



## **St Andrews CE Primary School Remote Learning Policy**

### **Policy Aims**

Our aim is to continue to offer quality teaching and learning for our pupils In the event of a further lockdown, or should a pupil have to self-isolate.

All of the children have been provided with;

- access to our chosen online learning platform, Seesaw
- current usernames and passwords for the application
- information to parents about how to access the application
- iPads for families who don't have access to a laptop or tablet
- Regular use of the application throughout the term to maintain skills

### **Maths and English Lessons**

In the event of a full lockdown, the children will be required to participate in a daily maths and English lesson. We will utilise <https://www.thenational.academy> to enable us to continue with our ongoing program of study.

Class teachers will post links to the appropriate lesson by no later than 9:00am Monday – Friday.

Should a pupil be required to self-isolate, their class teacher will upload maths, English and topic activities in line with their current program of study.

### **Ongoing Reading and Spelling Challenges**

We have a well-established reading and spelling system currently being delivered via Seesaw. This will continue throughout any lockdown period.

### **Pre-recorded Videos**

Children taught in Rubies Class (EYFS and KS1) will continue to receive daily phonics sessions via a pre-recorded video from their phonics leader.

Children taught in Lower KS2 will continue to receive daily multiplication and times tables sessions via a pre-recorded video from their class teacher.

Children taught in Upper KS2 will continue to receive daily arithmetic sessions via a pre-recorded video from their class teacher.

Children taught in Sapphires Class (HUB) will receive either a daily English, Maths or Phonics session via a pre-recorded video link from adults within the Hub. In addition, staff will regularly upload pre-recorded videos of stories being read by the staff.

All pre-recorded videos will be uploaded on Seesaw by no later than 10:00am Monday – Friday.

### **Curriculum Focussed Learning Project**

To enable us to continue to deliver a broad and balanced curriculum, whilst meeting the needs of the various circumstances in different households we have developed a program of learning activities that can be differentiated across year groups and abilities. These activities

will focus on developing skills across different areas of the curriculum, providing children with the opportunity to have autonomy over their learning and develop their metacognition skills.

The activities will be provided in two week blocks. Each bank of activities will be focussed around an engaging topic or theme.

These will be uploaded to Seesaw at the start of each two-week interval.

Weekly Physical Education challenges will also be provided.

### **Peer Interaction**

To enable pupil participation and to give children the opportunity interact with their teacher and peers, a Class Blog will be set up for each class from the first day of lockdown.

### **Marking Policy**

Teachers will endeavour to respond to **all** work submitted within an appropriate time frame. Parents are invited to post any questions or feedback via the Seesaw application. These will also be responded to within an appropriate time frame.

### **Roles and Responsibilities**

#### **Teachers**

When providing remote learning, teachers must be available between 8:30am and 4:00pm on contracted working days. 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 procedure.

When providing remote learning, teachers are responsible for:

- Setting work
  - Daily English and Maths tasks
  - Weekly foundation subject tasks
  - Online safety curriculum using [www.thinkuknow](http://www.thinkuknow)
- Providing feedback on work
  - Commenting on uploaded pieces on Seesaw within 48 hours
  - Responding to parents queries with 48 hours
- Keeping in touch with pupils and parents
  - Please respond to emails with 48 hours
  - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be CC'd in the communication.
  - Teachers should attempt to make contact with pupils who are not engaging in online learning. Please record all contacts with parents on CPOMS and add any relevant actions.
  - Contact should be polite and encouraging. Any concerns should be forwarded to a member of the SLT.
- Attending virtual meetings with staff, parents and pupils
  - If necessary, virtual meetings can be arranged by SLT or class teachers

#### **Teaching Assistants**

Teaching Assistants must be available during their contracted working hours. During these times, they are expected to check work emails and be available when called upon to attend school. 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 procedure.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely via Seesaw e.g. through encouraging comments, posts, uploaded activities, reading books
- Attending virtual meetings when requested
- Using their contracted hours to enhance their own professional development e.g. through online courses, research and reading

### **Senior Leaders**

Alongside any teaching responsibilities, the SLT are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of the remote learning – reviewing work set by teachers weekly, monitoring email correspondence between teachers and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated Safeguarding Leads**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns
- Working with our Welfare Lead on our concerns list
- Ensuring our Welfare lead is supported

### **Pupils and Parents**

Staff should expect pupils to:

- Be contactable during the hours of the school day
- Seek help if they need it, from teachers and teaching assistants
- Alert teachers if they're not able to complete work

**Staff should expect parents to:**

- Seek help if they need it via Seesaw or email (**NOT via Facebook Parent Group or Messenger**)
- Be respectful when raising any concerns

### **The Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains appropriate, accessible and high-quality
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

### **Data protection**

When accessing personal data, all staff members will:

- Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow the site to be used by a third party.
- Teachers are able to access parent contact details via ParentApp using a secure password. Do not share any details with third parties and ensure ParentApps is logged off.

### **Sharing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their 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

- Reporting any issues to our ICT staff i.e. Woodlands

**Safeguarding**

Please see out separate policy

**Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Ms Hunt