



Remote Learning Policy

September 2020

Statement of intent

At Littleport & East Cambs Academy, 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.

Safeguarding

At Littleport & East Cambs Academy, 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 Littleport & East Cambs Academy. 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 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 Alice Eastham by emailing alice.eastham@lecacademy.org, with brief details.

Philosophy

Littleport & East Cambs Academy is committed to working in close partnership with families and recognises 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 some households have limited access to devices and will require hard-copies of work and resources. Littleport & East Cambs Academy 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 |
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| 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, class Facebook page and by post if the parent requests. Pupils will be provided with a remote learning exercise book, a reading book or a digital e-book, pencil and rubber and the login details for TT, Lexia, Google Classroom etc | Class teaching assistant to 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 and or Phase PEO. | Daily packed lunches will 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. |
| 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 | Teachers will be working from home to prepare lessons that will be delivered remotely, as set out in the Remote Learning Timetable, via Microsoft Teams for the majority of pupils. The offer will include a daily timetable and overview, individual lesson introduction videos, written | Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on MyConcern along | |

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| <p>3. The school is closed to all pupils as part of government wider lockdown measures.</p> | <p>explanations and additional learning resources. These will be available on Microsoft Teams by 8.30am each morning.</p> <p>Teachers and Teaching Assistants will be available online via the Microsoft Teams stream and email to support pupils with their remote learning and to respond to questions from children and or parents.</p> <p>Teachers will provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, by the end of each day via Microsoft Teams. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.</p> <p>Feedback will be given by Friday at 3pm each week on all other subjects in the remote learning timetable.</p> <p>Pupils, in groups of no more than 6, will be invited to a Microsoft Teams check in session once per week.</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 then alternative paper based resources will be provided for collection by parents/carers.</p> | <p>with the follow up action/resolution.</p> <p>Pass concerns to Phase PEO where they are ongoing and unresolved by intervention via the class teacher/ class teaching assistant.</p> <p>Significant safeguarding concerns should be reported to the DSL/ DDSL.</p> | |
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Roles and Responsibilities when a whole class or bubble is closed and children are at home

Teachers:

- Will all be provided with a Google Chromebook/Laptop/Tablet 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 Google Classroom/Microsoft Teams.
- 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 Littleport & East Cambs Academy staff absence procedures.
- 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 1pm-3pm on each of their normal working days.
- Invite pupils, in groups of no more than 6, to a Microsoft Teams check in session once per week.
- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom/ Microsoft Teams for the majority of pupils in the class.
- Provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, at the end of each day via Microsoft Teams. Work which is completed and submitted after 3pm will be marked and feedback 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 Alice Eastham and DDSL Karen Mulqueen.

Teaching Assistants/ Learning Support 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- 11.55am and 1pm-3pm on their working days to respond to questions from children and or parents via the 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 School 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.
- Update the Central Record for usernames, logins and passwords - when appropriate.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL Alice Eastham and DDSL Karen Mulqueen.

Senior/Phase Leaders:

- 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 DSL Alice Eastham and DDSL Karen Mulqueen regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

IT Systems Manager / Digital Learning / Virtual School Leader:

- To maintain and update the main Littleport & East Cambs Academy Central Logins and passwords for Microsoft Teams and ensure the Central Record is kept updated.
- To issue new passwords to pupils in the event that a child locks their MS account.
- To manage access to class accounts in the event that a teacher is off sick or has locked their account.
- Admin Email: e.g. ithelpdesk@lecacademy.org

IT Support team Local / ALT Central:

- 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

SEND/CO

- 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.
- Liaising with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaising with the Principal, 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.

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.

School Business Manager

- Ensuring value for money when arranging the procurement (under£1000) of equipment or technology or working with Trust Procurement lead in alignment with Trust policy and advice.
- Ensuring that Littleport & East Cambs Academy has adequate insurance to cover all remote working arrangements as covered by RPA

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 can't complete work using the 01353 223300 phone number.
- ✓ Seek help from the appropriate member of staff - if they need it
- ✓ Be respectful when making any complaints or concerns known to staff

Governing Body.

The Governing Body is responsible for:

- Monitoring Littleport & East Cambs Academy 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

Home and School Partnership

- Class teachers will ensure that our children are familiar with and can confidently use Google Microsoft Teams and their Microsoft Outlook email.
- 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.
- Staff will ensure that work is uploaded in Foldr and GO4Schools or that the weekly learning menu is available.
- Parents can contact class teachers via email, via the webpage/contacts - should they experience any difficulties.
- All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.
- An IPAD/ laptop may be loaned by the school to a pupil where parents/ carers agree to take responsibility for the care and acceptable use of the device.

Resources and tools used to deliver the Remote Learning Plan.

Resources include:

- Online tools for KS3-5 (*Microsoft Teams; GCSEPoD, SAM Learning, Kerboodle, Tassomai, GO4Schools, MyMaths, Foldr, Pearson, Lexia, Unifrog,*)
- 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, class web page and posted out if requested.
- 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

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):

For example

- Microsoft Teams
- Tassomai & Kerboodle (Science)
- LEXIA
- GO4Schools
- GCSE Pod, SAM Learning,
- SAM Learning
- MyMaths

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