

Remote learning policy

Lawley Primary School



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1. Aims

At Lawley Primary School we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online learning where required.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure all pupils have the provisions required to take part in online learning and complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

2. Roles and responsibilities

2.1 Teachers

- Adhering to this policy at all times when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the DSL, and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Adhering to the Staff Code of Conduct at all times.

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. In the event of a lockdown, teachers will hold daily video class check ins at the start of the school day using Showbie. These will be timetabled by school.

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.
- In the event of a lockdown, teachers will prerecord Maths and English 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.
- Lessons for foundation subjects will be added to Showbie in line with the normal class timetable with suitable instructions and resources for pupils to complete the work set. Videos will not be made for these subjects.

➤ Providing feedback on work

- Pupils will be asked to upload work into Showbie.
- Teachers will mark work submitted via Showbie in their normal way using online marking and provide pupils with individual feedback for Maths and English.
- 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 headteacher or another appropriate member of the senior leadership team..

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 liaise with their class teacher to agree how they can best support pupils depending on the nature of the remote learning situation.
- TAs will support teachers in providing feedback to foundation subjects and with specific pupils as directed by the class teacher.
- 1:1 TAs will continue to contact and support their 1:1 pupils via Showbie.

2.3 Senior leaders

The headteacher is responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote education.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.

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, including specific training needs.
- All IT issues are to be reported to Clair Pollitt and Sam Hill who will liaise with the local authority technicians to find solutions.
- Clair Pollitt and Sam Hill will monitor the provision of work to ensure consistency and continuity across the school and report back to Headteacher.
- Melissa Allcock will oversee provision for EYFS.

The SENCO is responsible for:

- Liaising with the Clair Pollitt and Sam Hill to ensure that reasonable adjustments are made where required with access to appropriate ICT equipment.
- Ensuring that pupils with EHC plans continue to have their needs met during periods of remote education, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for its effectiveness.

2.4 Designated safeguarding lead

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.
- Liaising with the ICT manager to ensure that all technology used for remote education is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.
- Identifying the level of support or intervention required while pupils take part in remote education and ensuring appropriate measures are in place.
- Assisting teachers with all remote education lesson planning to ensure the correct safeguarding measures are in place.

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:

- Complete work to the deadline set by teachers and that work is completed to the best of their child's ability.
- 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:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

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.

4. Safeguarding

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

The DSL will arrange for regular contact to be made with vulnerable pupils during a period of remote education.

Phone calls made to vulnerable pupils will be made using school phones where possible.

All contact with vulnerable pupils will be recorded on CPOMs.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals when the pupil is receiving remote education, as required.

5. 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 will:

- Wear suitable clothing – this includes others in their household.
- 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.

All staff and pupils using audio communication will:

- 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.

