

# Remote Learning Policy

The Gattons Infant School



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| <b>Date Reviewed:</b>      | Autumn 2023                   |
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## At The Gattons Infant School Everybody Matters



We are a Rights Respecting School  
and therefore we uphold the principles of  
UN's Convention on the Rights of the Child

- Article 28** Children have the right to a good quality education.  
**Article 29** Education should help children to use and develop their talents and abilities. It should also help them to learn to live peacefully, protect the environment and respect other people.  
**Article 31** Children have the right to play and rest.

### Our Aims:

**We will cultivate an environment where children are happy and secure and enjoy learning, by:**

- ensuring that everyone is treated with respect as an individual whose opinions and beliefs are valued;
- creating exciting, high quality learning environments indoors, outdoors, and in the wider community;
- involving parents/carers and children in decisions about the child's learning.



**provide a broad, balanced and rich curriculum, by:**

- continuously striving for high standards of achievement through engaging, child-centred teaching;
- ensuring a wealth of meaningful learning experiences that meet the needs of each child.



**inspire and challenge each child to achieve their full potential and in so doing lay the foundations for life-long learning, by:**

- developing our children's confidence and self-esteem;
- ensuring that our children are active, independent learners;
- encouraging our children to begin to take responsibility for themselves, their learning and their behaviour, therefore preparing them for life in a changing world.



## **Introduction**

At The Gattons, we have created a remote learning policy in line with our vision for our children's learning. We believe the children's learning should often be practical and engaging and that online learning for all areas of learning is not age appropriate for infant children. Our policy therefore outlines the online learning we will provide as well as the home learning across all subjects. We want our home learning experience to allow parents to engage with their child's learning and support them to be happy engaged learners.

### **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

### **2. Roles and responsibilities**

#### **2.1 Teachers**

When providing remote learning, if their class or the whole school are at home, teachers must be available between 9am-3pm.

If they're 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, phoning the Headteacher or Deputy Headteacher. When providing remote learning, teachers are responsible for:

- Work should be:
  - Set for each day.
  - Online phonics lessons will be taught through Microsoft Teams or through zoom using a passcode and waiting room to restrict entry. The zoom room will be locked once all children have been admitted.
  - Literacy, maths and foundation subject tasks will also be set daily.
  - Work will be set for the week in advance.
  - If all 3 teachers from a year group are working from home, they should plan together for the week ahead
  - If only 1 class is at home, the teacher at home should plan for their class following the planning that is taking place in school.
  - Parents can request paper copies of any learning from the school office.
  - Teachers will ensure the You Tube channel is updated as appropriate.
  - Planning for a single child isolated may also include online support from The Oak Academy - <https://www.thenational.academy/>
- Providing feedback on work - cover details like:
  - Pupils can email work to their class teacher.
  - Feedback will be given during phonics sessions to pupils.
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers will email the office to send out remote learning for individual pupils who are isolating.
  - Parents will be given the office email address to contact the class teacher.

- If the whole class is at home, the teacher will email each pupil once a week and parents will be given the teacher's email address to contact them. Parents can request a phone call from the teacher. If there is no response to the email, teachers will phone the parents.
  - Emails from parents should only be answered during school hours and should be answered within 24 hours of being sent.
  - Any complaints or concerns shared by parents and pupils should be referred to SLT through CPOMS and or an email to the Deputy Headteacher or Headteacher.
  - The SENDCo and Deputy Headteacher will contact vulnerable children and those with EHCPs weekly if the whole school is locked down.
  - Teachers to identify any children who may not have internet access and ensure any have access to learning in other forms.
- Attending virtual meetings with staff, parents and pupils:
    - Ensure you are dressed for work.
    - Location - please avoid areas with background noise and ensure there is nothing inappropriate in the background.
    - Teachers to be aware of any safeguarding concerns observed at home and contact one of the DSL's via CPOMS or email if they have any concerns.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available for their normal working hours.

- If they're 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 by phoning the Headteacher or Deputy Headteacher.

When assisting with remote learning, teaching assistants are responsible for:

- Attend online phonics sessions and support the teacher as appropriate.
- Supporting pupils who aren't in school with learning remotely
  - Making resources for SEND pupils as guided by the class teacher or SENDCo.
  - Delivering interventions to those with an EHCP and an IEP (such as speech and language or Jump Ahead)
  - Supporting parents in delivering Speech and Language support to their children.
- Attending virtual meetings with teachers, parents and pupils:
  - Ensure you are dressed for work.
  - Location - please avoid areas with background noise and ensure there is nothing inappropriate in the background

## **2.3 Subject leaders**

Alongside their teaching responsibilities, subject leaders are responsible for:

- Supporting teachers to plan any aspects of your subject that needs to change to accommodate remote learning
- Ensure teaching of your subject remotely is happening and that work set is appropriate and consistent
- Monitoring the remote work set by teachers in your subject by looking at and supporting planning
- Alerting teachers to resources they can use to teach your subject remotely

## **2.4 Senior leaders**

- Co-ordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning through regular feedback from staff and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead - DSL**

The DSL's are Sarah Gospel and Ellie Bennett

Please see the **COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex**

## **2.6 IT support**

Staff are responsible for:

- Logging any IT issues on the school network for the external IT services provider.
- Helping parents with any technical issues they're experiencing.

Computing subject leader is responsible for:

- 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 remote learning online where teachers are unable to.

## **2.7 Pupils and parents**

Pupils learning remotely are expected to:

- Be contactable during the school day. Complete work to the deadline set by teachers.
- Have a parent or carer present when children are online.
- Be dressed appropriately for learning. For example, dressed and not in their pyjamas.
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Parents with children learning remotely are expected to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Support children's learning at home.
- Seek help from the school if they need it, including asking for paper copies.
- Be respectful when making any complaints or concerns known to staff.

## **2.8 Governing Board**

The Governing Board 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

### **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the year group leader, subject leader or SENDCo
- Issues with behaviour – talk to the year group leader, SLT
- Issues with IT – talk to computing subject leader / external IT services provider
- Issues with their own workload or wellbeing – talk to their year group leader / Deputy Headteacher
- Concerns about data protection – talk to the computing subject leader / SLT
- Concerns about safeguarding – talk to the DSL

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- Email through the school office
- Use school laptops
- Use Microsoft Teams

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

#### **4.3 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
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

### **5. Safeguarding**

Please see the Safeguarding / Child Protection Policy 2020 and COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

### **6. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Chair of Governors.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child Protection & Safeguarding Policy 2020 and COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy