

Tittensor CE (VC) First Remote Learning Policy



Policy Date: September 2023

Policy Review Date: September 2025

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

EYFS specific aims

To outline our holistic EYFS approach for pupils that will not be attending school as a result of government guidance, the closure of a phase bubble and a national lockdown.

To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy to continue supporting with teaching, assessment and planning.

Ethos for Home Learning

We believe that children learn best when they are taught in a relevant, meaningful and purposeful way and have opportunities to actively engage in rich and varied learning experiences. All year groups will ensure what is being provided for at home, matches what is happening within school. These can be live or depending on the class, can be pre-recorded and available to the child to access via Class Dojo.

Within EYFS provision, the staff know that children learn best through actively engaging with the world around them, through exploring and participating in challenging experiences and when their levels of wellbeing and involvement are high. The home learning will provide opportunities to learn through play using everyday resources, mirroring the practice within the continuous provision in school. Play is the best way for children to learn during their time at home, as your child's first educator your communication and interactions with them will help them thrive and feel secure during these uncertain times.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.45am - 3.30pm and will be holding two Zoom sessions every day.

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. However, where possible, staff will be available to work outside of normal working hours, if sharing the caring responsibilities with other members of their family. During a national lockdown teachers will be teaching remotely via Zoom and Class Dojo.

Nursery

Every Nursery child who will not be attending school as a result of government guidance or the closure of a phase bubble will receive:

- **A range of high-quality activities across the areas of learning for the duration of their absence.** These meaningful activities will be linked to our class book, long term Maths and Phonics plans and aligned with the purposeful opportunities provided within continuous provision, for a Nursery aged child. These can be accessed on Class Dojo or in the event of no internet access paper copies will be provided. There will be opportunities for them to follow two daily Zoom sessions with their class teacher.
- **Access to daily adult-led input.** Pre-recorded sessions of teaching will be uploaded to Class Dojo and there will be two live Zoom sessions every day.

Reception

Every Reception child who will not be attending school as a result of government guidance or the closure of a phase bubble will receive:

- **A range of high-quality activities across the areas of learning for the duration of their absence.** These meaningful activities will be linked to our class book, long term Maths and Phonics plans and aligned with the purposeful opportunities provided within continuous provision, for a Reception aged child. These can be accessed on Class Dojo or in the event of no internet access paper copies will be provided. There will be two live Zoom sessions every day.
- **Access to our daily Phonics session and afternoon adult-led input.** Pre-recorded sessions of teaching will be uploaded to Class Dojo at the end of the morning and afternoon session for access at a convenient time. There will be two live Zoom sessions every day.
- **Access to the appropriate colour band of reading book.** This will be via Oxford Owl ebooks or in the event of no internet access two reading books will be provided.

For all children in EYFS (Class 1)

Every child in EYFS who will not be attending school as a result of government guidance, the closure of a phase bubble or national lockdown will receive:

- **A range of stories and songs to share with their families.** These can be accessed on the Nursery and Reception Class Dojo or in the event of no internet access a sheet of songs and two library books will be provided.
- **A list of helpful links and websites.** These can be accessed on the Nursery and Reception Class Dojo and the school website.

Parents can share their child's home learning on Class Dojo, both of which will be checked and responded to on a daily basis by class teachers.

Year 1, 2 (Class 2)

- Teachers will provide pre-recorded lessons and two live, daily Zoom sessions, this is up to the teacher's discretion, with options of printed resources being provided.
- Additional resource packs will be provided as needed.
- Teachers will inform parents which option of home learning is available to them in advance.
- Paper copies will be available to collect from the school office.

- Teachers will provide work for their own class.
- The learning sent home or on Class Dojo will be of the same standard as they would receive in class.
- Work will be available daily.

If a teacher is sick, then the Headteacher will set live work for that class.

Every teacher is working remotely during a national lockdown so are responsible for setting work and offering live teaching to their class.

Providing feedback on work – cover details like:

- Adults will give feedback to children in class, adults working remotely will give feedback via Class Dojo, as necessary.
- Where children are working remotely the class teacher will delegate an adult to respond to Class Dojo work.
- Adults are responsible for providing feedback and marking of children's home learning - this includes work uploaded to Class Dojo (printed and put in children's books/folders) OR paper copies returned to school.
- Keeping in touch with pupils who are not in school and their parents:
- School adults will correspond through Class Dojo during school hours.
- If families have technology and internet access, adults will communicate with them daily via Class Dojo.
- If families are not responding on Class Dojo, school adults will call the family.
- If there is no response to the school contract, a home visit will be arranged.
- Any concerns raised by parents or pupils in isolation will be dealt with following the school safeguarding policy.

Attending virtual meetings with staff, parents and pupils:

- Home or school backgrounds should be neutral where possible (e.g. avoid areas with background noise, nothing inappropriate in the background) or use audio only during meetings.
- School adults will follow the school dress code.
- For staff working in school cover for virtual meetings will be arranged as needed.

Home visits/Work Drop off:

- Inform school of where and when you will be visiting/dropping off work.
- Follow Lone Working policy and procedures.

Year 3, 4 (Class 3)

If a teacher is required to isolate at home:

- Teachers will still be required to set work for pupils, whether through Class Dojo or Google Classroom assignments, pre-recorded lessons, live Zoom sessions or using other year group staff in lessons (eg. live streaming from their classroom) depending on the home circumstances of the staff member.
- Live teaching from home is not a requirement to accommodate home situations eg. childcare or technical issues.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will provide live stream or pre-recorded lessons, this is up to the teacher's discretion, with options of printed resources being provided.
- Additional resource packs will be provided as needed.
- Teachers will inform parents which option of home learning is available to them in advance via class Dojo.
- Teachers will provide work for their own class.
- The amount of work will be equal to the amount of work given in class however it may differ slightly to accommodate the different learning environment.
- Work will be set daily.
- Work will be uploaded onto Class Dojo or Google Classroom, with options of printed resources being provided.

Providing feedback on work:

- Work will be returned through Class Dojo or Google Classroom and written comments will be given.
- Feedback will be given for any printed resources when the pupil returns to school, either written or verbal.

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

- If a pupil has to self-isolate, parents/ carers will be given information on how procedures and expectations for completing and submitting work
- During the period of isolation, parents/ carers will be contacted via telephone to maintain regular contact with the pupil. This contact will also address any concerns such as failing to complete work.
- Teachers are not expected to answer emails outside of working hours.
- Complaints or concerns shared by parents and pupils should refer to the complaints policy.

Teaching assistants

- When assisting with remote learning, teaching assistants must be available between their usual contracted working hours, 8:45- 3:45.
- During a national lockdown, teaching assistants will be leading the Critical Worker classes in 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 absence procedure. However, if caring for a dependent, the member of staff, must try where possible to share caring responsibility so that they can continue to support the classroom teacher.

If a teaching assistant is required to isolate without sickness at home:

- Respond and feedback to children's Class Dojo or Google Classroom work.
- Share a story via Class Dojo or Google Classroom live stream OR prerecorded.

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

- Monitoring pupils' work and providing feedback in person or online via Class Dojo or Google Classroom.
- Resource additional online activities, contribution towards google classroom learning.
- Uploading new content provided by the teacher to Class Dojo or Google Classroom

- Collating and/or preparing resources for physical resource packs (Maths challenges, phonics games etc)
- Attending virtual meetings, if necessary, with teachers, parents and pupils:
- Teaching staff to dress as they would in school.
- Virtual meetings should avoid areas with background noise and nothing inappropriate in the background.

Headteacher

Alongside leadership responsibilities, the Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through meetings.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations through Class Dojo and Google Classroom.

Designated safeguarding leads

The DSL/ Deputy DSL within school are responsible for upholding the safeguarding policy.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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

All staff

Attending virtual meetings, if necessary, with staff, parents and pupils:

- Teaching staff to dress as they would in school.
- Virtual meetings should avoid areas with background noise and nothing inappropriate in the background.
- Parents will abide by the agreed code (not recording virtual meetings; not sharing virtual meetings or resources; both parents and pupils being fully dressed; appropriate language to be used within the meetings; following the ethos and values of the school - ready, respectful, safe).
- Teachers and Teaching assistants will be sharing the responsibility of monitoring work and providing feedback for all remote learning.
- Teachers will be responsible for planning in a way that does not impact their workload and wellbeing.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

- 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 can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Parental Agreement (See Appendix 1)

- A COVID-19 test will be completed when required
- The result of the test will be returned to the school
- While Class Dojo, Google Classroom or virtual meetings via Zoom are being live streamed into your home, everyone must conduct themselves in an appropriate manner including dress, language behaviours and home environment. This includes ensuring that your camera is not being shared, nor is any materials, live streaming or recordings are not to be shared in accordance with online safety policy.

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

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 relevant colleague, Headteacher or SENCO .
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to IT Entrust Help Desk.
- Issues with their own workload or wellbeing – talk to the Headteacher.
- Concerns about data protection – talk to the Headteacher.
- Concerns about safeguarding – talk to the DSL

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

- School office to make arrange for time to talk to the class adult – teacher/teaching assistant
- Issues with work – talk to office to make a time to talk to class adult
- Issues with IT – talk to office
- Issue/concerns about safeguarding – talk to DSL
- Issues/concerns about online safety – see school website or DSL

Data protection

Accessing personal data

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

- Use Google classrooms and Class Dojo securely

Processing personal data

- Staff members may need to collect and/or share personal data such as Google email account as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.
- However, staff are reminded to collect and/or share as little personal data as possible online.

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)
- 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

Safeguarding

Safeguarding policy has been updated to reflect the current situation.

Monitoring arrangements

This policy will be reviewed September 2025.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1: Parental Agreement

Name/s	
Year group/s	
A COVID-19 test will be completed when required.	
The result of the test will be returned to the school.	
Do you have a device to be able to complete work online for each child at home?	
Does your family have WIFI?	
Do you feel confident in handing in work online?	
Would you like support on how to use Class Dojo (Year 3/4 Google Classroom)?	
Do you need a paper copy?	
Do you need a resource pack? (Pens, paper, whiteboard, whiteboard pen, ruler etc.)	
The school would like to stay in contact, please let us know the best time to call?	
Any materials, live streaming or recordings are not to be shared in accordance with online safety policy.	
When Google Classroom/Zoom is being live streamed into your family home, everyone must conduct themselves in an appropriate manner including dress, language behaviours and home environment. This includes ensuring that your camera is turned off and your microphone is off.	