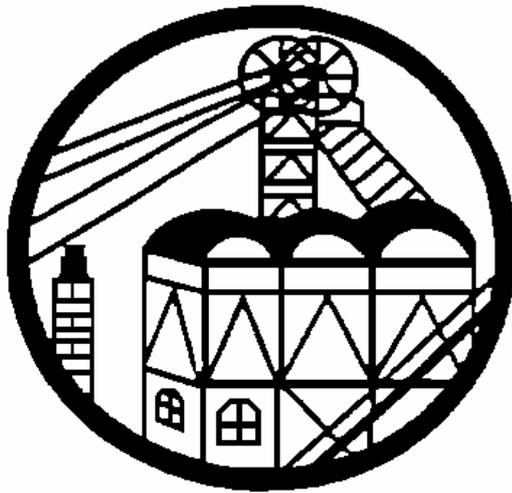


**Burradon Community  
Primary School**

**Remote Learning  
Policy**



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## **Remote Learning Policy**

### **Burradon Community Primary School**

The DFE Non-Statutory Guidance 'Providing remote Education, published in January 2023, states:

'Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning.'  
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#### **Rationale**

Burradon Community Primary School's Remote Learning Policy aims to outline the school's approach to educating pupils who will not be attending school, provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning and ensure consistency in the approach to remote learning for all pupils who aren't in school, including those with SEND, through use of quality online and offline resources.

#### **Aims**

- 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.

#### **Use of Remote Learning**

All pupils should attend school, in line with our attendance policy. However, we will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include:

- Occasions when we decide that opening our school is either:
  - Not possible to do safely;
  - Contradictory to guidance from local or central government;
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness, pupils preparing or recovering from some operations. This is in agreement with the Headteacher and/or Deputy Head linked to advice from medical professionals.

#### **Teaching and learning:**

In the event of a partial or full school closure we will follow the school timetable, teaching the planned curriculum with daily timetables for each class. Teaching will include pre-recorded lessons and videos by the class teacher through the seesaw

platform as well as powerpoints and links to useful websites. Children will have the opportunity to upload work completed and this will be responded to.

Weekly live wellbeing catch up lessons will also be scheduled by the class teacher, where appropriate within the context of the school closure or the specific absence.

<https://www.burradoncommunityprimaryschool.co.uk/remote-educationhome-learning/>

For any students without access to WIFI or a suitable device, where possible, devices will be loaned. In exceptional circumstances booklets which follow the planned curriculum can also be provided

### **Special Educational Needs and /or Disabilities (SEND):**

Some of our pupils who have a high level of special needs may require a personal, bespoke timetable. This can be discussed with the class teacher and SENDCo and appropriate resources can be provided should the activity require it to support their learning.

### **Safeguarding:**

Keeping pupils and teachers safe when providing remote learning is essential. Remote learning is a relatively new experience for both staff and pupils, so it is important that schools understand how to approach safeguarding procedures online. We cannot emphasise enough the importance of a safe online environment and encourage parents / carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

If on a live weekly meet call, pupils and adults should be appropriately dressed and ensure there are no distractions. Photographs, screen shots or recordings of the live call must not be taken.

### **Free School Meals and Remote Learning:**

Where pupils eligible for benefits-related free school meals are receiving remote learning as part of a partial or full school closure, school will work with our school catering team to provide good quality lunch parcels or to issue a food voucher, if available. This will ensure that eligible pupils continue to be supported for the period they are unable to attend school.

### **Roles and Responsibilities**

#### **Teachers:**

When providing remote learning, teachers must be available on their working days between 8:30am – 12:00pm and 1:00pm – 3:30pm.

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 to the Headteacher and/or Deputy Head (in the absence of the Headteacher)

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners;

- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely.

Teachers are also responsible for providing quality work for all pupils, as a minimum:

- 3 hours a day on average across the cohort for Key Stage 1, with less for younger pupils;
- 4 hours a day for KS2.

In addition,

- Teacher should liaise with the Deputy Head and Key Stage Lead to ensure consistency and to make sure pupils with limited access to devices can still complete the work;
- The work should be uploaded, where possible, by 9am that morning and include a daily timetable;
- The work should be uploaded to the pupil's Seesaw;
- Marking and feedback on pupil's work will be completed on Seesaw;
- Teachers will keep in touch with pupil's and their parents / carers with a weekly phone call home (if possible speak to the pupil with the parent / carer present) and will record contact made;
- Teachers will follow up questions or queries relating to the online learning;
- Provide a weekly live 'meet' for the class with a well-being focus, where appropriate;
- Direct messages on seesaw, via the school inbox or School Comms will be used for any interaction from parents / carers but will not be answered outside of normal school working hours (8:30am – 3:30pm);
- Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices
- Pupils failing to complete work, will be dealt with by communication between the class teacher and the parent / carer, involving SLT as appropriate and according to usual school policy and practice;
- Usual school dress code applies at all times for staff
- Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background during 'meet' session)

### **Teaching Assistants:**

When assisting with remote learning, teaching assistants must be available during usual working hours, consistent with their contract of employment.

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 to the Headteacher and/or Deputy Head (in the absence of the Headteacher)

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

- Supporting pupils who aren't in school with learning remotely;
- Supporting the teacher in marking work on seesaw, providing feedback on work completed and producing resources for online learning;
- Targeted online work for SEND / vulnerable pupils linked to TA responsibilities;
- Providing support to the teacher on weekly well-being meets, where appropriate;
- Usual school dress code applies at all times for staff;

- Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background during 'meet' session)

### **Subject Leads:**

The term 'subject lead' refers to a member of staff responsible for co-ordinating subject provision including the SENDCo.

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning;  
Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent;
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent and deadlines are being met;
- Monitoring the remote work set by teachers in their subject, such as through regular meetings with teachers or by reviewing work set;
- Alerting teachers to resources they can use to teach their subject remotely;
- SENDCo responsible for co-ordinating remote learning for children with SEND across the school.

### **Senior Leadership Team (SLT):**

The Headteacher and Deputy Head have overarching responsibility for the quality and delivery of remote learning education, working in partnership with Key Stage Leads, SENDCo and Subject Leads.

Alongside any teaching responsibilities, the SLT should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

SLT should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible);
- Providing printed resources, such as textbooks and workbooks, to structure learning (where appropriate);
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern;

SLT are also responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning through regular meetings with class teachers, subject leaders and teaching assistants, reviewing work set, review marking and feedback of completed work and seeking feedback from pupils and parents / carers;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring staff workload is managed by SLT.

### **Designated Safeguarding Lead (DSLs):**

In the event of a full or partial school closure, an Addendum will be added to our usual Safeguarding and Child Protection Policies to reflect the current situation and will be found on the school website.

The DSL/DDSL and/or additional is responsible for:

- DSL's will keep in touch with any vulnerable pupils via phone call once a week (in addition to the class teacher phone call) and will record contact made;
- Ensuring all members of staff continue to follow the Child Protection and Safeguarding policies and procedures of the school.

### **Pupils and parents / carers:**

Staff can expect pupils learning remotely to:

- Be contactable during the school day;
- Complete work to the deadline set by class teachers with the support of teaching assistants;
- Seek help if they need it, from teachers or teaching assistants via seesaw;
- Alert teachers if they're not able to complete work;
- Act in accordance with normal behaviour rules of the school when taking part in the weekly meet;

Staff can expect parents / carers with pupils learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible;
- Parents/ carers should try and establish a routine using the daily timetables as a guide;
- Make the school aware if their child is sick or otherwise can't complete work;
- Seek help from the school if they need it;
- Engage in a weekly phone call with class teachers being respectful at all times, including when raising concerns
- Be respectful when making any complaints or concerns known to staff

### **Governing Body:**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible;
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons;
- Ensuring staff workload is managed by SLT.

### **Data Protection:**

#### **Accessing personal data:**

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

- How they can access the data, such as on a secure cloud service or a server in the school's IT network;
- Which devices they should use to access the data – personal school laptop and iPad. Staff must not use their own personal devices.

#### **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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

**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;
- 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.

**Monitoring arrangements:**

This policy will be renewed every 3 years, or more frequently if needed or if any legislation changes.

**Links with other policies:**

This policy is linked to our:

- Child Protection Policy
- Safeguarding Policy
- Behaviour Policy
- Data Protection Policies
- Home-School Agreement
- Computing Policy
- E-Safety Policy