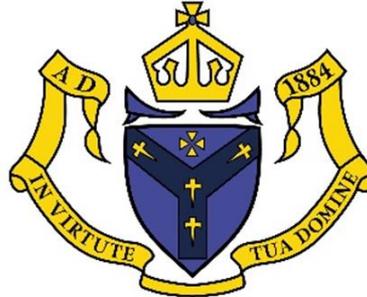




# Sissinghurst VA Church of England Primary School

*Enjoy, Achieve and Celebrate Together in Faith*



The Governors and Staff of Sissinghurst (VA) Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future. We are dedicated to providing an education of the highest quality within the context of Christian belief and practice. Our Christian values of:

Kindness Forgiveness Courage Service

underpin all our policies. We actively reject any form of discrimination.

Policy Title:	<b>Remote Learning POLICY</b>
Date:	<b>May 2023</b>
Review Date:	<b>May 2026</b>
Reviewed by:	
Approved by:	

## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	6
5. Safeguarding .....	6
6. Monitoring arrangements .....	6
7. Links with other policies .....	6

---

### 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school due to Covid reasons
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

### Who is this policy applicable to?

This Remote Education Policy applies to the following:

- A child 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. If families are isolating then work will be assigned to them through Google Classrooms on the tab entitled **Remote learning for Isolating Children** the school will endeavor to provide work as soon as possible and always within three days of reported Covid absence.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.15pm , or according to their contractual arrangement with the HT.

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 by notifying the DHT Mrs Desai and Mrs S Branson (SBM) by 7:00am.

When providing remote learning, teachers are responsible for:

- Using Google Classroom to set meaningful and ambitious work that can be accessed each day in a number of different subjects.
- Teachers will upload 3 week blocks of learning presented on a grid outlining daily tasks for English, Maths and a foundation subject.(E-packs)
- To include a timetable for weekly learning and suggestion of daily learning routine.
- Teachers will demarcate 1 task per day that should be submitted by pupils on Google Classroom for progress and tracking purposes.
- Learning tasks can be in the form of an 'e-pack' with a cross curricular set of tasks. If a family has no access to ICT/Internet, then a physical pack of resources will 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, normally packs will be refreshed every three weeks to reflect in class content.
- Teachers will incorporate the use of adaptive technological platforms. 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 - eg National Oak Academy.
- Children isolated should be given some opportunity to communicate with their teacher and there is an expectation that some learning, as a guide one piece of learning each day which will be identified on the 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 although prerecorded videos maybe included as part of remote learning planning.

➤ Keeping in touch with pupils who aren't in school and their parents

- Teachers or Teaching assistants should conduct a weekly "check in" meeting via ZOOM or google meet with isolating children. This is an opportunity for children to reconnect and share their learning.
- Teachers will communicate with parents using the office email/studybugs as an arbitrator. Teachers will respond to parental communication within working hours of 8.30am and 3.15pm and aim to respond to any parental contact within 48hours.
- Teachers should direct any parental complaints or concerns to a member of the SLT who will respond to the parent within 48hours.
- Teachers will record participation using work assigned on Google Classroom. A child who has not submitted a piece of work for 2 days or more will trigger a phone call to parents from the class teacher.
- Attending virtual meetings with staff, parents and pupils
  - Usual dress code as outlined in the school code of conduct document should be adhered to.
  - Appropriate location e.g. avoid areas with background noise, nothing inappropriate in the background.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 am and 3.15pm or according to their contractual arrangement with the HT.

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:

- Maintaining classwork on the Google Classroom platform
- Providing feedback on assignments, with guidance and support of the Class Teacher
- Administration tasks such as marking spelling tests, times table tests and keeping records of pupil participation.

### › Keeping in touch with pupils who aren't in school and their parents

- Teachers or Teaching assistants should conduct a weekly "check in" meeting via ZOOM or Google Meet with isolating children. This is an opportunity for children to reconnect and share their learning.
- Teachers will communicate with parents using the office email/studybugs as an arbitrator. Teachers will respond to parental communication within working hours of 8.30am and 3.15pm and aim to respond to any parental contact within 48hours.
- Teachers should direct any parental complaints or concerns to a member of the SLT who will respond to the parent within 48hours.
- Teachers will record participation using work assigned on Google Classroom. A child who has not submitted a piece of work for 2 days or more will trigger a phone call to parents from the class teacher.

### › Attending virtual meetings with staff, parents and pupils

- Usual dress code as outlined in the school code of conduct document should be adhered to.
- Appropriate location e.g. avoid areas with background noise, nothing inappropriate in the background.

## 2.4 Designated safeguarding lead(s)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy or contact the office or [headteacher@sissinghurst.kent.sch.uk](mailto:headteacher@sissinghurst.kent.sch.uk)

## 2.5 Home and School Partnership (Parents and School staff)

### Home and School Partnership

Sissinghurst Primary is committed to working in close partnership with families.

- Sissinghurst will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible, provide resources.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. We will encourage children to have a regular learning routine and will put a suggestion for this on the Google Classroom.

- 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 Google Classroom. Should accessing work be an issue, parents should contact 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 will sign an 'Acceptable Use Policy' at school which includes online rules and this applies when children are working on computers at home.
- School will attempt to provide access to a lap top on loan if this is necessary to allow access to remote learning.

#### **Staff can expect pupils learning remotely to:**

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › In the case of a whole bubble or school lockdown, pupils will attend daily collective worship over Zoom/Google Meet where provided and the weekly ZOOM/Google Meet check in session with the Class Teacher/Teaching Assistant
- › Seek help if they need it, from teachers or teaching assistants
- › 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

### **2.6 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

### **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – contact a member of the SLT (S Desai, A Wolfe or S Holman)
- › Issues with behaviour – contact a member of the SLT
- › Issues with IT – contact Perry Everard, IT manager

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work

- 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
- Assisting pupils and parents with accessing the internet or devices, through the Computing Leader Mr P Boyles

- Issues with their own workload or wellbeing (staff)– contact your line manager
- Concerns about data protection – contact the Headteacher
- Concerns about safeguarding – contact one of the DSLs, S Holman, A Wolfe, J Ridgway or S Desai
- Concerns about SEND contact the SENCO - Mrs A Wolfe

## The SENCO

The SENCO is responsible for liaising with the ICT technicians 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 teaching assistants.

## 4. Data protection

Please see the Acceptable Use Policy and for specific information about Data Protection within Google Classrooms follow the following link:

[https://edu.google.com/intl/en\\_uk/why-google/privacy-security/](https://edu.google.com/intl/en_uk/why-google/privacy-security/)

## 5. Safeguarding

If a member of staff, parent or child has a safeguarding concern they should follow the flow-chart of actions as outlined in the Child Protection policy and contact the DSL S Holman, S Desai, J Ridgway or A Wolfe

## 6. Monitoring arrangements

This policy will be reviewed every 3 years or as required.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Coronavirus Risk Assessment document
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy