ENGLEFIELD CE PRIMARY SCHOOL
Remote Learning Policy

Sowing the seeds for a flourishing future

Aims
This policy aims to:

- Outline the school's approach to educating pupils who will not be attending school as a result of government guidance or long term medical absence that does not impact their ability to learn.

- 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 who aren't in school, including those with SEND, 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

- Ensure continuous delivery of the school's broad curriculum, as well as support of pupils' well-being

- 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

Resources
Resources to deliver this Remote Learning Policy include:

- Our online platform: Microsoft Teams

- Staff training with Microsoft Teams, and other useful APPs and websites for teaching other areas of the curriculum e.g. remote music

- Information for parents

- Printed learning packs for any pupil who doesn't have access to technology or a printer at home, or is not able to access mainstream online learning

- Books and other physical learning material as required

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

- Pupils will study a broad range of subjects, including PE, History, Geography and Art

- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning

- Activities will be varied and not solely consist of 'screen time', for example science investigations, maths games and PE

- Teachers will have access to a wide variety of resources to share remotely, such as My Letters and Sounds, Oak Academy, White Rose Maths, Charanga, Purple Mash, Language Angels, BBC Bitesize

- Staff will have the training they need to provide online learning safely, including small group Microsoft Teams tuition as well as easy to follow handouts

- All pupils will have access to the resources they need to learn

- Where necessary, teachers will prepare video clips which will communicate the purpose of activities for pupils to ensure that they understand what they are learning and how they can be successful

- SEND will not be a barrier to accessing the curriculum at home because the school will work in partnership with families with regular communication and bespoke support for each targeted pupil

- In the event of a Lockdown, staff workload will be managed by regular communication with the SLT

Working with Parents

We are committed to working in close partnership with families and providing remote learning in different ways when necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

- We will provide guidance to parents on how to use Microsoft Teams, including their child's log-in information.

- Resources will be shared with pupils and parents via all of our media outlets, such as the school website, emails and on Microsoft Teams.

- We would encourage parents to support their children's work and to establish a routine based around the school day wherever possible.

- Should parents be unable to access online work for any reason, they should contact the school office as quickly as possible so that other arrangements can be made to support them.

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

Roles and responsibilities

Senior Leaders

Alongside any teaching responsibilities, subject leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement

- Leading virtual meetings during Lockdowns to ensure consistency across the school.

- Monitoring the effectiveness of remote learning, including by using pupil voice, auditing the work online and the resources produced for pupils.

- 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

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers
- Teachers will be provided with the necessary training on how to use Microsoft Teams.

- When providing remote learning during a Lockdown, teachers must be available during usual teaching hours and working days.

- Teachers unable to work for any reason during this time should contact the Headteacher and Team Leaders to ensure their classes are taught by other suitable teacher colleagues.

- When providing remote learning, teachers are responsible for:
  - Setting work to cover the agreed timetable
  - Providing appropriate resources to support pupils' learning
  - Providing feedback on work
  - Keeping in touch with pupils who aren't in school
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- Teachers are expected to make weekly contact, via emails, phone calls or through Microsoft Teams.

- If there is a concern around the level of a pupil's engagement, the teacher should ring a parent.

- Teachers should only use the school office email address or their school email address to communicate with parents and pupils. Parents and carers should use the office email account office@englefield.w-berks.sch.uk

- Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours.

- Where a family displays difficult behaviour or is unable or unwilling to engage, teachers will contact the SENCO or the Headteacher.

- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view

Teaching Assistants
In the event of a Lockdown, Teaching Assistants must be available during their usual working hours. If they are 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.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT or their class teacher. The following tasks/roles are examples and do not constitute an exhaustive list:

- Assist the class teacher with supporting pupils

- Prepare home learning resources

- Undertake remote and/or online CPD training

- Attend virtual meetings with colleagues

- Communicate with parents and link pupils

- Complete work that accords with school improvement priorities

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 SENDCo
The SENDCo is responsible for:

- Ensuring that pupils with EHCPs continue to have their needs met while learning remotely, and will liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.

- Identifying the level of support required by pupils

IT Support
Our IT Support (Inspired ICT) 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:

- 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.

- Support their children in their reading as far as they are able, so that they continue to read their home reading book. The school will a run book exchange programme for pupils, which will be delivered to each home as required. Please contact the school for more information through the school office.

- 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 Microsoft Teams or by contacting the school office via our email address: office@englefield.w-berks.sch.uk

- Be respectful when making any concerns or complaints 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

- Ensuring staff workload is managed by Senior Leaders

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.

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

- Installing updates to ensure that the operating system remains up to date

- Ensuring that anti-virus and anti-spyware software is up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a designated safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the Senior Leadership Team. All safeguarding policies and procedures continue to apply.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings
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

11. Links with other policies and development plans
This policy is linked to our:
Child Protection and Safeguarding Policy
Positive Behaviour for Learning Policy
Data protection policy and privacy notices
Online safety acceptable use policy

Management of Policy

School:	This policy is implemented and managed by the Headteacher and all school teaching staff.
Governing Body:	The Governing Body (led by the Development Committee) will monitor, review and update this policy.
Review:	This policy will be reviewed in accordance with the agreed cycle of review or whenever there is a need to comply with new legislation or codes of practice, new initiatives, changes in the curriculum, developments in technology or changes to the physical environment of the school.
Approved:	**Spring 2025**
Next Review:	**Spring 2027**