RADFORD SEMELE
CofE PRIMARY SCHOOL
A family of learners expecting the best

May we have
life to the full
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Remote Learning Policy

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Contents

1. Aims

As a family of learners expecting the best, Radford Semele C of E Primary School is committed to ensuring the continuity of education where pupils are unable to attend school. This includes periods of full or partial school closure or where pupils are in periods of self-isolation or are unable to attend school.

This policy sets out the intentions of Radford Semele C of E Primary School to ensure all children continue to receive good quality education during periods when they cannot attend school. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how Radford Semele C of E Primary School will support staff and students with the provision of remote learning.

Staff and pupils will be briefed and trained on the contents of this policy to ensure the safe continuity of education. This policy should be read alongside our data protection policy, information security policy, acceptable use of IT policy, behaviour policy and is in line with our safeguarding policies and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

1.1. Remote Education for Individual Learners

If a pupil is subject to a period of absence, and where agreed with the school, and the pupil is feeling well enough to work, the school will provide work for pupil who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the class teacher. This will be in collaboration with the pupil's parents/carers. Ways in which the continuity of education would work in these circumstances are as follows:

- Class teacher providing work via email for the individual(s) to complete in a number of different subjects.
- Sharing of learning resources used to assist with the individuals learning.
- Feedback provided to learners on any submitted work.
- Ability to ask teachers questions via school email or by calling the school.
- Staff will ensure they communicate with individual learners at least once a fortnight, either by email or by a phone call to home.

1.2. Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Replicate the classroom experience so far as is possible by delivering some pre-recorded lessons via the class page.

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- Regular setting of work by teaching staff on the class page to ensure learners have meaningful work each day in a number of different subjects.
- The ability for learners to ask staff questions (via email or by calling the school).
- Completion of work by learners and submitting online via email (or via the submission function within Evidence Me for Reception).
- The assessment of work/assignments that are submitted to teachers with feedback provided to learners via email or Evidence Me for Reception.
- Staff will communicate with learners via email or by phone at least once a fortnight.

1.3 Live Sessions

Live sessions are a useful way to maintain social relationships between the children as well as provide a way to keep in contact for staff and children. Although live lessons will not take place, in the event of a full school closure for an extended period of time optional live class assemblies will take place. Microsoft Teams will be used for these sessions, with parents receiving a link to a private meeting.

Radford Semele C of E Primary School has consulted with the school's Data Protection Officer to ensure GDPR compliance.

Pupils may be muted on entry to the meeting. At points where children are asked to participate, the class teacher will invite them to unmute their microphones. Use of camera and microphone is optional and parents may choose for their child to attend but not appear or speak in the meeting. Optional class meetings will have two staff members present in the room.

2.Roles and Responsibilities

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taking in accordance with appropriate policy listed in Section 1.

2.1. Expectations of Parents/Carers and Pupils

- Pupils will be expected to engage in lessons and complete tasks promptly. Pupils who are unable to complete tasks will need to follow the usual absence reporting procedure.
- Pupils should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents/carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required.
- Parents/carers and/or pupils must seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them by contacting their class teacher via email or by calling the school.

- Parents must make the school aware if their child is sick or for any other reason their child cannot complete the work.
- Parents must respectful that staff will work their usual working hours (8:30am-4:00pm) and thus on weekends and evenings may not respond to communication.
- Parents and pupils must not record the lessons on any device as this would contravene the school's Safeguarding policy for all children.
- Examples of work completed must be emailed to the class teacher or submitted using the submission facility within Evidence Me for Reception by the date set. Pupils can contact their class teachers if they have any difficulty with this.
- Guidance on using Evidence Me can be found in Appendix 2 for parents and pupils.

2.2. Expectations of Teaching Staff

- Staff will only use school devices for the purposes of remote education.
- Staff will record the length, time, date and attendance of any sessions held.
- Staff are responsible for planning and teaching a well sequenced curriculum as guided by the senior leadership team.
- Staff will set assignments and clearly identify submission dates.
- Staff will gauge how well learners are progressing by assessing submitted work.
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand.
- Staff will provide hard copies of resources to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate in accordance with the individual learner's needs.
- Staff will provide feedback to pupils in a timely manner.
- Staff will communicate via email, or where appropriate via phone call, with students to check how they are coping. This will be at least once per fortnight.
- Staff are responsible for delivering and recording virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will ensure they use a quiet or private room or area to talk to pupils, parents or carers, where appropriate.
- When broadcasting a lesson or making a recording, staff will ensure that the background environment used is appropriate or where possible blur it.
- Staff will discuss how they will provide pastoral care with a member of the SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.

2.3. Expectations of Senior Leadership Team (SLT)

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- SLT will monitor the effectiveness of remote learning through regular meetings with teachers and phase leaders, reviewing work set or reaching out for feedback from pupils and parents.

- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary.
- SLT will ensure that the workload of staff is manageable by providing a range of bespoke resources and support.
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning.
- SLT will ensure that the school's reporting procedures are communicated to pupils, parents, staff and carers so that any safeguarding concerns can be raised effectively.
- SLT will need to discuss and approve any steps to be taken with the provision of pastoral care, which may involve the need to meet with pupils on a 1:1 basis.
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitable and effective.

3. Support for Individuals

All staff will receive training on how to use Microsoft Teams with Reception staff also receiving training on how to use Evidence Me. This will be regularly reviewed and refreshed as appropriate.

Parents/carers will be provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides if required. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons will be delivered. Radford Semele C of E Primary School will ensure there is regular communications with parents/carers.

Radford Semele C of E Primary School will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are unable to engage in online lessons due to having access to shared devices, plans will be made to ensure the student can access the same learning materials at a different time of convenience.

Where students do not have access to a device, Radford Semele C of E Primary School will look to provide devices suitable for participating in remote education. Where it is not possible to provide support with obtaining access to a suitable device, Radford Semele C of E Primary School will provide hard copies of materials and ensure they regularly communicate with individual students and their parents/carers to assist with the student's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN pupils, we will do so

with consideration by discussion with, and approval from, a member of the SLT, and where appropriate, include an additional member of staff or a parent in the meeting.

4. Data Protection, Information Security and Online Safety

When engaging a third-party data processor to provide us with a platform to deliver remote education, Radford Semele C of E Primary School will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk.
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, Radford Semele C of E Primary School shall:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.
- Ensure all staff are up to date with data protection training.

When implementing a platform where students are required to engage in online activities, Radford Semele C of E Primary School will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who will be engaging with pupils online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Review privacy settings of all platforms used for online teaching (e.g. Microsoft Teams) to ensure children are not placed at risk.
- If uploading information to an open cloud-based system, we will ensure no personal information that identifies individuals is included.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.

5. Review

Appendix 1 - User Guides for Parents/Pupils

School Website

When there is a period of whole school or class closure parents can find home learning for their child via the home learning tab on the relevant class page. From there, they should look for the current week and access work for each subject. Lessons will be provided through presentations and pre-recorded videos. Resources will be provided in PDF form with explanations.

Microsoft Teams

Where applicable (e.g. optional live class assemblies), parents will be sent details of how to access a private scheduled meeting. Children do not need to have their camera or microphone on if parents would prefer they didn't. Parents should, however, make sure that they are present with their child. The children may be asked to unmute themselves when it is their turn to talk – parents may need to help with this. Parents must make sure that they are not recording any meetings that take place.

Evidence Me

Parents will need to download the Evidence Me app to enable them to view and submit evidence of their children learning, as well as send and receive messages and feedback to and from teachers. Parents and teachers can share photos and text through the app and will only be able to view information about their own child.

School Website

Work and adapted tasks, along with videos, will be uploaded on class pages for children not at school. Please make sure resources are in PDF form to be accessible for parents.

Microsoft Teams

For optional Microsoft Teams sessions, ensure that the details are sent via email to parents and the waiting room is enabled to keep children safe. Please also ensure permissions are limited e.g. share screen, chat. You may wish to mute children at times. Two staff members should be present during class assemblies.

Evidence Me

Evidence Me is used to gather evidence of children learning in school daily. Teachers should ensure that all parents and carers have a login and understand how to use the app in case of school closure and it is necessary for remote learning to take place.