

# Sherwood Primary School

## Remote Learning Policy



April 2021

## Introduction

In the event of a school closure, the closure of a class bubble (due to self-isolation guidance) or pupil absence due to household isolation, we are committed to providing continuity of education to our children and will do so through a process of remote learning.

We will provide structured, remote learning opportunities for all children to ensure the continued delivery of the Curriculum and a consistent approach to pupils learning during term time.

The learning opportunities provided during a period of closure will be part of our current planning and cannot be considered by parents as optional.

We aim to be flexible in our approach and understand the wide range of circumstances that families continue to encounter. We will work closely with our families to ensure that daily opportunities are built into a day to allow pupils to access the tasks set.

The planning and assessment of remote learning tasks will take place in accordance with school and subject area policies.

## Aims

This remote learning policy aims to:

- Ensure consistency in our approach to 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

## Roles and responsibilities

- As Curriculum Leader, the Headteacher has responsibility for overseeing the delivery of remote education.
- The Headteacher, alongside Senior Leaders, has responsibility for monitoring the effectiveness of remote learning.
- The Headteacher and Senior Leaders will monitor the security of remote learning systems, including data protection and safeguarding considerations.
- Subject Leaders have responsibility for leading the development of resources to support the delivery of remote learning for their subject.
- Subject leaders will work closely with teachers to ensure all work set is appropriate and consistent.
- Subject leaders will monitor the remote work set by teachers in their subject and provide feedback on the subject development.
- Subject Leaders have responsibility for ensuring that our School Website provides relevant links and resources for pupils and parents that will continue to enrich pupils learning in that subject area.

- Our Safeguarding Team has responsibility for ensuring that all Safeguarding Policy and Procedures are delivered during a period of closure or partial closure.
- Our SENCOs and Inclusion Team ensure that teachers are provided with appropriate support to deliver remote learning content that supports the needs of all children.
- Our Teachers have the responsibility to ensure that children are taught the required skills and knowledge to access this content when in School, so that these skills and knowledge can be applied at home.
- Our Teachers will deliver the curriculum remotely to children at home.
- When assisting with remote learning, teaching assistants are responsible for providing children and families with guidance and support in accessing remote learning materials.
- The governing board is responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- The governing board is responsible for ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## Teaching

In the event of a Class Bubble Isolation, Household Isolation or Whole School Closure, our teachers will prepare bespoke teaching content that can be accessed by children and families through our School website. Our children and families will have daily contact with their teachers and support staff through Year Group emails, telephone or through a safe, online platform.

In order to safeguard our children and teachers, a safe, robust, online platform will be used to enhance children's learning, whilst providing the highest degree possible of safety, appropriate to the age of our children. At Sherwood Primary School, our School Website will be fully utilized alongside the online platforms: SeeSaw and Teams.

Pupils at Sherwood Primary School will receive a Remote Learning exercise book to record their learning and are requested to submit their work to their class teacher through Seesaw.

- Pupils will receive daily, direct instruction from teachers. Teaching content will include lesson introduction videos, bespoke modelled content and an overview of daily tasks.
- An English, a Mathematics and a wider curriculum task will be set daily.
- All tasks and teaching content will be made available through the School website by 9am each day.
- Pupils will be directed to complete their tasks either as written responses or electronically.
- Our teachers will carefully monitor engagement from children and provide bespoke support as necessary to support pupils' individual needs.
- Children and parents are requested to photograph their child's work and upload/submit completed tasks to their child's class teacher through Seesaw.

- Our Teachers will provide regular feedback to children on pieces of work that are submitted. Our teachers will either annotate work and return the image of the work to children or will provide written next steps through an Seesaw.
- Our Teachers will assess pupil's work submitted and use this to plan for individual, group or whole class next steps.
- Teaching will build on the work submitted by pupils and will address any misconceptions.
- Feedback will be provided to children to support their next steps. This feedback will be recorded in pupils' remote learning exercise books, when pupils return to the School setting.
- We recognise that many families may not have home printers and will therefore not require the printing of material.
- Our Teachers will also direct our learners to online video content available on the Espresso Seesaw and Online Mathematics Tasks through Mathletics.
- Our Teachers will deliver online tutorials through Teams (Y4-6) to consolidate learning, deliver new content and provide a platform for live questions.
- If parents ask for additional work beyond that set as part of the requirements above, our school website and Curriculum Newsletters will support parents in accessing additional learning materials for their child/children.

## Communication

Our teachers will be available daily to parents and children. When providing remote learning, Teachers and Support Staff will be available between 9am and 3.30pm.

Teachers and Support Staff will communicate with families and children by email, Seesaw, phone (when phoning from a landline, dialing 141 before the number or phoning from a mobile, changing handset options will ensure the teacher/support staff numbers are kept anonymous).

Parents are requested to submit their child's work through Seesaw. Our teachers will annotate children's work or feedback to the children.

Communication with parents must always take place through official school channels, and not through personal accounts or other websites.

Permitted methods are:

- Seesaw
- Email using school email addresses only
- Telephone

If Teaching and Support staff are unable to make contact with parents and children, this will be recorded on the electronic CPOMS system to notify senior leaders and DSLs.

## Inclusion

Our teachers will ensure that online tasks are differentiated to support pupils with SEND, EAL and other specific learning needs. Our SENDCo in will maintain contact with pupils requiring regular support, by email or phone with parents/learners and feed back to teachers using CPOMS if required.

## Pastoral Care

In event of a school closure, the primary responsibility for the pastoral care of a learner rests with their parents/carers. However, teachers and support staff (under the guidance of the Senior Leadership Team) should check in regularly to monitor both academic progress and pupils' general wellbeing.

Teachers are expected to pass on feedback to Senior Leadership Team, particularly if there are concerns or a lack of communication.

In the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

## Data protection

When accessing personal data for remote learning purposes, all staff members will access contact details of families through CPOMS.

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
- Utilising Office365 One Drive to save pupils work
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

## Monitoring

This policy will be reviewed on a termly basis during the Coronavirus Pandemic by the Senior Leadership Team. At every review, it will be approved by the full governing board.

## Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices

- Home-school agreement
- ICT and internet acceptable use agreements
- Online safety policy

## Approval and review

Approval date: April 2021

Review date: April 2022

Signed (Headteacher):

Signed (On behalf of the Governing Body):