

Yardley Hastings Primary School Remote Learning Strategy

Context

The remote learning strategy details how the facilitation of home learning will operate within Yardley Hastings Primary School to meet the needs of the DfE guidelines and provide our children with a broad and balanced education. The purpose of this is to ensure access to high-quality learning if children are not able to attend school for any reasons of prolonged illness, it is not an alternative to attending school for elective home education or unauthorised absence.

The curriculum for Remote Learning will, where at all possible match that taught in school so that all children continue to make progress in their learning whether accessing the full curriculum in-school or remotely.

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

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Key Roles and Responsibilities:

Governing Body	<ul style="list-style-type: none">- Monitor the implementation of the Remote Learning Strategy.- Ensure that staff are certain that remote learning systems are appropriately secure for both data protection and safeguarding reasons.
Headteacher and SLT	<ul style="list-style-type: none">- Ensure that there is a strategic plan in place for Remote Learning.

	<ul style="list-style-type: none"> - Ensure that staff are supported with training and the resources needed to deliver Remote Learning. - To deliver Remote Learning packs where necessary, when access to technology is limited. - Ensure that every child who is absent, and requires Remote Learning, has appropriate arrangements in place to access to the full curriculum. - Monitor Remote Learning curriculum provision across the school. - Communicate with parents to ensure that children are engaging in Remote Learning. - Acknowledge children’s achievement during remote learning in conjunction with class teacher.
DSL	<ul style="list-style-type: none"> - To ensure appropriate safeguarding arrangements are in place for remote learning - To be point of contact for staff to raise any concerns that have been highlighted during remote teaching. - See safeguarding policy and E-Safety policy.
SENDCO	<ul style="list-style-type: none"> - Liaising with the teachers to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required. - Ensure that pupils with EHC plans continue to have their needs met while learning remotely. - Liaising with the headteacher and other organisations, to make any alternate arrangements for the pupils if required.
Class Teachers	<ul style="list-style-type: none"> - Teach the children with the skills and knowledge to confidently access online learning (Google Classroom, Zoom, and Microsoft Teams). - Ensure learning provision is made, via either online learning or paper pack for each day of a child’s absence. - Support and give feedback on every child’s Remote Learning work and address any misconceptions. - Contact parents via phone, if a child does not access learning from home. - Feedback to SLT if there are concerns or they require support. - Report any safeguarding concerns that arise using cause for concern form and follow school procedures – cause for concern sheet on a paper copy or on emailed form. - Weekly planning meetings to be held, remotely if necessary, including support staff.
Teaching Assistants	<ul style="list-style-type: none"> - Support teachers to collate items for the Remote Learning Packs or Remote Learning resources. - Complete interventions with children who require additional support to learn the skills and knowledge required to access remote learning - TA’s to attend weekly planning meeting, remotely if necessary.
Office Staff	<ul style="list-style-type: none"> - Monitor absence and inform SLT.
Parents	<ul style="list-style-type: none"> - Ensuring their child/ren completes the Remote Learning set, at times during the day that suit their home arrangements. - Communicate with school staff if they require support or reassurance over Remote Learning. - Lease with teachers if they deem their child/ren too ill to access Remote Learning. - Ensuring their child uses the equipment and technology used for Remote Learning as intended and adhere to E-Safety agreements on internet use. - Respect Home School Agreement in regards to Remote Learning

Resources

- As with all learning, the school will use a range of different teaching methods, to help explain concepts and to help explain concepts and address misconceptions.
- Reasonable adjustments will be made to ensure that all pupils, including SEND, 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.
- Work packs will be made available for pupils who do not have access to a printer.
- 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.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA, if they fall into the relevant category.
- Pupils and parents will be required to look after any equipment lent by the school and use it for remote learning only.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback.
- The arrangements for any 'live' classes, will be communicated via email no later than one day before the allotted time.

Online Platform

At Yardley Hastings Primary School we are currently using Google Classroom and Zoom with a view to introduce Microsoft Teams and associated apps. All teaching staff will be fully trained on how to use all the above. The expectation is that, whilst in school, the children will be trained on using these technologies, and where possible, homework will be set on it throughout the year to ensure parents and children are confidently accessing the platform.

Accessibility and Resources

Following the initial survey in the Summer Term, on access to ICT resources, an additional survey, requesting more detail, will be completed in the autumn term to audit ICT equipment at home. A home-school agreement will be drawn up between home and school when equipment is borrowed.

Online safety

This section of the policy will be enacted in conjunction with the school's E-Safety Policy and Zoom Risk Assessment.

All staff and pupils using video and audio communication must:

- Ensure that the child's parent or carer must be present in the room.

- Follow staff code of conduct in all communications.
- Be situated in a suitable 'public' living area within the home with an appropriate background.
- Maintain the standard of behaviour expected in school.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.
- Always remain aware that they can be heard unless muted.

Pupils not using devices or software as intended will be disciplined in line with the E-Safety and Behaviour Policy

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.

Remote Learning Paper Packs

If it is not possible to access the online learning for whatever reason, paper packs will be created for children with relevant learning activities to continue the curriculum work at home. Teachers are responsible for making these packs and ensuring they are relevant and build on prior learning. Children will be sent home with their stationery to complete the work. If children are isolating before packs can be given out, the SLT team will make doorstep drops following procedures to mitigate against the spread of COVID-19. Feedback will be given over the phone or via email for those few children that will require a paper pack.

Expectations for Remote Learning: Children

Children will be set similar activities and learning that would have been followed in school. Where possible, the planned in school activities and timetable will be adapted for Remote Learning. For example:

Early Years	Staff will set specific daily tasks that replicate the sort of activities the children would have access to in school (continuous provision) this will include phonics, including early listening skills, number work, and where appropriate, reading and writing. Parents will be supported and encouraged to upload photographs and/or videos of their child to Tapestry.
Key Stage 1	Where possible, teachers will replicate the in class learning and timetable. This will include:

	<ul style="list-style-type: none"> • Daily Phonics • Daily Maths task • Daily Reading task • Daily Writing task • Sequenced topic learning • Physical activity
Key Stage 2	<p>Where possible, teachers will replicate the in class learning and timetable. This will include:</p> <ul style="list-style-type: none"> • Spellings • Daily Maths task • Daily Reading task, including comprehension. • Daily Writing task • Sequenced topic learning • Physical activity

Expectations for Remote Learning: Teachers/Staff

If one or a small group of children are absent from their bubble, the class teacher will provide Remote Learning and feedback. The content of the learning may be 1 day behind the class in school. If the whole bubble is absent or the school is closed, we will expect both teachers and TAs to work their allocated hours providing resources, feedback or setting remote learning tasks. We completely understand that there may need to be some flexibility of the hours/times at which staff are working. Where it is not possible for TAs to support Remote Learning we would expect them to undertake professional development activities. If a teacher is unable to provide remote learning due to illness, SLT will organise appropriate cover and Federation resources and staffing will be used. If a member of staff is unable to work for any reason, during a period of remote learning, they should report this immediately to SLT. Any complaints raised by parents or pupils should be shared immediately with SLT. Subject leads are expected to support teachers with adapting the curriculum to Remote Learning and providing the any relevant resources.

Supporting Pupil's Social, Emotional and Mental Health

As well as providing remote learning for the academic curriculum, we will also ensure that we support a child's social and emotional development. This will be through a variety of strategies, depending on the circumstances of the child, but will include access to 'Making Me' resources, the SCARF curriculum, and where appropriate, team meetings with their classmates, which will be supervised by a teacher. Where necessary, SLT will lease with parents and contact outside agencies for support.

Assessment, Marking and Feedback

All schoolwork completed through remote learning must be:

- Returned to the relevant member of teaching staff via our Remote Learning platform or email, whichever is easiest.
- Marked and returned back to the child, with feedback given as soon as possible.

Class teachers will use a variety of formative assessment to gain a secure understanding of each child's age and stage of their learning, e.g. through quizzes, retrieval activities and their independent learning. Where possible, staff will use the instant feedback functions of the Remote Learning platforms.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy. Where necessary, during a bubble or a whole school lockdown, a COVID-19 addendum will be added to this policy.

- The DSL will identify 'vulnerable' pupils, in conjunction with class teachers, prior to the period of remote learning.
- The DSL, again in conjunction with the class teacher, will arrange for regular contact to be made with vulnerable pupils.
- Phone calls made to vulnerable pupils regularly, and a log will be kept. If staff need to use their home phone, they will withhold their personal number.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Where a COVID-19 secure visit is deemed necessary, the DSL will be accompanied by another member of staff.

- In the event of a lockdown, vulnerable children will be invited into school, part time where possible, if local and national guidelines allow.
- Lunches/vouchers will be provided for those children who are eligible through pupil premium.

Data Protection

- All staff should ensure they only use work emails to communicate with parents and children.
- Staff should not store any pupil data on personal devices.
- If staff have to use personal devices to support remote learning, they must do so via the schools remote learning platforms, i.e. Google Classroom, Microsoft Teams.
- All staff members will take appropriate steps to ensure their devices remain secure as per in school guidelines.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via letter, email and the school website about remote learning arrangements as soon as possible.
- The headteacher will communicate with staff as soon as possible via staff meeting and email about any 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.
- As much as possible, all communication with pupils and their parents will take place within the school hours
- Parents and pupils will inform the relevant member of staff if they are having difficulties completing the work set.
- All staff will be aware of GDPR requirements when communicating with parents and pupils.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

This strategy will be reviewed termly, or after a period of 4 weeks of continuous Remote Learning.

Policies this strategy refers to:

- **Behaviour Policy**
- **Child Protection Policy (and COVID-19 addendum if applicable)**
- **Data Protection Policy and Privacy notices**
- **Home School Agreement**
- **Staff Code of Conduct**
- **E-Safety Policy**