Alban Wood Primary School and Nursery
Remote Learning Policy

We value: Respect, Kindness, Ambition

NAME OF POLICY:	Remote Learning Policy
STATUS:	Non-Statutory
DATE ISSUED:	September 2020
REVIEW DATE:	Summer 2022
APPROVED BY:	Academy Governing Body
APPROVED DATE:	Oct 2020

Introduction

At Alban Wood Primary School and Nursery we always strive to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues the same way.

The following policy is based on our governing body's principles for and expectations of remote learning at our school.

Aims

We aim to:
- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources, teaching videos and live lessons.
- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning. .
- Include continuous delivery of the school curriculum, as well as support for Motivation, Health and Well-Being and Parent support.
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher).
- Support effective communication between the school and families and support attendance.

Who is this policy applicable to?

- A pupil (and their siblings if they are also attending Alban Wood Primary School and Nursery) is absent because they are awaiting test results and the household is required to self-isolate when the rest of their school bubble are attending school and being taught as normal.
- A pupil's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- A pupil in the event of any local / national lockdown imposed upon the school.
- A pupil who cannot attend school due to ongoing medical issues / condition.

Remote learning will be shared with families when they are absent due to any of the above.

Content and resources required to deliver this Remote Learning Plan

- Online tools for EYFS Tapestry, Google Classroom / G Suite for Education, as well as for staff CPD and parents sessions
- Online tools for KS1 & KS2 Google Classroom / G Suite for Education, as well as for staff CPD and parents sessions.
- Use of pre-recorded video (or Live Video if used) for Start Day registration, instructional videos and assemblies where appropriate
- Phone calls home
- Printed learning packs (if the pupil has no access to the required technology at home)
- Physical materials such as story books and writing tools (maybe made available of possible)
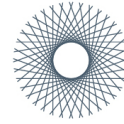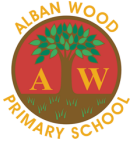
- Use of BBC Bitesize, Oak Academy, Teach your monster to read, Times Table Rockstars, Phonics play. Please see the links available from class pages on school website for a comprehensive list of recommended websites

Home School Partnership

- Alban Wood Primary School and Nursery is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.
- Alban Wood will aim to provide a refresher online training session and induction for parents on how to use Google Classroom.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Alban Wood would recommend that each 'school day' maintains the traditional structure where possible.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.
- All children and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers / IT Technology in school or at home.

**Roles and Responsibilities**

Teachers
Alban Wood Primary School and Nursery will provide a refresher training session and induction for new staff on how to use Google Classroom / G Suite for Education.

When providing remote learning, teachers must be available between 8.30 – 4.00

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 providing remote learning, teachers are responsible for:

- Setting work:
    - Teachers will set work for the pupils in their classes.
    - The work set should follow the usual timetable for the class which was in place in school, wherever possible
    - Weekly/daily work will be shared in advance of the planned sessions
    - Teachers will be setting work using Google Classroom
    - EYFS teachers will also use Tapestry to support the children's learning
- Providing feedback on work:
    - Feedback will be provided via Google Classroom when work is 'Turned In'
    - Email feedback will be provided to pupils and parents when necessary
    - In line with the marking policy where possible
- Keeping in touch with pupils who aren't in school and their parents:
    - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
    - All parent/carer emails should come through the contact forms on the website.
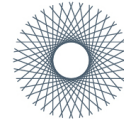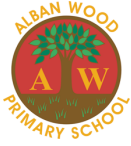
Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL (Hazel Pinder, or to a DSP in the event that Mrs Pinder cannot be contacted).

Teaching Assistants

Teaching assistants must be available between their working hours.

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.

During the school day, teaching assistant must complete tasks as directed by their class teacher / line manager or a member of the Senior Leadership Team.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL (with support of the DSPs) is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy.

IT Technicians (Con-Ed)

IT technicians are responsible for:

- Fixing issues with the School Domain Google Account
- Helping staff 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

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support required for SEND children to access remote learning.

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
- 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

Governing Body

The governing 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