



Remote Learning Policy

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1. Aims

This remote learning policy aims to:

- › Ensure consistency in the approach to remote learning for children who are not able to attend school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection.

2. Roles and responsibilities

All staff, children and their parents/carers have a responsibility to engage with remote learning positively and to follow the expectations as set out in the relevant acceptable user agreements.

The remote learning sent out each Friday is for children unable to attend school. If your child attends school but needs to self-isolate, the same remote learning should be used if your child is well enough.

2.1 Teachers

When providing remote learning, teachers must be available during the school hours of their year group as follows:

Nursery

8.15-11.15 (am session) and 12.15-3.15 (pm session)

Reception

8.30 - 2.50

Year 1

8.15 - 2.15

Year 2

8.30 - 2.30

Year 3

8.45 - 2.45

Year 4

9.00 - 3.00

Year 5

9.15 - 3.15

Year 6

9.30 - 3.30

Teachers will work in year group teams to share responsibility for remote learning alongside teaching children in school.

When providing remote learning, teachers are responsible for:

- planning a well-sequenced weekly timetable which reflects classroom learning as closely as possible so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that children can progress through the school's curriculum
- ensuring that remote learning is age-appropriate and caters for a range of learning styles and family circumstances
- at EYFS, combining use of the Early Excellence Assessment Tracker (which staff and families are familiar with) alongside the year group email system
- using the dedicated year group emails to respond and feed back to children and their families (phone calls to support parents/carers may also be made if appropriate)
- following guidance on response and feedback from senior leaders.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school. The amount of remote education provided should be, as a minimum:

Key Stage 1: 3 hours a day on average across the cohort, with less for younger children

Key Stage 2: 4 hours a day

The weekly work should be planned and prepared by 10.30am each Friday. This will be emailed out to all parents/carers every Friday afternoon in preparation for the following week.

2.2 Teaching assistants

Teaching assistants are not expected to lead any remote learning but maybe asked to support colleagues teaching children in school or in preparing resources for remote learning.

2.3 Senior leaders

Claire Bennett (Headteacher), Louise Jones and Karen Williams (Associate Headteachers) have overall responsibility for the standard and safety of remote learning. They will regularly check the quality and appropriateness of work as well as how teachers interact with children and their parents/carers via the year group email system in place.

Team leaders/year group teachers plan remote learning for their year group on a weekly basis and have daily responsibility for monitoring and responding to remote learning.

2.4 Designated safeguarding lead

At Woodside School there will always be a designated lead on site during school hours/term time. This will be Claire Bennett (Headteacher), Karen Williams or Louise Jones (Associate Headteachers).

The Headteacher and Associate Headteachers will regularly monitor remote learning.

They are supported by deputy designated leads Lindsay Morris (Social Inclusion Manager) and Simon Clay (Early Help and Attendance Officer) who are available by phone, email or online conferencing. Safeguarding processes will continue to be followed as set out in our Safeguarding and Child Protection Policy. Staff are expected to be vigilant and report any concerns to DSLs immediately. DSLs will make referrals to FPOC if necessary.

The pastoral team will liaise with other key professionals and maintain contact with vulnerable children and their families who have chosen not to send their children to school or are self-isolating.

2.5 IT staff

Mark Owen (IT Technician) 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 remote learning systems and flagging any data protection breaches to the data protection officer
- › supporting senior leaders to access Government funded devices as relevant.

2.6 Children and parents/carers

Staff can expect children learning remotely to:

- › engage with the remote learning set by their teachers
- › complete work set by teachers to the best of their ability and within their unique family circumstances (teachers will work closely with parents/carers)
- › seek help if they need it from teachers via the year group email address
- › alert teachers if they're not able to complete work
- › share some of their completed work or comment to the teacher about the work they have completed.

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 either via the year group email or by calling school
- › be respectful when making any issues/concerns known to staff
- › work together with staff to ensure children do their best (a flexible, collaborative approach between home and school taking into account children's wellbeing and home circumstances).

Nursery email Miss Humphreys	NurseryLearning@woodside.shropshire.sch.uk
Reception email Mrs Holmes, Miss Owen, Miss C Roberts & Miss Cope	ReceptionLearning@woodside.shropshire.sch.uk
Year 1 email Miss Bromley, Mrs A Davies & Miss Sheffield	Year1Learning@woodside.shropshire.sch.uk
Year 2 email Mrs Baines, Miss J Jones, Miss Dickinson & Mrs V Roberts	Year2Learning@woodside.shropshire.sch.uk
Year 3 email Miss E Williams, Mrs Harrison, Miss Sayce & Miss Rowlands	Year3Learning@woodside.shropshire.sch.uk
Year 4 email Mr Pugh, Miss Bound & Miss Read	Year4Learning@woodside.shropshire.sch.uk
Year 5 email Mrs H Davies, Mr Brookes & Miss K Jones	Year5Learning@woodside.shropshire.sch.uk
Year 6 email Miss Murphy, Mrs C Williams, Mrs Addison & Mrs Littler	Year6Learning@woodside.shropshire.sch.uk

2.7 Trustee board

The trustee 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.

3. Who to contact

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

- › issues in setting work – talk to the relevant subject lead or SENCO
- › issues with behaviour – talk to the relevant year leader/senior leader
- › issues with IT – talk to Mark Owen
- › issues with their own workload or wellbeing – talk to their year leader, AHTs or HT
- › concerns about data protection – talk to Claire Bennett or Sally Powell
- › concerns about safeguarding – talk to Claire Bennett.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- › only respond through the dedicated school year group email address
- › only use school devices such as laptops and iPads. NO PERSONAL DEVICES ARE PERMITTED FOR THIS PURPOSE.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent/carer email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will 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 (e.g. asterisk or currency symbol)
- › ensuring the hard drive is encrypted – this means 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
- › installing antivirus and anti-spyware software
- › keeping operating systems up to date – always install the latest updates.

5. Safeguarding

Our Safeguarding and Child Protection Policy can be found on our school website:

<https://woodsideschool.co.uk/wp-content/uploads/2020/12/SafeguardingCP-Policy-2020.pdf>

6. Monitoring arrangements

This policy will be reviewed at least annually but may be subject to review if circumstances change locally or nationally.

7. Links with other policies

This policy is linked to our:

- › Behaviour Policy
- › Safeguarding and Child Protection Policy
- › GDPR Policy and privacy notices
- › Home-school agreement
- › Managing Unacceptable Behaviour of Parents, Carers and Visitors Policy
- › E-Safety Policy and acceptable user agreements

Woodside School

Guide to remote learning for parents & carers

Spring term 2021

- **Please read this alongside the detailed letter sent out on 05 January 2021 (and attached)**

Communication

- A dedicated email address is available for each year group e.g., Year2Learning@woodside.shropshire.sch.uk
- Children's completed work should be shared with teachers via this email address. **Please note, this email is not for general communication from parents and is strictly for remote learning communication. Other queries should be directed to the school phone number or email address**
- Currently, in each year group there will be a dedicated 'remote learning' teacher available to provide feedback and support during the school day. Feedback will be as regular as possible (see feedback info below).

Feedback & engagement

- Feedback will be as regular as possible depending on staff availability
- Feedback will vary depending on the work, the children, etc. Feedback could be positive recognition of what your child has completed, it could be a further challenge to stretch their learning or a more detailed comment, etc
- It is important that children working from home still feel connected to school. As well as feedback on home learning, we plan to reward the children for hard work, engagement & success using our school rewards system. In addition to this, teachers will reward a remote learning 'Star of the Week'
- We will email out birthday wishes, important school news, etc to ensure all children working from home feel connected to school.

SEND/differentiation

- Year group teachers and our SENCo will be able to support your children with work set and guide them through any difficulties
- If your child has an EHCP or GSP, our SENCo will coordinate with class teachers and families to provide support.

Expectations/what do the children need to do?

At Key Stage 1 children should complete 3 hours a day on average, with less for younger children

At Key Stage 2: children should complete 4 hours a day

Teachers will monitor pupil engagement and we will make contact with you if your child is struggling to engage with the remote learning

Each family's circumstances are unique - how you timetable your day needs to fit in with your family

The remote learning will reflect (as closely as possible) the learning happening in school. Please use the supporting videos and resources provided. It is important that the children complete the work set to ensure they are at the same point in their learning as their class.

FAQs

My child does not have digital or online access at home

Because of the numbers of children in school using IT equipment, we are unable to lend devices to families but we can provide you with a paper alternative which you can collect from school (please contact the school office if this applies to you). The remote learning has deliberately been planned so that there is limited need for digital or online access.

What about laptops for disadvantaged children?

Some laptops have already been provided to disadvantaged children. We are awaiting further information about the government's latest plan to provide more devices. We will share updates as we get them.

Do I have to email every piece of work back?

You are very welcome to email/send photos of every piece of work. However, we understand that this may not be manageable for all families and ask that you do what you can. Depending on the work, age of the child, etc a general comment about how your child has got on is perfectly acceptable. PLEASE SEND COMPLETED WORK/COMMENTS BACK TO THE DEDICATED YEAR GROUP EMAIL NOT THE SCHOOL ADMIN EMAIL. THANK YOU.

What if my child is struggling with the work/I don't understand what they need to do?

Don't panic! Just email to say what you or your child are finding difficult and a teacher will get back to you. Move on to another activity.

I don't have any paper, exercise books or stationery for my child to use?

We can support with this. Just give us a call and we'll make arrangements so you can collect supplies from school.

Appendix B - letter sent to parents/carers 08/01/21

We have carefully considered our approach to remote learning with all Woodside families in mind and tried to find a balance. Since last March, we've explored the various approaches other schools have taken to remote learning, looked at educational research, information from professional educational bodies and, most importantly, listened to feedback from our children and parents.

This is an overview of our considerations when deciding on our remote learning approach:

1. All families are different. The majority of feedback from children & their parents is that being able to take a flexible approach to their children's remote learning works for them. Many families, especially those with a range of ages at home, are not able to have their children sitting down to timed lessons. This has come through very strongly in feedback to us and parents have said how grateful they are that our approach is flexible.
2. Access to devices. We know that many of our families are sharing devices and they would be unable to manage timetabled, live lessons at home. This is a particular issue for those families with more than one child at home. Our remote learning provides videos and resources to support children but is not overly reliant on access to devices.
3. Effectiveness of live teaching. Rather than teachers standing at the front of the class and teaching by instruction, effective teaching & learning is fluid, interactive and adapted constantly. At primary level, live lessons cannot and do not replicate interactive, well-differentiated teaching and learning.
4. Safeguarding concerns. As an experienced designated lead for safeguarding, I know that the potential risks to staff and children are complex and concerning. We know that other schools are teaching live lessons but we will not be doing this at Woodside. This is the stance of many schools nationally, including secondary schools.
5. Staff wellbeing. I cannot praise Woodside staff enough for their hard work and commitment to our children since the first lockdown in March. At every step, staff have put the children's needs above their personal fears and anxieties. Teachers are working hard to provide good quality remote learning whilst still teaching in school. If staffing numbers drop because of illness or self-isolation, our capacity to respond to remote learning becomes decreased.

I hope this gives you a sense of why we are operating remote learning as we are.

The key message to you all is we are here to help.

Current staffing levels mean a dedicated year group teacher will be available to support throughout each school day via the year group email. If you need any help at all, please don't hesitate to email or give the school a call and a teacher will get back to you at the earliest opportunity.