Barcombe   Hamsey   Plumpton
Skylark Federation

REMOTE LEARNING POLICY

Reviewed and approved by FGB: 02.02.23
Next review: Spring 2025

Signed ....Chair of Governors   Date ………………

Signed ....Executive Head Teacher Date ………………

Individual pupil or staff member subject to Track & Trace

- If a pupil needs to work from home due to positive test (and are not unwell), teachers will add their daily teaching slides to Google Classroom and corresponding worksheets;
- If staff member is required to self-isolate due to positive test, Federation colleagues work to ensure classroom materials are shared (SLT will take responsibility for this).

Bubble closes due to positive Covid test

- Teachers prepare 3x lessons a day - available between 9am and 3pm;
- Class check-in takes place at 11.30am on Google Meet;
- TAs available between 9am and 3pm.

Circuit-breaker or local lockdown

- Three schools remain open only for children of critical workers and vulnerable chn;
- All teachers prepare 3x lessons a day & class check-in;
- TAs and support staff on-site for children of critical workers and vulnerable chn;
- Google Classroom and Tapestry is first port of call.

Skylark Federation

Remote Learning Policy

Aims

This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regard to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote learning is integrated into the curriculum so that it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local or national lockdown.

Roles and Responsibilities

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding
- If the Class Teacher is unwell and unable to lead remote learning, the Senior Leadership Team (SLT) will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Designated Safeguarding Lead (DSL)

The DSL is responsible for safeguarding concerns, including those related to remote learning. Please refer to the Child Protection and Safeguarding Policy, the Online Safety Policy and the Staff Behaviour Policy/Code of Conduct.

Class Teachers

When providing remote learning, Class Teachers must be available between 9am and 3pm on their working days.

If 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 absence procedure.

When an individual is self-isolating and the rest of the classes are in school, work will be provided but may need to be adapted to reflect the capacity of teaching staff in that situation.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will provide learning for their current class or an individual within 24 hours of isolation. The lessons they need to provide daily are an English lesson, a Maths lesson and a Project lesson.
- Teachers will upload the lesson materials for each of these lessons to Google Classrooms or Tapestry and, for each session, they will provide a video input to sit alongside the materials.
- In addition, White Rose Maths resources will be used to complement teachers' lesson inputs. Times Table Rockstars will also be utilised.
- Teachers will host a daily class 'check-in', for 20 minutes, where pupils can discuss the successes and challenges of the morning's work with staff and, also, look forward to the afternoon's learning. For the safety for our staff and pupils this live check-in will be recorded for reference.

Providing feedback on work:

- Pupils will upload work to Google Classrooms. Work submitted will be acknowledged by the Class Teacher. Feedback will be given for English and Maths on an individual, group or whole class basis. Feedback will be age-appropriate.

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

- In case of a national or local lockdown, school staff will call parents/pupils at least every 3 weeks. Any concerns should be recorded using the school's welfare concern reporting procedure and the DSL alerted. In the event of a self/class bubble isolation, communication will be via Google Classroom. If there has been no communication from either a parent of a child via Google Classroom by day 3 of lockdown/self-isolation period starting, the Class Teacher or the SLT will call parents on day 4.
- Vulnerable pupils will be called weekly. This includes CP and EHCP identified pupils. This will be done by the SENCO or the DSL.
- Emails received from parents are to be checked between 9am and 3pm, Monday-Friday. Teachers should respond to parent emails within 48 hours, excluding weekends.

Teaching Assistants

All teaching assistants will be expected to be in their school to work normal contracted hours. They will be supporting children in school with their remote learning and usual daily routines.

If they are unable to work for any reason during this time (for example, due to sickness), they should report this using the normal absence procedure.

When assisting with remote learning, Teaching Assistants are responsible for:

- Supporting pupils with their remote learning within school.
- Liaising with Class Teachers to support planning and resourcing differentiated learning.

Subject Leaders

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for monitoring the work set by teachers in their subject. They will review work set termly or as appropriate.

Pupils and Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day (9am-3pm) although they may not always be in front of a device throughout this time.
- Seek help from teachers if they need it.
- Alert teachers if they are unable to complete work. Parents are expected to assist with this.

Staff can expect parents to:

- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Make requests for work packs by 9am Friday if required for the following week.

Governing Body

The Governing Body is responsible for monitoring the school's approach to providing remote learning to ensure Skylark education remains as high quality as possible. They will ensure that staff are confident that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Who to Contact

If staff have any questions or concerns about remote learning they should contact the following:

- Issues in setting work-talk to the relevant Class Teacher, SENCO or Head of School
- Issues with behaviour-talk to the Head of School or the Executive Head Teacher
- Issues with IT-talk to the School Secretary of East Sussex IT

- Issues with their own workload or wellbeing-talk to the Head of School, SENCO or Executive Head Teacher
- Concerns about data protection-talk to the School Business Manager or Executive Head Teacher
- Concerns about safeguarding-talk to the DSL.

Data Protection

Accessing personal data

When accessing personal data, all staff members will:

- Use My Concern (if appropriate) securely. This is accessed via a secure password and must be logged out after use. No third party must have access to this site
- Use paper welfare concern forms securely, as agreed with the school's DSL.
- If SIMS is accessed, remotely, by any member of staff, this must be done securely. No details are to be shared with third parties. Staff must always log off from SIMS when not using it.
- School laptops are the preferred devices to be used when accessing any personal information on pupils.

Keeping devices secure

All staff members are expected to take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected. Strong passwords are at least 8 characters with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted. This means that if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date; always installing the latest updates.

Safeguarding

Please refer to the Child Protection and Safeguarding Policy.

Monitoring Arrangements

This policy will be reviewed as when updates to remote learning are provided by the DfE or the Local Authority. The SLT will monitor updates robustly.

During the Covid-19 Pandemic, this policy will be reviewed and updated regularly.