

## **Remote Learning Policy**

### **Parkgate Infants and Nursery School**

<b>Approval Date:</b>	<b>February 2021</b>
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### **Remote Learning Policy**

The Department for Education have asked all schools to have a policy in place for the provision of remote learning during the Covid 19 pandemic. This policy would be used in the event of school closure due to local or national lockdown or children are unable to attend school as their class are self-isolating.

It is accepted that this policy or remote learning will not be able to replicate learning in school.

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

Remote learning is underpinned by the expectation that learning should continue to be:

- Meaningful
- Build upon prior learning
- Scaffolded and separated into small steps.
- Include direct teaching or modelling
- Provide feedback

**The remote learning lead will be the headteacher.**

This policy is set up in 2 tiers:

- Tier 1 is to be used in the event of a whole year group needing to isolate or the closure of the whole school.
- Tier 2 is to be used in the event of an individual needing to self-isolate.

## Tier 1

When providing remote learning, teachers must be available between 8.30-3.30.

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: staff must notify the headteacher or deputy headteacher before 8am on the morning of absence by telephone the mobile phone of the headteacher or deputy headteacher.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will be expected to set work for **all** pupils in their class that they teach.
  - The class teacher will continue to provide work so that the current curriculum can be maintained (including the teaching of new learning).
  - Staff will provide parents with a suggested timetable for how work can be structured throughout the day.
  - In Key stage 1 daily English and Mathematics learning will be provided. They will also provide learning daily for foundation subjects. If children are still receiving phonics teaching then a phonics learning will also need to be provided.
  - In the EYFS learning should cover all the 7 areas of learning alongside phonics learning. Children should also receive daily phonics teaching.
  - All children should be provided with weekly guided reading learning.
  - Children should receive daily input from their teacher- teachers will use a range of high quality online and offline resources. Lessons may be provided on the Oak Academy (our current curriculum has been mapped to the Oak Academy resources). We may also use other quality online resources e.g. for the teaching of phonics we will utilise lessons on the YouTube channel 'letters and sounds for home and school'. We may record some lessons to be uploaded for children or provide voice recording over PowerPoint slides. Teachers will not provide live lessons.
  - Work must be uploaded onto the digital platform by 3pm on the day before it is needed.
  - Our digital platform will be Seesaw. In Nursery staff will continue to use Tapestry. Staff will receive appropriate training in using these platforms.
  - Teachers will co-ordinate with their year group partner to ensure consistency in planning.
  - Teachers will also be allocating weekly online reading books using Rising Stars.
- Providing feedback on work:

- o Parents will be expected to upload either photographs or videos of pupils work onto the digital platform used for their key stage, **by the end of the day that the activity is set for**, so that the teacher can monitor their progress.
- o Teachers will provide some regular feedback, using the digital platform used for their key stage. Teachers will not provide live feedback and feedback will not be provided daily. Teachers will follow the school policy for marking which states that children will receive feedback at least once a week.
- o **Teachers will host a weekly conferencing session. The session will be a zoom meeting and is an opportunity for staff and children to reflect on their learning and to discuss next steps.**
- o Teachers will continue to encourage children to self-reflect on their work e.g. sharing examples of good work with the class with pupils/parents permission.
- o Teachers will only provide feedback between 8.30 and 3.30.
- o Teachers will use the feedback that they get from children/parents to alter the pace or pitch of the work being set.
- Keeping in touch with pupils who aren't in school and their parents:
  - o **Parents should contact teachers through Seesaw.**
  - o School staff will not answer messages outside of 8.30-3.30.
  - o Complaints should always be shared with the headteacher. If staff have any safeguarding concerns please refer to the safeguarding section in this policy.
  - o If children are regularly failing to complete work then this should be referred to the headteacher. The headteacher will contact parents directly.
- Assemblies
  - o The headteacher will record weekly assemblies which will be shared with parents for children to watch at home.

If teachers are also be working in school e.g. teaching the children of key workers, then work will be set by the class teacher in the alternative class. Feedback will not be provided during these days.

If staff are absent then work will be provided by their year group partner teacher.

## **Tier 2**

If an individual pupil is asked to self-isolate then work will be set by the class teacher. At Parkgate Infants and Nursery we aware that providing work for individual children who are self-isolating alongside teachers classroom expectations can pose unnecessary pressure on staff working hours. Tier 2 work will therefore be proportionate.

- Setting work
  - The class teacher will provide the pupil with work for a week using the school format (see appendix). Work will be shared with parents using the digital platform- Seesaw.
  - The work set will follow the school curriculum being taught in school.
  - In Key stage 1 daily English and Mathematics learning. They will also provide learning daily for foundation subjects. If children are still receiving phonics teaching then a phonics learning will also need to be provided.
  - In the EYFS learning should cover all the 7 areas of learning alongside phonics learning.
- Providing feedback on work:
  - Parents will be expected to upload the children's work to the digital platform.
  - Teachers will provide some feedback on work on a weekly basis.
  - Teachers will continue to encourage children to self-reflect on their work e.g. sharing examples of good work with the class with pupils/parents permission.
- Keeping in touch with pupils who aren't in school and their parents:
  - Parents should contact teachers through Seesaw.

## **Safeguarding**

### **a. Designated safeguarding lead/ Safeguarding**

The DSL/DSP is Gwyn Pritchard and the deputy DSL/DSP is Emma McCarthy. Staff should contact the DSP if they have any concerns by telephone.

Any specific safeguarding arrangements during the Covid-19 pandemic are detailed in the child protection policy.

## **Data protection**

### **a. Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- Only use the secure device provided by the school.
- Staff will ensure that when they have finished work that any platforms or software is closed and the computer shut down.
- Staff must ensure that no one else in their household is able to access personal data.

### **b. Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### **c. Keeping devices secure**

These tips are based on our article on the [GDPR and remote learning](#). Staff should also refer to our e-safety policy.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

### **Home Contact**

We will not be seeing most of our children, therefore it is expected that we have daily contact. The following process must be followed for all children:

**Day 1:** At the start of each day teachers will ensure that all Seesaw posts are approved from the previous day/s. Staff will record on the spreadsheet those children who did not post work and will telephone to check that children are safe and to investigate the reasons for not accessing work.

If staff are not able to make contact this will be recorded and passed onto a member of SLT who will telephone on **day 2**. If SLT are not able to make contact then this will be recorded on the spreadsheet.

If no contact is made on **day 3** then a member of SLT (alongside another member of staff for safety) will visit the home to check that children are safe. If parents do not

answer the door then a member of SLT will contact any relevant agencies e.g. police to carry out a welfare check or social services.

If staff give packs to children who do not have access to devices, staff will telephone throughout the week to check on progress.

When using their own mobiles or home phones, staff must ensure their numbers are not visible.

Families of children on the SEND register may also be contacted by our school INCO Mrs McCarthy to ensure that they were able to access the learning provided.

Records of levels of engagement (learning received, attendance at zoom meetings and weekly calls) will be maintained by the class teacher and monitored by the SLT.

The following RAG Criteria will be used when completing the spreadsheet:

	Red	Amber	Green
Learning Received	No learning has been received for that day.	Learning received but not all work completed	All work completed and received.
Attendance at zoom Meetings	Not attended	n/a	Attended

Example of Spreadsheet used:

	Monday	Tuesday	Wednesday	Thursday	Friday	Attended Zoom
Fred	MM- No, SLT in-GP	GP- No	SLT Home-No			

If a teacher makes a call their initials should be used along with the outcome, if no then record **SLT in-** and the initials of the member of SLT informed. If SLT carry out a home visit then this will be recorded at **SLT Home:** followed by their initials and yes or no.

The teacher will continue to RAG rate the children daily even when it has been passed to SLT.

If children are in school then staff should just record In.

If a member of staff has concerns about a child or family, these will be shared with the Designated Safeguarding Lead without delay and the usual safeguarding protocols will be followed.

### **Access to Technology**

Almost all remote learning uses digital technology. Parkgate Infants and Nursery is aware that some parents will not be able to access a computer or the internet. We are also aware that some parents do not have the IT skills to be able to support learning using a digital platform. We will be surveying and supporting parents as needed.

If children are unable to access our digital platforms, even after school have supported, then paper copies of work will be provided which should be accessed via the school office. Packs will be made available from Monday morning for parents to collect.