



# Danby Church of England Voluntary Controlled Primary School

## Remote Learning Policy

<b>Effective Date:</b>	December 2020
<b>Date Due for Review:</b>	December 2022
<b>Approved By:</b>	The Governing Body
<b>Approval Date:</b>	26 <sup>th</sup> November 2020

**Our School is a Voluntary Controlled Church of England Primary School. As such this policy is underpinned by our Vision Statement and Core Christian Values of Respect, Trust and Friendship.**

**Our vision as a Church of England primary school, deeply rooted in a strong Christian tradition, is to be:**

***A happy and friendly learning community where everyone enjoys the opportunity to achieve their potential within a trusting Christian School.***

This policy is to support remote education during pandemic or any other time that the school may not be able to function within the school building e.g. emergency closures such as snow.

During the Covid-19 pandemic Danby CE VC Primary School may expect some disruption to school routine by individual pupil, class, part school or whole school isolation.

Danby CE VC Primary School has considered the DFE guidance for home learning and has a strategy in place to facilitate home learning if and when the need arises.

*'Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote*



*education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.'*

Danby CE VC Primary School are fully aware that these are exceptional times and would like to make it clear that this document seeks to inform and guide families. Each family is unique and because of this, should approach home learning in a way that suits their individual needs.

### **Specific Aims**

This Remote Learning Policy aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Please note that this policy has been created with regard to advice and guidance received from the Department for Education (DfE) and from Joint Unions (see links in Appendix).

### **Who is the policy applicable to?**

Pupils and families who are not able to attend or who have been asked not to attend school in person due to extenuating or emergency circumstances such as pandemic or extreme weather

In line with government guidance, pupils, staff and families should self-isolate if:

- They are displaying any [symptoms of Covid19](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- They have tested positive for Covid19
- They live with someone who has symptoms or tested positive for Covid-19.
- They have been told to self-isolate by NHS Test and Trace or the NHS Covid-19 app.

### **Roles and Responsibilities**

#### **Teachers**

In addition to their in-school work with Key Worker and eligible pupils, teachers from Danby CE VC Primary School will continue to support children that are unable to attend. Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through the use of [Google Classroom](#) for home learners. To respond, within reason, promptly to requests for support from families at home. This should be done via email. Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.



When providing remote learning, teachers must be available between 9am-3:30pm on their working days. 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 providing remote learning, teachers are responsible for:**

#### **Setting work:**

- Teachers will provide learning for their current class. Work provided must include daily Maths and English lessons plus 3 to 4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and Spelling Grammar and Punctuation lessons with also be provided lessons for both KS1 and KS2.
- Teachers will use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
- Teachers will upload weekly and daily learning using Google Classroom.
- Teachers will outline the work daily via their class stream page.

#### **Providing feedback on work**

- Pupils can send any completed work to teachers via Google Classroom or via the teacher's work email address
- Teachers can mark and return work to pupils via the comments feature.
- Teachers should mark work daily where possible and return with a comment to the pupil within 24 hours.

#### **Keeping in touch with pupils and parents**

- In the case of a national or local lockdown, Teachers will call pupils/parents every week.
- Any safeguarding or other concerns should be recorded and the Head teacher alerted.
- If there has been no communication from either a parent or child via day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by teacher/SENCO/.
- Emails received from parents and pupils are to be checked between 9am and 3:30pm, Mon- Fri.
- Teachers should respond to pupil/parent emails within 24 hours.



## **In the event of individual pupil self-isolation**

- Weekly home learning to be set via Google Classroom for all individual pupils who find themselves in isolation.
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating
- Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil and those with SEN have individual work provided.
- Lessons for these pupils come from Oak Academy and other online sources

## **Teaching assistants**

Teaching assistants must be available between 9am – 3:30pm, Mon to Fri.

During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely through google classroom
- Attending virtual meetings with teachers, parents and pupils (When requested by the SENCO)
- Making telephone contact with parents if requested to by their line manager
- Preparing any resources to support learning and for uploading as requested by their line manager

## **Subject leads**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Supporting teachers with setting relevant online learning via Google Classroom.

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school



- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Google Classroom, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

### **Pupils and parents**

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Danby CE VC Primary School would recommend that each 'school day' maintains structure. Each week/day, English, Maths and Topic will be posted on Google Classroom. Families should view this together, and then make appropriate plans to complete the work. Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email addresses; [admin@danby.n-yorks.sch.uk](mailto:admin@danby.n-yorks.sch.uk), [arose@danby.n-yorks.sch.uk](mailto:arose@danby.n-yorks.sch.uk), [f.motteu@danby.n-yorks.sch.uk](mailto:f.motteu@danby.n-yorks.sch.uk)

They should make clear which year group and subject the question relates to. 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available.

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.30pm – although they may not always be in front of a device the entire time.
- 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 to:

- Seek help from the school if they need it – staff should refer parents to the 'A guide on how to use Google Classroom' document for the Google Classroom information and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff



- Encourage their child to engage with learning on a regular basis
- Sign an agreement with the school when loaning a device or equipment
- Abide by that agreement and ensure that their children abide by that agreement

### **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 systems are appropriately secure, for both data protection and safeguarding reasons.

### **Devices and support**

In the case where a device or internet connection is unavailable, Email can also be used to send work to teachers for review and feedback and screenshots can be taken and emailed as attachments. Additionally, smartphones can be used to photograph work which is difficult to submit in other ways. Post or school drop-off points can also be considered.

- In the case a device or internet connection is not available please contact Danby CE VC Primary school on 01287 660345 or alternatively [admin@danby.n-yorks.sch.uk](mailto:admin@danby.n-yorks.sch.uk)
- If a solution can not be found or during the interim whilst the above issues are being solved, work can be provided by Email or post.

### **Data protection**

Accessing personal data:

When accessing personal data, all staff members will:

- Ensure that they use a safe non-public device
- Ensure that they log in and out securely, particularly if using a device that does not belong to the school
- Keep personal information confidential in line with the school GDPR policies



- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### **Sharing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system.

Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online and to abide by the GDPR policies held in school.

### **Keeping devices secure**

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.
- using antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates

### **Safeguarding**

Please refer to our [Child Protection and Safeguarding Policy](#). Staff monitor and report any safeguarding concerns.

Pupils are reminded that the school Behaviour Policy remains in place during distance learning. Staff abide by the Code of Conduct.

### **Monitoring arrangements**



This policy will be reviewed as and when updates to home learning are provided by the government by G. Robertson (KS1 Lead Egton on behalf of Danby and Egton). At every review, it will be approved by Mrs Orland (Headteacher) and the Governing Body.

### **Links with other policies**

This policy is linked to our:

- o [Behaviour Policy](#)
- o [Child Protection Policy](#) and [Coronavirus Addendum to our Child Protection Policy](#)
- o [E-safety Page](#)
- o [Social Networking Policy](#)

### **APPENDIX:**

Links to professional guidance, advice and support

Safeguarding and remote education during coronavirus (UK Government)

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Joint Union advice on COVID-19 (ASCL, NAHT, NEU)

<https://neu.org.uk/media/9826/view>

Coronavirus advice (NEU) Distance teaching and learning for school leaders

<https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-school-leaders>

Distance teaching and learning for primary teachers <https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-primary-teachers>

Undertaking remote teaching safely (NSPCC)

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

Safe Remote Learning advice from the PHSE Association <https://learning.naht.org.uk/news-and-opinion/news/curriculum-and-assessment-news/safe-remote-learning-in-pshe-education-advice-from-the-pshe-association>

Coronavirus: How do I home school my children (BBC)

<https://www.bbc.co.uk/news/education-52314856>