Roseacre Primary Academy
Remote Learning Policy 2020

Ethos Statement

This policy reflects our Academy's ethos, which promotes, recognises, celebrates and

welcomes diversity, tolerance, respect and honesty. The policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background. The policy abides by the Equality Act 2010, promotes fundamental British values and community cohesion.

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not attending school through the use of quality online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as provide motivation, health and well-being, and support for parents
- Support effective communication between the school and families as well as support attendance

3   Who is this policy applicable to?

- A child who is absent because they are awaiting test results and the household is required to self-isolate.
- A child whose bubble is not permitted to attend school because they, or another member of their bubble, has tested positive for Covid-19.
- School closure - tier 4

Remote learning will be shared with families when they are absent due to Covid related reasons.

Please note that children who are absent from school following a visit to a quarantined country will have a hard copy of work provided, during the period of self-isolation.

4. Content and Tools to Deliver This Remote Learning Policy

Resources to deliver this Remote Learning Policy include:

● Online tools for EYFS KS1 KS2 *(for example: Tapestry and Google classroom),*
● Use of recorded video for instructional videos and stories
● Printed learning packs
● The use of BBC Bitesize, RWI phonics, Oxford Owl, Read Theory, TT Rockstars. Education City and other online learning platforms to support the delivery of the curriculum

5. Home and School Partnership

● Roseacre Academy is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs
● Where possible, it is beneficial for children to maintain a regular and familiar routine. Roseacre Primary Academy would recommend that each 'school day' maintains structure for the child.
● We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration, at a time that suits their family life.
● Work will be set on a daily basis. Should accessing work online be an issue, parents should contact school promptly and alternative resources will be made available.
● All children should sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

● When providing remote learning, teachers must be available between 9.00am - 3.00pm
● If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

● Teachers will set work for the pupils in their year group

- The work set should follow the usual curriculum for the class had they been in school, wherever possible
- Daily work will be set by 9.00am each weekday morning
- Teachers in Reception to Year 2 will be setting work on Tapestry and via the home learning page of the school website.
- Teachers in Year 3 to 6 will be setting work on Google Classroom and via the home learning page of the school website.
- Teachers should have packs of work immediately available in the event of any child being withdrawn from school at short notice. The work should last for the duration of all coronavirus-related absences

Providing feedback on work:

- For years 3 - 6, once work has been submitted, the teacher will aim to provide feedback during the same working day. However, work which is submitted after 3pm will be responded to during the next working day. Any work submitted after a deadline, will be marked at the teacher's discretion.
- For Reception - Year 2, teachers will provide feedback on Tapestry observations during the day up until 3.00pm and on emails received during the day. Observation/emails sent after this time will be responded to during the next working day.

Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone or email to access whether school intervention can assist engagement
- All parent/carer emails should come through the year group account.
- Any complaints or concerns shared by parents or pupils should be reported to the Assistant Headteacher for the appropriate phase. Any safeguarding concerns should be referred to the DSL (Designated Safeguarding Lead).

Teaching Assistants

- Teaching assistants must be available between 8.30am - 3.00pm
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- During the school day, teaching assistants must complete tasks as directed by the AHT responsible for their phase.

Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including the daily monitoring of engagement.

- Monitoring the impact of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

Inclusion Manager

The Inclusion Manager is responsible for

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans

Operations Manager

The Operations Manager is responsible for

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and Parents

Staff should expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers using the year group email
- 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 complaints or concerns known to staff

Governing Body

The Governing Body 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

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy
- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- E-Safety, Social Media and Acceptable Use Policy

The Remote Learning Policy will be kept electronically on the 'Shared Drive'.

Parents will be informed of the policy on occasional newsletters and on the school website.

This Policy will be reviewed in Autumn term 2021.

Written on 25th September 2020.