

# Remote learning policy

## Lawley Primary School



**Approved by:** Carol McQuiggin

**Date:** September 2020

**Last reviewed on:** September 2021

**Next review due by:** September 2022

## 1. Aims

This remote 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

## 2. Roles and responsibilities

### 2.1 Teachers

#### **In the event of a full class closure:**

When providing remote learning, teachers must be available during normal school hours.

If they're 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.

Lawley Primary School staff will use Showbie as their online platform to deliver all remote learning.

When providing remote learning, teachers are responsible for:

- › Setting work
  - Teachers are responsible for setting work for their own classes.
  - All classes will be set Maths and English lessons in line with their normal weekly timetable.
  - Teachers will prerecord these lessons using their normal planning and resources via Teams and this work will be released each day via Showbie for pupil access.
  - Work will be on Showbie for the start of each school day (by 8:45am)
  - Staff within each year group will liaise with their teaching partner to ensure that continuity of content is delivered across the year group.
  
- › Providing feedback on work
  - Pupils will be asked to upload work into Showbie.
  - Teachers will add voice notes or written comments to each piece of English and Maths work via Showbie to give individual feedback.
  - Feedback will be given in a timely manner, and as soon after the piece of work is completed as is reasonably possible.
  
- › Keeping in touch with pupils who aren't in school and their parents.
  - Teachers are expected to check their work emails regularly throughout the working day and respond to parental queries within that time.
  - Should any teacher receive complaints which cannot be addressed, these must be passed to the deputy or headteacher.

#### **In the event of pupils who need to self isolate because they have tested positive and need to work from home if they are well enough to do so:**

Lawley Primary School staff will use Showbie as their online platform to deliver all remote learning.

When providing remote learning, teachers are responsible for:

› Setting work

- Teachers are responsible for setting work for their own classes.
- Messages will be posted for homelearners in the class discussion on Showbie to signpost them to the work for that day for each day that they are working from home.
- All classes will be set Maths and English lessons in line with their normal weekly timetable.
- Work will be on Showbie for the start of each school day (by 8:45am)
- Staff within each year group will liaise with their teaching partner to ensure that continuity of content is delivered across the year group.
- Staff will respond to parent messages to provide support and clarification where necessary when available during normal working hours when they are not directly teaching the class.

› Providing feedback on work

- Pupils will be asked to upload work into Showbie.
- Teachers will add voice notes or written comments to each piece of English and Maths work via Showbie to give individual feedback.
- Feedback will be given in a timely manner, and as soon after the piece of work is completed as is reasonably possible.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal working hours.

If they're 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 assisting with remote learning, teaching assistants are responsible for:

TA responsibilities:

Tas will support the teacher in responding to questions from home learners and providing feedback to them.

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Clair Pollitt and Sam Hill will provide support for teaching staff to access Showbie and any other technical issues that may arise.
- › All IT issues are to be reported to Clair Pollitt and Sam Hill who will liaise with the local authority technicians to find solutions.
- › Deputy, Headteacher and SLT will monitor the provision of work to ensure consistency and continuity across the school.
- › Melissa Allcock will oversee provision for EYFS.

## 2.4 Designated safeguarding lead

The DSL is responsible for:

DSLs will be contactable to provide support and advice regarding any safeguarding concerns. All safeguarding issues will continue to be detailed through CPOMS. (For details please refer to the Child Protection and Covid-19 addendum policy 2020)

## 2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants via Showbie.
- › Alert teachers if they're not able to complete work

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

## 2.6 Governing board

The governing board is responsible for:

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

## 3. Who to contact

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

- › If staff have issues in setting work they should talk to the relevant subject lead or SENCO
- › Issues with IT should be reported to Clair Pollitt and Sam Hill.
- › If staff have issues with their own workload or wellbeing – they should talk to their line manager
- › If staff have concerns about safeguarding they must contact a DSL immediately.