



Title: ALT Remote Learning Policy

Date written: Autumn 2020
Updated in January 2021 in light of changes to government guidance. Reviewed January 2024 - recognised policy written in relation to COVID19. Procedures remain in place and will be reinstated if required.

Review date: Autumn 2025



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1. Statement of intent

At Kingsfield Primary we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

- Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
- Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of remote learning platforms.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

2. Safeguarding

We are committed to safeguarding and promoting the welfare of all children in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools *Code of Conduct for Adults*. Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Kingsfield Primary. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable (e.g not in a bedroom area).

All communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom/ Microsoft Teams only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Lead by emailing cstephens@kingsfield.cambs.sch.uk, with brief details.

3. Philosophy

Our school works in close partnership with families and recognises that each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#) and offers remote learning opportunities for all children. We acknowledge that



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some households have limited access to devices and will require hard-copies of work and resources. Kingsfield Primary School will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to Covid related reasons, these include:

1. A child who is absent because they are; displaying COVID symptoms, awaiting COVID test results, part of a household which is required to self-isolate.
2. A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
3. The school is closed to all pupils as part of government wider lockdown measures.

Response Level	Remote Learning Offer	Safeguarding	Free School Meals
1. School response when a child is absent because they are; displaying COVID symptoms, awaiting COVID test results, or are part of a household which is required to self-isolate.	Class teachers will provide a weekly menu of learning opportunities which will always include maths, writing, reading, spelling and PE, and may also include activities relating to the wider curriculum subjects. These will be accessible via the school website, Purple Mash and by post if the parent requests. Pupils will be provided with a remote learning exercise book, or reading book, pencil and rubber and the login details for Purple Mash.	The class teacher will make contact on the telephone with the pupil every 2 days in order to check in on wellbeing and home learning. Any concerns to be passed to the DSL.	A weekly voucher to be provided for any child who is entitled to free school meals. Collected by the parent from the main school office if they are able to do so or issued via EdenRed.
2. A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19 or 3. The school is closed to all pupils as part of government wider lockdown measures.	Teachers will be working from home to prepare recorded lessons each day. These will be created on PowerPoint and uploaded to the website daily. Every class will have three recorded lessons each day in English, mathematics and one other area of the curriculum. The curriculum will be followed as it would be normally and teachers will follow their normal classroom timetable. Recorded lessons will be supplemented by work set on Purple Mash.	Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on MyConcern along with the follow up action/resolution. Significant safeguarding concerns should be reported to the DSL.	

	<p>Weekly recorded assemblies will be created and shared to the school website by SLT.</p> <p>Each year group will also offer a homework menu to allow children access to curriculum areas that are more challenging to deliver remotely, e.g. PE.</p> <p>Teachers and Teaching Assistants will be available online via the Microsoft Teams stream on a weekly basis and Purple Mash to support with their remote learning and to respond to questions from children and / or parents.</p> <p>Teachers will provide feedback on work submitted from the recorded lessons via email. Teachers will provide feedback for pupils on reading, writing and maths work, submitted by 3pm, by the end of each day via Purple Mash. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.</p> <p>If there is a concern around the engagement of a pupil, teachers will ask teaching assistants to make contact with parents to raise concern and offer support.</p> <p>Where a pupil or family group is not able to access the remote learning provision on Microsoft Teams or Purple Mash then alternative paper based resources will be provided for collection by parents/carers.</p>		
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4. Roles and Responsibilities *(when a whole class or bubble is closed and children are at home)*

4.1 Teachers

- Will be provided with a laptop for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Microsoft Teams and Purple Mash.
- Where 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 staff absence procedures for Kingsfield Primary School.
- Will be expected to be available for their full normal contact hours with core online learning activities taking place between 8.45- 11.55am and 1.00 – 3.00 on each of their normal working days.



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- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered Microsoft PowerPoint for the majority of pupils in the class. Work will be supported through the Purple Mash platform.
- Provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, at the end of each day via Purple Mash. Work which is completed and submitted after 3pm will be marked and feedback will be offered the following day.
- Feedback will be given by Friday at 3pm each week on all other subjects in the remote learning timetable.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead (DSL) Mrs Claudia Stephens or (DDSL) Mrs Lauren Read.

4.2 Teaching Assistants

- Will all be provided with a Google Chromebook/Laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Microsoft Teams.
- Will be expected to be available for their normal contracted working hours with core online learning activities usually taking place between 8.45 - 11.55 and 1.00 – 3.00 on their working days to respond to questions from children and or parents via the Google Classroom / Microsoft Teams stream.
- Where they are unable to work for any reason during this time, for example due to sickness absence, they should report this using the normal staff absence procedures.
- Join and support the teacher in the Microsoft Teams check in sessions daily with pupils from the class.
- Support the preparation of lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Microsoft Teams for the majority of pupils in the class.
- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and record on My Concern, as directed by the class teacher.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead.

4.3 Senior Leaders

- Will be responsible for coordinating our Remote Learning Offer including daily monitoring of engagement.
- Where a teacher or teaching assistant is absent, liaise with the year group partner teacher to ensure continuation of appropriate provision is made for the class.
- Monitoring and quality assuring the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Liaise with the Designated Safeguarding Lead regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations.

4.4. IT Systems Manager / Digital Learning / Virtual School Leader

- To maintain and update the main Kingsfield central Logins and passwords for Microsoft Teams and ensure the central record is kept updated.



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- To issue new passwords to pupils in the event that a child locks their account.
- To manage access to class accounts in the event that a teacher is off sick or has locked their account.

4.5 IT Support team Local / ALT Central

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues that 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.

4.6 Inclusion Manager

- Liaise 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.
- Liaise with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaise with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans, if necessary.
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

4.7 Designated Safeguarding Leaders:

Our DSL and DDSL are responsible for managing and dealing with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

4.8 Finance Officer will:

- Ensure value for money when arranging the procurement (under £1000) of equipment or technology or working with the Trust Procurement lead in alignment with Trust policy and advice.
- Ensure we have adequate insurance to cover all remote working arrangements as covered by RPA.

4.9 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 via email in the first instance.
- ✓ Alert teachers via email - 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 cannot complete work using the 01354 692323 telephone number.
- ✓ Seek help from the appropriate member of staff, if they need it.
- ✓ Be respectful when raising concerns with staff.



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4.10 Governing Body is responsible for

- Monitoring Kingsfield Primary School approach to providing remote learning to ensure education remains as high quality and accessible as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

5. Home and School Partnership

- Class teachers will ensure that our children are familiar with and can confidently use Purple Mash and Microsoft Teams.
- We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts.
- We would encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning timetable (see appendix 1).
- Staff will ensure that work is uploaded in Purple Mash or that the weekly learning menu is available on the school website.
- Parents to contact the class teacher via school email addresses.
- All children sign an 'Acceptable Use Policy' at school which includes online safety rules and this applies when children are working on computers at home.

6 Resources and tools used to deliver the Remote Learning Plan

6.1 Basic resources

- Online tools for EYFS, KS1 and KS2.
- Use of recorded video for lesson instructions and assemblies.
- Telephone calls made to pupils and parents at home.
- Weekly year group learning menu. Available on website and within the school newsletter.
- Books, pencils, pens, resource sheets and pupil logins and passwords for all platforms made available for collection from the office when needed.
- Physical materials such as story books and writing tools.

6.2 Software and online platforms

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching and teaching assistant staff need to be familiar with them):

- Microsoft Teams
- Spelling Shed (EY only at the present time)
- Purple Mash
- TT Rockstars



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Data Protection

Data protection impact assessments will be undertaken where personal data will be uploaded to learning and teaching web-based and cloud platforms. This is to ensure compliance with GDPR and the Data Protection Act of 2018 and to further ensure that there are robust data security mechanisms in place to protect an individual's privacy of their personal data from unauthorised access.



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Appendix 1 Remote Learning Timetables

Example timetable Y1-6

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google Meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise
Session 2	Reading and Vocabulary	Reading and Comprehension	Reading and Comprehension	Reading and SPAG	Reading and Writing task
Session 3	History	Geography	Science	PSHE	PE and Music

Example timetable Reception

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Phonics Video	Phonics Video	Phonics Video	Phonics Video	Phonics Video
Session 2	Number session	Number session	Number session	Number session	Number session
Session 3	Story and vocab	Story and write	Story and vocab	Story and write	Story and vocab



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Session 4	PSHE	PE	Art and creative	Music	PE
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