

Rokesly Junior School
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Remote Learning Policy
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Date: October 2020

Remote Learning Policy

Aims

This Remote Learning Policy aims to:

Ensure consistency in the approach to remote learning for all pupils who are not in school through the use of quality online and offline resources and teaching videos

Provide clear expectations to members of the school community with regard to the delivery of high quality and interactive remote learning

Include the continuous delivery of the school curriculum and the mental health and wellbeing of all children

Support children's motivation for learning

Provide parents with appropriate and available resources and tools so that they are better able to support their child's learning at home

Provide for the continued professional development needs of staff

Ensure ongoing effective communication between the school and families

Who is this policy applicable to?

A child (and siblings as applicable), who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their bubble are attending school and being taught as normal

A child's bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Children that are absent due to a partial or full closure of the school

Remote learning will be shared with families when children are absent due to Covid-related reasons at the start of week

Content and tools needed

The school will offer appropriate learning materials and use suitable online learning platforms to support children during periods of learning from home. The choices of these are made at the school's discretion.

Resources to deliver this Remote Learning Plan include:

- Online tools for learning J2Launch
- Use of recorded video messages and instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak National Academy, White Rose maths

Home and School Partnership

Rokesly Junior School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning may look different for different families in order to suit their individual needs.

Children will be explicitly taught how to use J2Write. Written instructions on how to use J2write will also be given to parents.

Where possible, it is beneficial for children to maintain a regular and familiar routine. It is therefore strongly recommended that each 'school day' maintains structure although it does not have to mirror that of an in school day.

It would be beneficial for parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support children with work by encouraging them to work with good levels of concentration.

Every effort will be made by school staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the school office promptly and alternative solutions will be considered.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

All children must sign an 'Acceptable Use Policy' at school which includes online safety rules and this also applies when children are working on computers at home.

Roles and responsibilities

Teachers

Our school will provide a refresher training session and induction for new staff on how to use J2Write

When providing remote learning to their class/bubble, teachers must be available to work as directed by the senior leadership team between the hours of 8.30am and 3.30pm.

If teachers 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 reporting procedures.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the children in their classes
- Wherever possible, the work set should follow the usual timetable for the class had they been in school
- Weekly/daily work will be shared using J2Write

Providing feedback on work:

- As far as possible, feedback to children must be in line with our agreed school Marking Policy
- Priority on feeding back to children must be given to the core areas i.e: reading, writing and maths. Typically, tasks related to these subject areas should be completed in the morning.
- Feedback in other curriculum areas might also be given but will not be as regular as the feedback given to the core areas. Feedback should be at least weekly.
- The purpose of phone calls made to the child's home by teachers is to speak with the child, to check on their well-being and see how they are getting on with their home learning.

Communication with Parents

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a child, parents should be contacted via phone to assess whether school intervention can assist engagement.
- If parents have any questions about the work that has been set for their child, they can make contact with the class teacher via an email sent to the school office.
- Any complaints or concerns shared by parents or children must be reported to a member of the senior leadership team. For any safeguarding concerns, refer immediately to the designated safeguarding lead.

Teaching Assistants

Teaching assistants must be available between their contractual hours.

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 reporting procedures.

During the school day, teaching assistants must complete tasks as directed by their line manager or a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including regular monitoring of levels of pupil engagement.
- Monitoring the effectiveness of remote learning, such as through regular meetings with teachers and subject leaders, reviewing work set or gathering feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead (DSL) and Deputy Safeguarding Leads

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

Computing Lead

The computing lead is responsible for:

- Liaising with the IT technician to fix issues with the online learning platform used in the setting and collection of work
- Supporting staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to a member of the senior leadership team

Inclusion Manager

Our Inclusion Manager is responsible for:

- 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
- Liaising with the Computing Lead to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Identifying the level of support required for individual children with SEND

The School Business Manager

Our School Business 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 can expect children learning remotely to:

- Complete work to the deadlines set by teachers
- Seek help if they need it from school staff
- 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 raising concerns

Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure that the quality of 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

Links with other policies and development plans

This policy is linked to other policies and procedures related to:

- Child Protection and Safeguarding
- Positive Behaviour
- Data protection and privacy notices
- Online safety and acceptable use policies
- Code of Conduct for Phone calls and recorded video