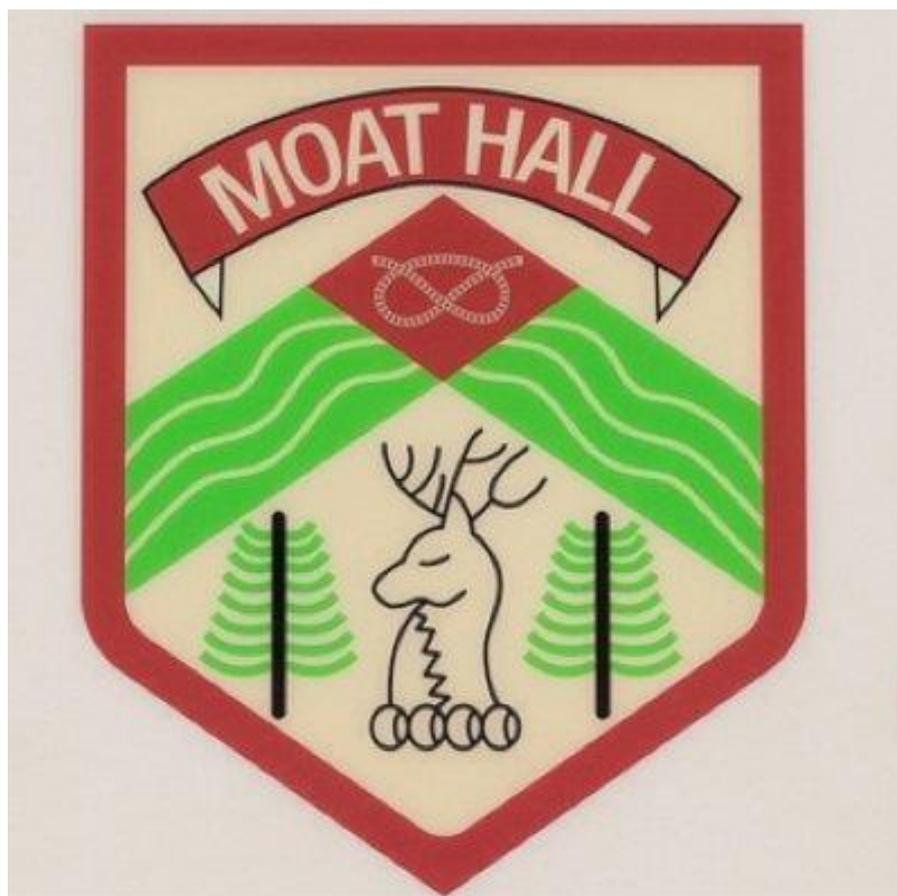# Remote Learning Policy 2021

Moat Hall Primary School

This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND) who aren't in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations for members of the school community with regards to the delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as supporting well-being and our parents.
- Support effective communication between the school and families and support attendance.

This policy is applicable to:-

- A pupil (and their siblings if they are also attending Moat Hall Primary) who is/are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A pupil's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19. Remote learning will be shared with families when they are absent due to Covid related reasons or are shielding.

Resources to deliver this Remote Education Plan could include:

- Use of instructional videos
- Phone calls home
- Printed learning packs / study books
- Physical materials such as reading books
- Use of specific websites (e.g. BBC Bitesize, TT Rockstars, Numbots, White Rose Maths, Pobble, Twinkl, Oxford Owl, Oak National Academy, BBC School Radio, Phonics Play, Top Marks)

Moat Hall Primary 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Moat Hall 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 sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Teachers

When a whole bubble is isolating, our staff will be responsible for the following. If, however, the majority of a bubble are in school, staff will proportion their time to make best use of our resources and their time to support all children's learning in the bubble.

When providing remote learning, teachers can be contacted using DOJO. We aim to reply to any email or messages sent when a whole bubble is isolating within working hours.

When providing remote learning, our staff are responsible for:

• **Setting work:**

- o Our staff will set work for the pupils in their classes.
- o The work set should follow the usual timetable for the class had they been in school, wherever possible
- o Daily work will be shared
- o Teachers will set work on DOJO. Within these, the activities will be listed. Parents are asked to photograph completed work and/or upload completed online activities onto the child's portfolio.

• **Providing feedback on work:**

- o Reading, writing and maths work are asked to be uploaded onto DOJO daily. Each family will then receive a response the next working day.
- o All other subjects and tasks are asked to be submitted by 3.30pm each day and teachers will comment at the end of the week.

• **Keeping in touch with pupils who are not in school and their parents:**

- o If there is a concern around the level of engagement of a pupil's parents, they should be contacted via phone to access whether school intervention can assist engagement.
- o All parent/carer emails should come through either the class Dojo or the school's office@moathall.staffs.sch.uk account.
- o Any complaints or concerns shared by parents or pupils should be reported to their Phase Leader. Any safeguarding concerns must be referred immediately to the DSL using CPOMS.

Teaching Assistants

Teaching Assistants must be available during their usual working hours. During the school day, Teaching Assistants must complete tasks as requested.

Phase Leaders

Alongside any teaching responsibilities, our three Phase Leaders are responsible for:

• Co-ordinating the remote learning approach across the school, including daily monitoring of engagement.

- Monitoring the effectiveness of remote learning, through regular meetings with teachers and subject leaders, reviewing work set and obtaining 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.

The SENCO

- 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
- Identifying the level of support 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

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

This policy is linked to our:

- Safeguarding Policy

- Behaviour Policy

- Data Protection Policy and Privacy Notices

- ICT Acceptable Use Policy for Pupils