The Beeches Primary School Remote Learning Policy

1. Aims

This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of a bubble
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of pupils' wellbeing
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that pupils engage in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

- Children who are 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. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school
- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.

3. Resources

Resources to deliver this Remote Education Plan include :

- Online tools/school subscriptions for EYFS/KS1/KS2/KS3: Zoom, Maths No Problem, Cornerstones, Expresso, Bug Club, PIXL, AR reader, Times Tables Rockstars, Storytime Phonics, Oak Academy (free to all), Twinkl, Tapestry and Seesaw.
- Staff CPD – airhead - Flightdecks - Contains all uploading instructions and videos
- Information for parents – located on the school website and by the school email managed by c.wass@beeches.peterborough.sch.uk

- Use of Recorded video (or Live Video if used) for Start Day registration, instructional videos and assemblies
- Printed learning packs – these should be distributed in advance, when a lockdown is announced and child leave school, if possible, or for collection by parents. These should focus on practice rather than new knowledge, and be may include reading books workbooks, exercise books and stationery.
- Other physical learning materials, manipulatives for mathematics, or as part of a plan for SEND pupils.

An example of Home Learning can be found HERE.

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study a broad range of subjects, including the full national curriculum, RSE and RE.
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning via daily video lessons and feedback from staff.
- Those who cannot attend school will access similar learning to that which their bubble is completing within school.
- Activities will be varied and not solely consist of 'screen time'; for example: Art and daily PE exercises, as well as the Cornerstones Creative Home Learning.
- Teachers will have access to a wide variety of resources to share remotely as outlined above.
- Resources will be quality assured by subject and senior leaders.
- Staff will have the training they need to provide online learning safely.
- All pupils will have access to the resources they need to learn. We will ensure this by providing laptops and web access for those in need, through the DFE distribution system, and sending home books and stationery.
- Teachers will communicate the purpose of activities and their success criteria for pupils through video introduction to each activity. These may be recordings of other teachers, not necessarily the child's class teacher.
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by using in school chrome books.
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by providing access and learnings materials for all. **The SENCO will** 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.
- COVID catch-up funding will be used effectively to implement this policy and to provide 1:1 tuition where necessary.
- Staff workload will be managed by ensuring good communication and regular staff well-being audits. The Headteacher, and other senior staff will ensure that staff workload is checked and reviewed. Staff will continue to access Education Support available 24/7 on 08000856148.
- Leaders will measure engagement in remote learning and use this information to review provision and make changes as necessary.

5. Working with Parents

The Beeches Primary School 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. In event of a full bubble closure, The Beeches Primary School would recommend that each 'school day' maintains structured through a daily timetable placed on the school website.

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 via office@beeches.peterborough.sch.uk. These will be discussed on case-to-case basis. The school will seek guidance from parents with regards to access to technology.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home.

6. Roles and responsibilities

Senior and subject leaders

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Lead virtual meetings to ensure consistency across the year/subject
- Monitoring the effectiveness of remote learning by regularly sampling recorded lessons, sharing good practice with staff, reviewing pupils' outcomes on Seesaw and tracking engagement through record keeping.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

- Teachers must be available from home between 8.30 and 4pm, minus 90 minutes break during the day. (see flexible working requests).
- Attend training (remotely) with the curriculum manager of the first day of closure.
- Issue a daily timetable
- Record 5 lessons daily via zoom (to be published for the following day), always including English, Maths and Class Reader

- Teachers will set work for the pupils in their classes, this may be shared across the year group where appropriate.
- Planning and resources will be monitored by team leaders in their normal role to ensure quality of teaching and learning
- Attend/Lead a daily class zoom lesson
- Complete daily phone calls, providing 'teacher time' to every child, every three days. Teaching assistant are to complete the class on other days, providing pastoral support and guidance.
- Respond to pupils work on Seesaw daily, in accordance with our marking policy.
- Organise learning packs for pupils without access to a device
- Attend CPD/Staff Meetings (remotely) as directed
- If there is a concern around the level of a pupil's engagement, the teacher should register this on My Concern (safeguarding reporting system). Pupil engagement figures should be recorded on a shared spread sheet and monitored by SLT. The school may choose to record attendance through the usual system (scholarpack).
- 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
- Team Leaders should only use info@ email address to communicate with parents. All parent/carer emails should come through the school office and/or Info account
- Emails will be checked at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the team leader/office will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
- The school will add an Autoreply to school email address, advising parents on where to access the Home Learning.
- Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the Pastoral Team through My Concern.
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view

Staff who are required to self-isolate are expected to:
- If a member of staff is able to work, they should complete their working duties from home
- If a member of staff is unwell, they should report their illness following the school absence policy

Teaching Assistants
- Teaching assistants must be available between their normal working hours. Flexible working requests must be made to SLT in the usual way. All school staff are now considered Key Workers.
- During the school day, teaching assistants should complete tasks as directed by the curriculum manager and class teacher. For one-to-one Teaching Assistants, they may also take direction from the SENCo
- Complete daily phone call for pastoral purposes
- Liaise with the class teacher to support feedback to pupils
- Prepare resources
- Support remote learning
- Report 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 using My Concern.

- Cover in other areas of the school as directed by the Headteacher or SENCOs
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues

Remote Learning/Curriculum Manager

Alongside core teaching responsibilities, the curriculum manager is responsible for:
- Co-ordinating and supporting the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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
- Edit, create, compress and publish videos through the school website
- Update the website with lesson content
- Email and communicate with parents to explain Home Learning
- Liase regularly with leaders to evaluate the impact and make improvements
- 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

Office Staff Responsibility
- Provide information for school meals for the children eligible. Liaise with the school kitchen and parents as appropriate
- Provide information for food parcels as appropriate
- Office Manager/Staff to keep regular check on school communication systems, including email
- Receive daily phone calls from parents. Deliver key messages from leaders to parents
- Complete daily DFE return
- Administration of Government distribution schemes for laptops and IT equipment.
- Continue additional office duties, such as parent pay
- Provide regular updates on the website/twitter/facebook as directed

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

The SENCO
- 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 required by pupils

The Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Technicians/CMAT

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
- Assisting pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- 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:
- Wherever possible, maintain a regular and familiar routine, making reference to the model timetable…
- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources via…
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus

- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by…or by contacting the school office via…
- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body 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. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices. Staff should continue to follow all related policies.

8. Keeping Devices Secure

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

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer through My Concern. If you are unable to contact someone and it is an urgent matter, contact a member of the senior leadership team in the usual way. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on w/b 5th October 2020. Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

Key Contact list for Safeguarding

Designated Safeguarding Lead

Helen Marsden

01733 355186

h.marsden@beeches.peterborough.sch.uk

Deputy Designated Safeguarding Lead

Abigaile Bishop

01733 209877

a.bishop@beeches.peterborough.sch.uk

Other designated Beeches staff

Abi Jacklin and Tim Smith

Safeguarding Governor

Imrana Masters

i.masters@beeches.peterborough.sch.uk

My Concern Help

Telephone: 0330 660 0767 (available during business hours)

Email: support@oneteamlogic.co.uk

Key local contacts

http://peterborough.proceduresonline.com/index.htm

Contact Centre (01733) 864170 / 864180

Out of hours (01733) 234724

Police Child Abuse Investigation Unit

(01480) 847743 or 101/999 (in an emergency)

Mash.cp@cambs.pnn.police.uk

Early Help (01733) 863649

helpwithcaf@peterborough.gov.uk

Designated Officer

Local Authority Designated Officer (LADO)

10. Expectations of staff during online meeting

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background
- Follow the Zoom Guidance Policy (Appendix 1)

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct

12. Access to a device

The school will apply for additional devices for pupils:

- without digital devices in their household
- whose only available device is a smartphone
- with a single device in their household that's being shared with more than one other family member •
  who do not have a fixed broadband connection at home

Policy Agree: 10th October 2020

Review: October 2021

Headteacher: Mr Tim Smith