

**Benthal Primary School**

**Remote Learning Policy**

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| Approved by: | Benthal Board of Governors |
| Approval date: | 1st December 2020 |
| Review date: | December 2021 |

Remote Learning Policy for Benthal Primary School

**1. Statement of School Philosophy**

*Benthal has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this approach.*

# 2. Our Aims

This Remote Education Policy aims to:

* Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren’t in school through use of quality online and offline resources.
* Provide clear expectations for members of the school community with regards to delivery high quality interactive remote learning.
* Support continuous delivery of the school curriculum, including support for motivation, health and well-being and parent support.
* Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher).
* Support effective communication between the school and families and support remote attendance.

# 3. Who is this policy applicable to?

* A child *(and their siblings if they are also attending Benthal Primary)* who is absent because they are awaiting test results for Covid-19 and the household is required to self-isolate. The rest of their school bubble is attending school and being taught as normal.
* A child’s who is not permitted to attend school because they, or another member/s of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families at the point of confirmation that an individual or a group of individuals within a bubble has a positive test for Covid 19 and the bubble has had to officially be closed. Work will be available for pupils of the closed bubble within 3 school days upon the bubble having to close. This will also be the case for any pupil who is a part of the bubble but has had to self-isolate due to returning from travel or if a family member tests positive for Covid 19 but the pupil are negative.

In the event of both class teachers are tested positive, decisions will be made on a case by case basis.

**4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS KS1 KS2 *(Tapestry, Marvellous Me, Google Classroom), as well as for staff CPD and parents sessions.*
* Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies.
* Phone calls home.
* Printed learning packs.
* Project work in Home Learning Journals
* Physical materials such as story books and writing tools.
* Use of Purple Mash*, BBC Bite Size and Oxford Owl*

Additional layers of adapting resources to deliver Special Needs will include:

* Modified learning activities and resources at the level appropriate for their pupil.
* Interventions such as 1-1 reading/phonics programmes as directed by the class teacher
* Deliver specialist programs such as Speech and Language, social skills etc. via Zoom, Google classrooms as directed by the SENDCo.
* Support staff who attend Google class lessons to support the teacher, explain learning intentions and support pupils with SEND to complete activities/tasks in a virtual breakout room.

The detailed remote learning planning and resources to deliver this policy can be found here:

[*https://www.benthal.hackney.sch.uk*](https://www.benthal.hackney.sch.uk) *and includes:*

* Year group bubble timetables and structure for remote learning
* Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
* Acceptable use policy for pupils
* End User Agreements for Google classroom

# 5. Home and School Partnership

# Benthal School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs. Benthal School will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible, provide personalised resources. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Benthal Primary School would recommend that each ‘school day’ maintains structure We would encourage parents to support their children’s work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

# Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

# All children (or parent/carer where appropriate) sign an ‘Acceptable Use Policy’ at school which includes e-safety rules and this applies when children are working on computers at home.

# 6. Roles and responsibilities

Teachers

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

Benthal Primary School will provide a refresher training session and induction for new staff on protocols for use of parent emails, video conferencing (Zoom) and/or Google Classroom.   
  
When providing remote learning, teachers must be available between 8.30 am and 4pm

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.

When providing remote learning, teachers are responsible for:

* Setting work:
  + Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6.
  + The work set should follow the timetable arranged for remote learning as well as for the class had they been in school, wherever possible.
  + Weekly/daily work will be shared and monitored by member of SLT.
  + Teachers in Nursery to Year 1 will be setting work on Tapestry.
  + Teachers in Year 2 and 6 will be setting work on Marvellous me, Zoom and/or *Google Classroom*.
* Providing feedback on work:
* Teachers will provide up to 15 mins of online teaching for literacy and maths daily.
* All submitted completed work set by the teacher will be acknowledged with a response by the teacher.
* Or As per the marking policy referred to in ‘Guidance for reopening Benthal School for all pupils in September 2020.’
* 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 pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
* All parent/carer emails should come through the school admin account (office@benthal)
* Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

**Teaching Assistants**

Teaching assistants must be available between 8.45 – 3.45 and Nursery Nurses 8.30-4pm and in accordance to their bubble group timetable

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.

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

Teaching assistants must be available during the online teaching session and provide support for those pupils that they would usually support in school. This should also be supported with follow up phone calls for those specified pupils.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
* Monitoring the effectiveness of remote learning – explain how they’ll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

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

**Safeguarding and Attendance:**

The School will continue to meet its statutory obligation to monitor and record attendance on all pupils who are accessing remote learning from home whether via physical resources and /or online.

All pupil attendance is recorded on a daily basis by the class teacher and is emailed to the school office on the same day.

If a pupil is absent for an online session this will be followed up by the class teacher with a phone call to the parent. This will allow any issues relating to resources or internet connection to be flagged up and addressed.

If a pupil is absent for more than one online session (up to three consecutive days) and these absences are unexplained or where the parent has not reciprocated contact with the class teacher, this will be identified as an initial concern and passed on to the DSL.

Where initial concerns are raised, the School will follow the Statutory Safeguarding protocols.

IT Technicians

IT technicians are responsible for:

* Fixing issues with systems used to set and collect work
* Helping staff with any technical issues they’re 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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

* 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 and IHPs
* Identifying the level of support

LSAs

• Support the teacher to locate learning activities and resources at the level appropriate for their pupil.

• Deliver learning interventions such as 1-1 reading/phonics programmes as directed by the class teacher

• Deliver specialist interventions such as Speech and Language, social skills etc. via Zoom, Google classrooms as directed by the Sendco.

• Undertake phone calls to pupils with SEND on behalf of the teacher.

• Attend Zoom or Google class lessons to support the teacher, explain learning intentions and support pupils with SEND to complete activities/tasks in a virtual breakout room.

• Any other task as directed by the SLT

The SBM

* 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 pupils learning remotely to:

* Complete work to the deadline set by teachers
* Seek help if they need it, from teachers
* Alert teachers if they’re 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’re struggling, include those here
* Be respectful when making any complaints or concerns known to staff

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

# 7. Links with other policies and development plans

This policy is linked to our:

* Safeguarding
* Behaviour and Well-Being policy
* Child protection policy
* Data protection policy and privacy notices
* Online safety acceptable use policy
* Code of Conduct for Phone calls, Video conferencing and recorded video
* Code of conduct for the use of class emails
* End User Agreements for Google classroom

Appendices:

Guidance for reopening Benthal School for all pupils in September 2020.

Risk Assessment