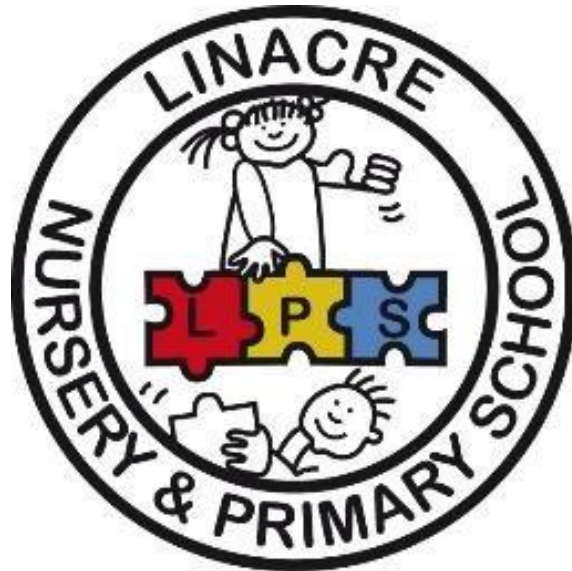


Remote and Online Learning Policy



Approved by: Governing body

Date: January 2021

Last reviewed on: 18.1.21

Next review due by:
April 2021

Contingency Plan for the education of all pupils at Linacre Primary School during Covid-19

Remote and online learning policy

Please refer to the Online learning folder that has been sent home.

Linacre Primary School recommends that where possible, families endeavour to allow children to follow their regular and familiar routines and timetables.

Linacre Primary School families should also take account of acceptable use and privacy documents in the Google Classroom folders sent home.

Intent

At Linacre Primary School we have recognised the importance of delivering high quality education during times where pupils need to work away from the school setting. We will ensure that high expectations for educating pupils are maintained including access to resources and staff support where necessary.

This policy outlines the issues that surround remote learning and how we will address them.

Aims

Minimise disruption to the delivery of the curriculum. Ensure that pupils have adequate resources and provision in order to access learning in the best way possible. Ensure that all families are supported with home learning. Ensure that stringent safeguarding measures are in place during periods of remote learning. Work hard to support pupils with mental well-being so that they remain happy and healthy. Promote online safety when using devices to protect pupils when using the internet.

Roles and Responsibilities

The Governing Body is responsible for:

- Ensure that school has rigorous risk assessments in place.
- Evaluating the effectiveness of remote learning.
- Ensuring that the school has a business continuity plan in place, where required.

The Headteacher is responsible for:

- Policies are adhered to at all times.
- Arrangements are made for assessing the risks associated with remote learning.
- Reviewing the effectiveness of home learning termly so that all pupils receive the best opportunities when learning off site.
- Ensure that the relevant resources are available to implement the policy effectively.

The Health and Safety Officer (Site Manager and compliance company) is responsible for: In collaboration with the Headteacher, Health and Safety risk assessments are completed.

- Safe systems and practice are in place to eliminate the risks associated with home learning.
- Monitor the effectiveness of Health and Safety measures by recording and reporting incidents, as well as reviewing policies and procedures annually.

The Data Protection Officer/IT Technician is responsible for:

- Ensure that parents and staff are aware of GDPR procedures.
- Where appropriate, ensure that computer software used for remote learning is GDPR compliant.
- Where appropriate, ensure that computer systems used for Home Learning are in good working order and have the relevant anti-virus and malware protection.
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

The Designated Safeguarding Lead is responsible for:

- Contact families identified as being vulnerable (Early Help, Child in Need, Child Protection or children who are looked after).
- Identify pupils who may be at risk of harm working remotely.
- During the remote learning period, attend relevant safeguarding meetings virtually where necessary. Record all safeguarding incidents via CPOMS and respond accordingly.
- Liaise with families to ensure that all vulnerable pupils are receiving the relevant support with remote learning.

The SENDCO is responsible for:

- 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 or intervention that is required while pupils with SEND learn remotely. Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Staff Members are responsible for: Adhering to the remote learning policy. Report Health and Safety concerns to SLT and the site Manager. Report Safeguarding concerns to a DSL. Report any remote learning concerns to a member of SLT. Ensure that staff continue to follow the code of conduct and act in a professional manner.

Parents are responsible for:

- Adhering to the remote learning policy.
- Ensure that pupils complete home learning 8:45am – 3:00pm to the best of their ability.
- Report any technical issues to school as soon as possible.
- Inform Class Teachers if they have been unable to complete any work.

- Continue to support school with their child's learning as set out in the school home-school agreement.

Pupils are responsible for:

- Ensure that school work is completed to the best of their ability. Follow the Linacre behavior policy and pupil code of conduct when learning online.

In the event of...

To follow, we have provided scenarios of what will happen in the event of an individual self-isolating, a bubble being sent home to self-isolate and what happens in the event of staff sickness whilst children are engaged in remote learning.

Scenario 1: In the event of an individual pupil going in self-isolation

Parent/carer calls school to notify of a child's need to self-isolate / is awaiting a test result.

Child will use paper booklets that have previously been sent home. They will also log onto Purple Mash, Timestable Rockstars and Numbots to complete relevant activities.

Scenario 2: In the event of a bubble lockdown/ self-isolation or whole school lockdown

School will inform parents of a bubble lockdown or whole school lockdown at the earliest opportunity.

Teachers will prepare work for children ready for the following school day and all subsequent week days until the bubble/ school is reopened.

All teaching and learning will move to Google Classroom*. Parents/ carers should read information set out in the Linacre Primary School online and remote learning folder. Teachers will set work daily according to the children's normal weekly timetable and follow learning described in the Linacre Primary School curriculum map. A copy of this is in the remote learning folder.

Remote online work will include:

- White Rose Maths sessions
- Purple Mash
- The Oak Academy
- BBC Bitesize
- Work booklets
- Timestable Rockstars
- Numbots
- Educational Websites
- Oxford Owl reading books

Some of the work from the above schemes may be evidenced/ recorded online (uploaded to Google Classroom), in work books (exercise books found in folders); staff may also ask for photographic evidence using a smartphone or iPad to upload images.

In addition to Purple Mash, TT Rockstars, Numbots, staff may use remote learning resources produced by subject specialist sites, Oak National Academy resources, BBC bitesize which is in line with the Linacre Primary School curriculum.

Direct teaching – Where possible, teaching staff will upload some videos to engage with pupils. An example of this might be a story or a circle time. Staff will be teaching vulnerable, SEND and pupils of critical workers so this is all dependent on how this can be managed in school time.

Teachers will set meaningful and challenging work for individuals/ groups to complete, including specific work for children with SEND.

Staff will continue to monitor how children are completing set work; where there are concerns, they will feed this back to children and may call individuals' parents to discuss ways forward.

Staff will provide some form of feedback/ contact with children on a daily basis. Not every piece of work will receive specific feedback.

*where the use of digital technology at home is a limiting factor (as identified in the surveys sent out in September), paper copy work will be produced ready for collection on a fortnightly basis. The school office will send out messages to inform parents/ carers about collection. This work will follow similar lines to online learning but will not provide direct teaching. Unless it is absolutely not possible, please try to enable you child to access remote learning online.

Scenario 3: In the event of a class teacher self- isolating (well and able to work from home), children will follow their usual timetable in school. The self- isolating class teacher will continue to support remote learning by setting tasks for other pupils in self- isolation within their year group, supporting weekly planning for the rest of the class/ year in school and setting online homework activities. Another member of staff/Supply Teacher will supervise and teach the class.

Scenario 4: In the event of a class teacher being unwell and unable to attend school/ deliver remote learning; experienced staff will support teaching and learning on behalf of the absent teacher; work will be set.

In the instance of remote learning, work will be set by phase leads and experienced Class Teachers.

If school is open, a suitably experienced adult or supply Teacher will take over classroom responsibilities.

Scenario 5: Children not engaging in home learning/In the event of a child not engaging in home learning tasks.

Staff will be checking the Google Classroom register each day. If pupils have not logged on, then a reminder text and email will be sent in the first instance. A phone call home will be made if children still not engage with online learning. In this instance, we would urge parent/carers to contact school via telephone 0151-922-1466 or email your child's class teacher using the email addresses below:

nursery@linacreprimary.net

reception@linacreprimary.net

year1@linacreprimary.net

year2@linacreprimary.net

year3@linacreprimary.net

year4@linacreprimary.net

year5@linacreprimary.net

year6@linacreprimary.net

Your child's class teacher or another appropriate member of staff will get back to you to discuss barriers to learning. There is also a Parents guide in the Home Learning folder.

If you are experiencing difficulties using the Google Classroom platform itself- please email using the above contact details and we will respond as soon as possible.

Timings and deadlines:

The mental well-being of both parent/carer and child is very important to us. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.

We expect parents/carers to continue to support their child's education at home. Google Classroom (and paper activities) can be accessed to work within family schedules and the requirements of parents and siblings to use shared technology. We will try and work with all families to encourage children to engage throughout remote learning episodes. Google Classroom activities can be completed by the child on the day, at a time suitable for the family.

Teachers will set deadlines for work to be uploaded or evidenced and we ask that parents encourage children to continually meet such deadlines so that children do not fall behind. If your child is at risk of falling behind, please contact the school.

As we work through remote and online learning together, it is likely that we will face challenges. We will continue to reflect upon practice and may make further modifications and enhancements to improve our offer.

Please keep your Google Classroom folders safe.

Useful contacts:

School office/ voicemail: 0151-922-1466

Class email addresses:

nursery@linacreprimary.net

reception@linacreprimary.net

year1@linacreprimary.net

year2@linacreprimary.net

year3@linacreprimary.net

year4@linacreprimary.net

year5@linacreprimary.net

year6@linacreprimary.net

Please telephone the school office on 0151-922-1466 and ask to speak to Mrs Pilkington, Miss Gunnion, Mrs Cliffe or Mrs Martin regarding any safeguarding concerns.