Lamberhurst St Mary's CEP (VC) School

Remote Learning Policy

This policy will be reviewed every year and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Date of approval by Governing Body	October 2020
Signature of Chair of Governors	Peter Edgesmith
Signature of Headteacher	Caroline Bromley
Date Due for review	Winter Term 2021

1. Statement of School Philosophy

At Lamberhurst St Mary's School our values reflect our commitment to love and accept all and that all may flourish. Children are provided with high quality learning opportunities so that each child attains and achieves all that they are able to. Everyone in our school is important and included. We promote an ethos of care and doing what is right, where every member of our school community feels that they truly belong and are valued. We work hard to ensure there are no invisible children here, recognising everyone's uniqueness and success. We are a happy, tolerant and inclusive school. Our strategy for remote learning continues this.

2. Aims

The DfE Guidance for full opening: schools states that on schools' return in September 2020, parents have a duty to ensure their child attends school regularly. Furthermore, where a child is unable to attend school because they are complying with clinical or public health advice schools are expected to immediately offer that child access to remote education and the absence will not be penalised. All other children must attend school.

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including. SEND) who are not in school the through use of quality online and offline resources and teaching videos

- Provide clear expectations for members of the school community with regards to delivery high quality interactive remote learning

- Include continuous delivery of the school curriculum, as well as support of health and well-being and parent support

- Consider continued education for staff and parents (including their personal development, monitoring and home/school engagement)

- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

This Remote Education Policy applies to the following:

- A child (and their siblings if they are also attending Lamberhurst St Mary's School) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

- Multiple bubbles or the whole school is not permitted to attend school because of a wider outbreak of Covid-19 in the school.

The provision of remote learning is not a requirement for those who do not fall into these categories including non Covid-19 related illness or absence. Remote learning is not an alternative to students' full time attendance at school.

Remote learning will only be shared with families when they are absent due to Covid related reasons and not to all at the start of week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online digital platform: Microsoft 365/Teams

- Use of Recorded video (or Live Video if used) for daily registration/teacher 'keep in touch', instructional videos and Collective Worship

- Phone calls home

- Printed learning packs and other physical materials such as story books and writing tools

- Third party content, currently Timestable Rockstars, Accelerated Reader, Bedrock, BBC Bitesize, Oak Academy, White Rose Maths.

5. Home and School Partnership

- Lamberhurst St Mary's School is committed to working in close partnership with families and recognises each family is unique, because of this remote learning will look different for different families in order to suit their individual needs.

- Lamberhurst St Mary's School will provide a refresher online training session and induction for parents on how to use MS Teams as appropriate and where possible, provide personalised resources.

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Lamberhurst St Mary's School will encourage children to have a regular learning routine.

- 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 and where possible using 'scheduling' on MS Teams. Should accessing work be an issue, parents should contact the school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis, including providing access to technology.

- We would also encourage parents to encourage a healthy and balanced approach to screen time, using technology for learning and for leisure.

- All children sign an 'Acceptable Use Policy' at school which includes online rules which apply when children are working on computers at home.

- We recognise that some pupils may not have suitable online access at home. Should parents or carers need information about how we can support families with lending laptops to pupils, or access to the internet via data, they should contact: secretary@lamberhurst.kent.sch.uk or call 01892 890281.

6. Roles and responsibilities

6.1 Provision: for individual children self-isolating

<u>**Teachers:**</u>

- Using MS Teams to set meaningful and ambitious work that can be accessed each day in a number of different subjects. This can be scheduled ahead of time.

- Learning tasks can be in the form of an 'e-pack' with a cross-curricular set of tasks. If a family has not access to ICT/the internet, then a physical pack of resources needs to be distributed.

- Tasks can range from previous consolidation of learning but must also include recent/current work in class.

- 'E-packs' will need to be periodically updated to refresh/update content.

- Content should ideally be presented as separate tasks on MS Teams assigned specifically to that child/children.

- Utilise/incorporate adaptive technological platforms; Bedrock, Accelerated Reader etc. Use and progress of children should be monitored regularly.

- Every opportunity should be made to utilise third party curated curriculum resources which offer learning support, e.g. BBC Bitesize, National Oak Academy, White Rose Maths.

- Children who are isolated should be given some opportunity to communicate with their teacher and there is an expectation that some learning is uploaded for the class Teacher to feedback on. Teaching Assistants will play an important role in supporting teachers with this.

- There is no expectation for teachers to be 'live teaching' or creating bespoke video learning support content for individual children unless, through communication with the parent, children are finding it difficult to engage with the learning and need additional support. In such a case a recorded learning support video can be posted on MS Teams.

<u>**Teaching Assistants:**</u>

- Teaching Assistants must be available between their normal contracted hours of work.

- 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.

- Under the direct supervision of the Class teacher, continue to carry out their normal in-school activities, supporting quality first teaching, 1-2-1 provision, target interventions etc.

- Teaching Assistants may be asked to post, respond to or feedback on learning to isolated children on MS Teams as directed by the class teacher.

- Teaching Assistants to assist teachers in the monitoring/use of adaptive technological platforms.

6.2 Provision: for whole and multiple bubbles isolating

Lamberhurst St Mary's School will provide a refresher training session and induction for new staff on how to use MS Teams as required. Given that MS Teams will also be used for homework, most staff should be able to maintain a high level of digital competence, however additional 'top-up' refreshers will be given where necessary.

In the event of a bubble isolating, teachers must be available between 9.00am-3.15pm. 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.

Teachers

- The aim will be to maintain momentum in children's learning, including the teaching of new curriculum content.

- Teachers will be setting work on MS Teams.

- Weekly/daily schedules will be shared at the beginning of the week on MS Teams

- Through MS Teams, children should be set meaningful and ambitious assignments each day in a number of different subjects

- Content should mirror our 'Curriculum Matrix' and be well-sequenced so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject.

- New content should be delivered by a teacher through high-quality curriculum resources or videos. Where learning objectives fully 'match' those of Oak National Academy's, their content should be also be used.

- Learning should cover the breadth of the subjects in the curriculum though core subjects should remain a focus.

- Every effort should be made to utilise/incorporate adaptive technological platforms, e.g. Bedrock, Accelerated Reader etc. will also be utilised. Use and progress of children should be monitored regularly.

- Teachers/TA to provide feedback on work that has been submitted (as stipulated on MS Teams assignment instructions), making sure it is clear to children/parents which assignment will require learning uploaded against. Feedback should be in line with Lamberhurst St Mary's Feedback guide – progressive and meaningful.

- Teachers should adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

- All curriculum tasks submitted by 3.30pm and teachers will comment by the end of the week.

- Keeping in touch (by phone) with children/parents who are not engaging with home learning; ascertain what challenges they are having and try and resolve and issue/or consult with the SLT to discuss alternative school intervention.

- All parent/carter emails should be addressed to Mrs Caroline Bromley, Headteacher: headteacher@lamberhurst.kent.sch.uk

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT. Any safeguarding concerns should be immediately referred to the Designated Safeguarding Lead, Mrs Caroline Bromley.

Teaching Assistants

- Teaching Assistants (TAs) must be available between their normal contracted hours of work.

- 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.

- TAs will play a key part in contributing to online learning through MS Teams. This will include:
  - Scheduling learning as directed by the class teacher
  - Completing additional resources, well being support, for example recording of reading a book to children.
  - As required, responding to children's working with feedback.

Senior Leaders

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.

- Monitoring the effectiveness of remote learning

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technician

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff with any technical issues they are experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

The SENCO

Liaising with the headteacher to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- 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 and IHPs.

- Identifying the level of support specific children need, providing specialist advice to parents, teachers and TAs.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers on MS Teams

- Seek help if they need it, from teachers

- Alert teachers if they are 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 cannot complete work via Studybugs.

- Seek help from the school if they need it

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

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.

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

7. Links with other policies and development plans

This policy is linked to our:

- Child Protection Policy

- Behaviour Policy

- Data Protection Policy and Privacy Notices

- Online safety Policy

- Acceptable Use Policies including AUP for Remote Learning

- Remote Education Provision: Information for Parents