Wellesley Park Primary School

Remote Teaching and Learning Policy

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Due for Review: Autumn Term 2021

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

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

Aims

This remote education policy aims to:

- Minimise the disruption to pupils' education and the delivery of our broad and balanced curriculum

- Ensure consistency in approach to remote learning for all children, who aren't in school, through the use of quality online and offline resources and supplementary teaching videos

- Provide clear expectations to all members of the school community, with regards to the delivery of high-quality remote learning

- Ensure all pupils have the provision they need to complete their work to be the best of their ability and to remain happy, healthy and supported, during any period of remote learning

- Protect pupils from the risk associated with using devices connected to the internet

- Provide effective communication and positive attendance to remote learning, between school and families

- Ensure robust safeguarding measures continue to be in effect during the period of remote learning

Roles and Responsibilities

The Governing Board is responsible for:

- Ensuring that the school has robust risk management procedures in place

- Evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times

- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning

- Overseeing that the school has the resources necessary to action the procedures in this policy

- Reviewing the effectiveness of this policy on an annual basis, and communicate any changes to staff, parents and pupils

- Arranging any additional training staff may require to support pupils during the period of remote learning

- Conducting reviews, on a weekly basis, of the remote learning arrangements to ensure pupils' education is high-equality and in line with our curriculum

The Designated Safeguarding Leads are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period

- Identifying vulnerable pupils who may be at risk if they are learning remotely

- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaise with other organisations/professionals to make alternate arrangements for pupils who are at high risk, where required

- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place

- Liaising with relevant individuals to ensure that vulnerable pupils receive the support required during the period of remote learning

- Ensuring that all safeguarding incidents are adequately recorded and reported

The SENDCo is responsible for:

- Ensuring that reasonable adjustments are made, where required, for children on the SEND register

- Ensuring that pupils with EHC plans, continue to have their needs met while learning remotely and liaise with the Head teacher and other organisations to make any alternate arrangements for pupils with EHC plans.

- Identifying the level of support or intervention that is required while pupils with SEND learn remotely

- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of remote learning

Staff members are responsible for:

- Adhering to this policy, at all times, during periods of remote learning

- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate

- Taking part in any training conducted to meet the requirements of this policy

- Reporting any concerns that they may have about remote learning to the Headteacher

- Reporting any defects of school-owned equipment used for remote learning to the School Business Manager

- Adhering to the Staff Code of Conduct, at all times

- Regularly checking work and providing meaningful feedback

- Making sure that they are available during their normal working hours

- Ensuring that they do not download and store personal data on school devices

Resources

Wellesley Park Primary School will use a range of different teaching methods during remote learning to model and explain concepts and address misconceptions easily. For the purpose of remote learning, staff will make use of:

- Work booklets

- Email

- Current online learning portals – Class Dojo

- Educational websites

- Reading tasks

- Pre-recorded video or audio lessons

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.

Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops/iPads.

For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work. They will provide lessons that are relevant to the

curriculum focus for their year group and endeavour to replicate this through video clips and tasks for home learners.

The arrangements for any 'live' classes, e.g. webinars, class chats will be communicated via the Class Dojo page, no later than two days before the allotted time and kept to a reasonable length of no more than 30 minutes per session.

Food provision

The school will signpost parents via parent mail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

Where applicable, the school may provide the following provision for pupils who receive FSM:

- Making packed lunches available for delivery or collection
- Providing vouchers to families

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

All staff and pupils using video communication must:

- Communicate in groups, or if one-to-one, with a parent present
- Wear suitable clothing – this includes others in their household
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication
- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute video material without permission
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they are visible

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute audio material without permission
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they can be heard

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENDCo.

Pupils not using devices or software as intended will be investigated, in line with the Positive Behaviour Policy.

The school will ensure that parents and carers are made aware, in advance, of the arrangements in place for the continuity of high-quality education.

The school will ensure that all school-owned equipment and technology used for remote learning, has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites
- Direct parents to useful resources to help them keep their children safe online

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- The DSL and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning

- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning

- Phone calls made to vulnerable pupils will be made using school phones, where possible or using withheld numbers

- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required

- All contact with vulnerable pupils will be recorded on the Staff Shared Microsoft One Drive or CPOMS and suitably stored in line with the Data Protection Policy

- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required

All home visits must:

- Have at least one suitably trained individual present

- Be undertaken by no fewer than two members of staff

- Be suitably recorded on paper and the records stored so that the DSL has access to them

- Actively involve the pupil

All members of staff will report any safeguarding concerns to the DSL immediately.

Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Marking and feedback

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff
- Returned on or before the deadline set by the relevant member of teaching staff
- Completed to the best of the pupil's ability
- The pupil's own work
- Marked with a positive comment and feedback
- Returned to the pupil, once marked, by an agreed date

The school expects pupils and staff to maintain a consistent and good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via Class Dojo or telephone, if their child is not completing their schoolwork, or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher, as soon as possible.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCo as soon as possible.

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning, where possible.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents via email, parent mail and the school website about remote learning arrangements, as soon as possible.

The Headteacher will communicate with staff the remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile device, that is available to take phone calls during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have contact with their line manager, once per week.

Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call/class chat.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Appendix A

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Contingency planning

   ➢ **The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.**

   ➢ **The school will work closely with the Trust to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.**

   ➢ **The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.**

   ➢ **The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.**

   ➢ **If there is not a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement remote learning immediately for that group.**

2. Teaching and learning

   1.1. **All pupils will have access to high-quality education when remote working.**

   1.2. **The school will use a range of teaching methods to cater for all different learning styles, this includes:**

   - **Current online learning portals – Class Dojo**

   - **Quizzes**

   - **On-line materials**

   - **Educational Websites**

   - **Live webinars**

   - **Pre-recorded video or audio lessons**

- **Various reading tasks – e.g. comprehension, inference and prediction**

- **Daily challenges**

- **Times Table Rock Stars**

- **Mental Health/ Wellbeing activities/Jigsaw**

- **Accelerated Reader**

1.3. Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

1.4. When teaching pupils who are working remotely, teachers will:

- Set learning that is meaningful and ambitious each day
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- **All provisions for remote learning will be subject to the class group's age and ability**

1.5. In exceptional circumstances, the school may reduce its curriculum offering, to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind and will not make the decision lightly.

1.6. Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

3. Returning to school

The Headteacher will ensure pupils only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

4. Monitoring and review

This policy annex will be reviewed in line with any updated to government guidance.

All changes to the policy will be communicated to the relevant members of the school community.