

The remote learning offer is timetabled, structured and consistent across school. Maths, English and topic lessons are scheduled at the same time every day.

10am...Maths lesson

11am...English/RWI lesson

1pm...Topic lesson

2.45pm...Story time where children will hear their class book being read by their teacher or TA (to mirror the normal school day)

If children have not logged onto their first lesson of the day, their class teacher will phone home as to find out why the child has not engaged and re explain the schools remote leaning expectations

The offer will also be enriched with PE, art, PSHE and mindfulness activities.

This is the same educational offer that the children who are in school will receive (vulnerable and critical worker children)

Teachers and TA's will have constant contact with children on Seesaw which will enable children to receive timely and frequent feedback on how to progress. Teachers will also use assessment to ensure teaching is responsive to pupils' needs and address any critical gaps in pupils' knowledge.

Work will be marked as normal classroom practice. Should a child require an intervention, teachers will inform the class TA who will phone or use Seesaw to work with the child to address and misconceptions.

### **Health & Safety**

- When using electronic devices during remote learning, pupils need to be encouraged to take screen breaks.

### **Online Safety**

- The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed and can establish secure connections.
- The school will reinforce the importance of children staying safe online and ensure parents are aware of what their children are being asked to do and staff they will interact with.

### **Costs & Expenses**

- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to loan equipment.
- The IT technicians are not responsible for providing technical support for equipment that is not owned by the school.
- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- If a pupil is provided with school-owned equipment, the parent will sign and adhere to the Home Agreement prior to commencing remote learning.
- The school will not reimburse any costs for childcare.

### **Safeguarding**

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) prior to the period of remote learning.
- The DSL will arrange for regular phone calls to be made to vulnerable pupils and their parents using a work phone.
- All contact with vulnerable pupils will be recorded on CPOMs.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Any essential home visits must be agreed by the SLT.

### **Monitoring and review**

This policy will be reviewed on an annual basis by the headteacher.