



## Remote Learning Policy

Statutory Policy	Yes	
Published on Website	Yes	
Policy Ownership	Head Teacher	Yes
	Finance & Premises Committee	No
	Quality & Standards Committee	Yes
	Full Governing Board	Yes
Implementation Date	October 2020	
Review Period	Annually	
Planned Review Date	October 2021	

**To be read in conjunction with the Remote Learning Procedures document**

## Introduction

During this period of long term closure, staff at Greatworth Primary School will continue to provide education and support to our children using remote learning. All learning will be conducted using the Class Blogs (accessed via the website) and Office 365. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

## Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides.

- parents may be trying to work from home so access to technology as a family may be limited
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation
- teachers may be trying to manage their home situation and the learning of their own children
- systems may not always function as they should
- an understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

## Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, we do expect that the work children engage in during a period of closure will be part of our current planning and so **cannot be considered as optional**. Children and parents should consider the arrangements as set out in this document as highly recommended.

## Teaching Staff will:

- try to match the work to your child's abilities wherever possible, sometimes this will prove to be difficult as teachers often give additional support to pupils during a lesson
- be completing professional learning task so will not always be able to respond immediately to pupils
- share teaching and activities with their class through the class blogs and Office 365 Teams apps
- continue teaching in line with current, extensive planning that is already in place throughout the school

- accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Keep in contact with children through Parentmail, Class blog and Office 365 Teams apps only
- reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am - 3pm
- allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways
- take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development
- if unwell themselves, be covered by another staff member for the sharing of activities
- follow up of messages on the Office 365 Teams apps during this time will not be undertaken until the teacher is fit to work

**Children will:**

- need to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities
- only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly
- only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that
- read daily, either independently or with an adult

**Parents will:**

- support their child's learning to the best of their ability
- encourage their child to access and engage with Class blog or Office 365 Teams posts from their teacher
- refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the class blog or Office Team 365 apps
- know they can continue to contact their class teacher as normal through the class blog or Office 365 Teams apps if they require support of any kind
- check their child's completed work each day and encourage the progress that is being made
- be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax

**Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

### **Data protection**

When accessing personal data, all staff members will only use their official school email account and connect to the school network using their school laptop only. Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

### **Keeping devices secure**

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates.

### **Monitoring arrangements**

This policy will be reviewed by the Leadership Team as and when updates to home learning are provided by the government.

### **Links with other policies**

This policy is linked to our:

- Behaviour for Learning policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

### **Copyright Law**

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials parents must note that resources are for viewing online only on our secure class teams. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.