



Remote Learning Policy



Review Date: September 2020

Next Review: September 2021 or when necessary



This policy is underpinned by Newton on Trent Church of England School's core Christian values of Love, Kindness, Peace, Courage, Respect and Honesty. The education, security, safety and well-being of our children, in line with our core values, is of the upmost importance to all stakeholders of Newton on Trent Church of England School. As a school, we understand the importance of continuing the education of our children remotely when absence arises due to self-isolation and school closures. This policy lays out the organisation of this remote learning and how we maintain a safe, secure environment where the quality of education can be maintained and the safeguarding of our children remaining at the forefront.

Remote Learning at Newton

Remote learning at Newton will involve a mixture of independent tasks, pre-recorded videos and live virtual lessons and will be delivered through Google Classroom. This is to ensure that children are given a variety of teaching and learning opportunities as they would in class. Regular virtual learning sessions throughout the day will allow children to access live feedback on tasks undertaken but also to maintain a high level of wellbeing for all children in school.

The remote learning policy will be triggered when children are unable to attend school due to shielding, closure of school bubbles, national lockdowns or self-isolation in relation to the pandemic.

Newton on Trent Church of England Primary School understands the importance of high-quality remote learning opportunities, a high standard of communication with pupils and their families and a commitment to ensure the highest quality of education for our pupil regardless of the circumstances. We commit to offer at the very least the following to children and our families:

- At least 3 hours of remote learning material for all EYFS and Key Stage One pupils.
- At least 4 hours of remote learning material for all Key Stage Two pupils.
- Each element of learning set for children will be sequential and ensure children progress through a set of skills. Instructions (whether live or via work set) will offer clarity of what needs to be achieved and for younger children offer enough instruction for parents to enable them to understand fully what their child needs to achieve.
- Offer remote learning through a digital platform (Google Classroom) that is consistently used across the school. This platform will be monitored by Senior Staff to ensure the quality of learning is appropriate and to a high standard.
- Overcome barriers to access to remote learning by distributing school owned devices ensuring they are signed out by parents. We will also use support from the DFE to offer additional devices to those who need it.
- Offer printed versions of learning for all children without internet access. Additional care calls will be made to offer children feedback on their completed learning in these cases.
- Ensure all children have access to resources to complete learning through school packs and additional resources sent when requested. Through care calls, we will ensure children are supported with new or different resources to aid them in completing learning they are finding more difficult if required.
- We will ensure engagement in all remote learning by pupils is tracked. Any pupils struggling with engaging in remote learning, may be considered as falling within the vulnerable category. This will be assessed on an individual basis and will take other contributing factors into

account. The decision will be made at the discretion of the Senior Leadership Team and the decision will be made in the best interest of the child/ren and their families.

- Care calls will happen on a weekly basis to check in with families and their circumstances. Engagement in remote learning will be supported as much as possible. Care calls will be used to check in on all families and their current needs. In line with our Church School Vision, every effort will be made to ensure our children and families are supported in everyway we can include but not exclusive to remote learning.
- Aimee Riley will have overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.
- Aimee Riley will ensure that information regarding remote education will be published on our website for parents to view.

Children with Special Educational Needs and Disabilities

Newton on Trent Church of England Primary School recognises its legal and moral obligation to meet the needs of all of our children regardless of ability or need and takes this very seriously. Additional support for children with recognised Special Education Needs and Disabilities and/or in receipt of an Education, Health and Care Plan will be offered through increased contact, additional interventions and live tutor session and if they fall into the vulnerable category, a place will be offered at school. We will work closely with families to decide on the best course of action for these children to ensure they are supported to make the progress they required. This will be on a case by case basis and not a one size fits all approach.

Live Sessions

In the event of a bubble closure or if school is closed to all but vulnerable and key worker children, remote learning will be made available for all pupils who are not attending school. This will be set immediately and without delay so there are no gaps in children's learning. The following times will be assigned for live teaching.

9.00-9.30-Birch Class

9.30-10.00-Oak Class

10.00-11.00-Ash Class

11.00-12.00-Holly Class

12.45-1.45-EYFS and Key Stage One

1.45-2.45-Key Stage Two

These sessions have been made explicit and staggered to ensure that families with siblings have enough technology at home to attend live sessions. The decision to not offer live sessions for every school session is to ensure that our families, including working parents, have the flexibility to access learning outside of the school day. We are aware that all family circumstances are different and are committed to ensuring children can access the remote learning and progress.

Individual Children Isolating

When children are isolated individually and not as a bubble or whole school, learning will be set on Google Classroom the day after the absence begins. There will be no live sessions if children are individually isolating but care calls will still take place to ensure children have access to feedback and communication with their class teacher. Learning will also only be set to children if they are well enough to complete it. No pressure will be placed on children to complete learning if they are not attending due to illness in relation to the pandemic. Communication with parents will ensure children are ready to begin learning.

To support well-being, when practically possible, sessions will be set up for children to see their friends virtually. This may take place as a 'virtual playtime' or as a 'virtual Golden Time.' Both of these will be supported by a member of staff.

Safeguarding our Children/Staff

During virtual sessions the following will be adhered to:

- All information for virtual sessions will be sent through our secure platform Google Classroom. Teachers will only communicate through Google Classroom with students and not through personal email address. Communication with parents will be done through contact details provided by parents stored on Scholar Pack and through Parent Mail.
- Teachers are to use their work email accounts not personal email accounts for all communication.
- Virtual sessions will be done through Google Classroom with the safety features switched on. These sessions will be password protected and children can only access through their secure Google Classroom log in. Children are not able to start a meeting together without the teacher setting this up.
- All other safeguarding procedures and policies are to be adhered to in terms of recording and reporting anything that causes concern. Although working remotely, staff must record all safeguarding concerns on CPOMS and advise the Designated or Deputy Safeguarding Lead of these concerns.
- Additional care calls will take place to all families in school on a weekly basis.
- Additional guidelines can be found in our school safeguarding policy.
- Ad hoc additional live sessions will be set up with the sole purpose of contact with friends and the class teacher. These will be light hearted and have no learning purpose. These are designed to safeguard and protect the well-being of our pupils, some of which may be at risk from being isolated from their friends. We understand that attending school fulfils social and emotional needs as well as educational needs.

Code of Conduct for all Uploaded Videos and Live Sessions on Google Classroom.

Staff

- Staff will adhere to our staff code of conduct already in place in school alongside the Professional Teacher Standards.
- Staff will ensure when teaching live, they are in a neutral place that is free from distractions.

- Staff will be professionally dressed as if attending work.
- Staff will follow our safeguarding procedures for keeping themselves and our children safe.
- All time spent virtually with children will be disclosed and authorised. All staff will be transparent and open about additional virtual time with pupils and again this will be disclosed and authorised by Aimee Riley or Catherine Robinson.
- All virtual time will be led on Google Classroom, our secure platform and can be attended by Senior Staff if required.
- Students or volunteers will not teach children independently via live sessions. They will always be joined by a paid member of staff.

Pupils

- Children will access live teaching in a place where distractions are limited so as not to distract themselves or others from learning.
- Children should attend live sessions ready to learn with the resources they have been instructed to bring with them.
- Children should be appropriately and fully dressed when uploading any pictures or videos as well as when attending live sessions. This is because virtual learning time should be seen as a learning environment but also to reinforce the basics of keeping yourself safe online.
- Children should not be eating during live sessions as the purpose of the session is to engage on learning.
- Children will be supported to follow the same behavior expectations to those they follow at school.

Parents

- Parents should make themselves aware of when children are accessing live sessions and enable their child/ren to access the session.
- We understand that parents may need to support their children (particularly younger children) with the learning taking place. If so, please ensure your microphone is muted so as not to disturb the session.
- If parents need to communicate with the teacher regarding the children's learning or are concerned that their child is struggling, we encourage you to inform the teacher/staff member. The teacher will then be aware your child/ren needs support.