ST NICHOLAS SCHOOL

HOME - LEARNING POLICY

1. Introduction

This home-learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

The government expectation for home-learning is based upon pupils in mainstream schools who can participate an work independently if they have a an appropriate device, internet access, a place to work from and learning materials targeted to their learning level and linked to the national curriculum or the examination syllabi they were following.

For our pupils their ability to access home-learning depends on a range of factors including their cognitive ability, their sensory needs, their communication skills, their physical needs, anxiety levels and medical conditions. For most there would also need to be adult support to mediate the tasks, focus attention and support motivation.

Therefore we are preparing our home-learning in a number of ways:

1. Audit of needs
    a. For each pupil
        i. Is on-line learning appropriate?
        ii. What resources are needed in the home to access on-line learning?
        iii. What could the school provide to enable that access?
    b. At home
        i. Is there a place for the child to learn?
        ii. Is there an adult who will be able to support?
        iii. Does the adult have the appropriate skills?
    c. Do we have appropriate learning activities
        i. For each pupil
        ii. For progression
        iii. Is there a range – practical, table-top, closed, open
        iv. Extension activities
        v. Activities for all
        vi. Feedback and evaluation

2. Preparation of resources
    a. For each pupil
        i. A plan
        ii. Communicated to the parents/carers
        iii. Communication systems

3. Planning of provision
    a. Social contact
    b. You-tube resources
    c. On-line learning platforms
    d. Website planning and resources

2. Roles and responsibilities

2.1 Teachers

When providing home-learning, teachers must be available between 9-3. If teachers are unwell or caring for a dependent then they must report this to the school office as normal.

When providing home-learning, teachers are responsible for:

- Setting work
    - For the pupils in their class
    - For an appropriate period of time
    - For communicating this to the pupils/parents and carers at the beginning of the 'school' day
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
    - At least once per week
    - Teachers will answer emails during the school day
    - Any concerns arising about the programme should be shared with line managers
- Attending virtual meetings with staff, parents and pupils
    - Appropriately dressed
    - In an appropriate setting
        - Delegating to HLTA/TA if teaching a school based group or otherwise unavailable

2.2 Teaching assistants

When assisting with home-learning, teaching assistants must be available between 9-3. If the teaching assistant is unwell or caring for a dependent then they must report this to the school office as normal.

When assisting with home-learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning as directed by their class teacher
- Attending virtual meetings with teachers, parents and pupils
    - Appropriately dressed
    - In an appropriate setting

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home-learning approach across the school
- Monitoring the effectiveness of home-learning
- Monitoring the security of home-learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSLs are responsible for ensuring the schools safeguarding policy is being followed during these periods

2.5 IT staff

The Network Manager is responsible for

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing

- Reviewing the security of home-learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils/parents and carers following home-learning programmes 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

- Be respectful when making any complaints or concerns known to staff

2.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing home-learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that home-learning systems are appropriately secure, for both data protection and safeguarding reasons

3.   Data protection

All staff will follow the schools data protection policies

4.   Safeguarding

Staff will follow the amended Child Protection policy.

5.   Monitoring

This policy will be reviewed annually.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service deliver, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES AND PROCEDURES

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

- Home School Policy

- COVID-19 Risk Assessment

DANIEL LEWIS

REVIEWED TERM 1 2020

RATIFIED BY THE LCS COMMITTEE IN THEIR MEETING DATED 9/11/20