Kennington Primary School

Remote Learning Policy

Reviewed by	Date	Signed
HT & Governors	September 2020	S Pritchard
Head Teacher	January 2021	S. Pritchard
Head Teacher	March 2021	S. Pritchard

Aims

To outline Kennington Primary School's approach for pupils that, from 8th March 2021, will not be attending school as a result of government guidance or due to individual self isolation or enforced whole class self-isolation/school lockdown.

To outline Kennington Primary School's expectations for staff that, from 8th March 2021, will notbe attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

Who is the policy applicable to?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8℃
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

Remote learning for pupils that are not able to attend school due to individual self-isolation, class isolation or whole school lockdown in line with government guidelines

Kennington Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. Kennington Primary School are fully aware that these are exceptional times and understand that some families may not be in a position to fully complete all work set but we would hope that through guidance and support from school and parents that children will be able to complete most tasks. This document seeks to inform and guide. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Full Lockdown Remote Learning Arrangements (All children at home except Critical Worker and Vulnerable Children)

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine whist self-isolating or required to stay at home due to a lockdown. We would recommend that each 'school day' maintains structure.
- When a period of isolation begins, work will be set in English, Maths and Topic children will be able to log in to the lesson using their Google Classroom/Tapestry (Reception) account.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the child's Google Classroom/Tapestry (Reception) account
- Where possible, work should be completed online using the tools and resources in the child's Google Classroom account. If completed on paper, a photo can be taken and uploaded to the child's Google Classroom account/Tapestry (Reception)
- 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. 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.

Remote Learning for Individual Children Isolating

Family (pupil/parent/guardian) role
- Where possible, it is beneficial for young people to maintain a regular and familiar routine whist self-isolating or required to stay at home due to a lockdown.
- We would recommend that each 'school day' maintains structure. Children in Years 1-6 should log in to their Google Classroom account for 8:45am for registration.
- Parents of Reception children can access work provided through Tapestry when they feel it is appropriate.
- The class teacher will have uploaded work for the day on their Google Classroom. This will comprise of Maths and English in the morning and foundation subjects, such as History, Geography, Art etc in the afternoon.
- In Key Stage 1, there will not be any 'live lessons' apart from registration where the teacher can check in on the isolating child and let them know what is happening each day.
- In Key Stage 2, there will be some live teaching, where the isolating child can be part of the lesson in school. This will only be in the mornings but may not be everyday depending on the content of the lesson. Other work will be set via White Rose Maths and Oak Academy.
- The class teacher will inform the child of the timetable each day and the teaching arrangements.
- Should anything be unclear in the work that is set, parents can communicate with the class teachers via the child's Google Classroom/Tapestry (Reception) account
- Where possible, work should be completed online using the tools and resources in the child's Google Classroom account. If completed on paper, a photo can be taken and uploaded to the child's Google Classroom account/Tapestry (Reception)
- 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. 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.

Teacher expectations

- Teachers from Kennington Primary School will continue to support children that are unable to attend due to self –isolation/lockdown regulations.
- Teachers will use a variety of online resources replicate the learning that is taking place in class at that time.
- There may be a blended approach of live lessons or recorded lessons supported by other on-line resources.
- Tasks will be uploaded via Google Classroom or Tapestry (Reception).
- To respond, within reason, promptly to requests for support from children at home through Google Classroom
- Staff and parents should communicate via telephone and not the chat function in the online platforms.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Remote teaching for staff who are self-isolating

- Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.
- If a member of staff is required to self-isolate, they are expected to follow normal reporting procedure for planned absence.
- School will ask staff about their intention to get tested.
- Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities.
- These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- Staff may also be asked to support with the online learning provision for their year group.

- **Data protection**
  Accessing personal data
  All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Arbor MIS using a secure password. Do not share any details with third parties and ensure Arbor is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing
  Arbor. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal
  information on pupils.

Sharing Information
Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies toour functions as a school and doesn't require explicit permissions.
While this may be necessary, staff are reminded to collect and/or share as little personaldata as possible online.

Keeping devices secure
All staff members will take appropriate steps to ensure their devices remain secure. Thisincludes, 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 canaccess 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

Safeguarding
Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by S Pritchard (Head Teacher).

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Remote Feedback Policy