

Highfield CE Primary School

Remote Learning Policy 2024 - 2026



Approved by: The governing body

Date:
10.9.24

Last reviewed on: 12.9.24

Next review due by: September
2026

Remote Learning

How we maintain our capability to provide remote education when it is not possible for some or all of their pupils to attend in person.

1. Aims

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

Teachers

When providing remote learning for classes or cohorts that have been sent home due to partial or full lockdowns or other emergencies when the school has needed to close, teachers will provide remote learning for children.

When providing remote learning for whole classes/departments, teachers are responsible for:

- Setting work for the class and groups that they are responsible for
- Ensuring that children access to a sequentially planned daily literacy and numeracy lesson. This will be delivered via preloaded video content and resources being made available to families for each morning as well as foundation focused video and resource content in the afternoons.
- Children should complete the tasks allocated within school hours and teachers should be able to provide feedback to individuals/groups via the remote learning portal. Children should submit their learning no later than 24 hours after the task has been set. The teacher may choose to give feedback to the whole class/cohort or individuals based on learning that they have reviewed if this is the most suitable method and enables the teacher to adjust the planning and teaching sequence.
- Teachers will be expected to provide relevant feedback on the learning and children will be required to "submit" or in the case of younger children, parents need to give feedback on the learning outcomes to gain additional support from teaching staff
- Teaching staff will log in for Q and A sessions via googlemeet to answer or reinforce any learning points that individuals/groups might identify. The time for the subject specific Q and A will be clearly defined for each working day.
- Additional home learning would be set weekly (to align with our current homeworking policy)

- Work will be available via remote platforms: Google classroom with then related links on Showbie for junior children. Parents will be provided with clear details on how to access the relevant platforms at the beginning of the year.
- All teachers remain responsible for ensuring that relevant plans are accessible by their colleagues so that there is consistency and accountability for the quality of curriculum planning. Each colleague in the year team will have designated responsibility for uploading video content for specific subjects to ensure consistency eg one-member uploads video for literacy etc
- Info@highfieldschool.co.uk will be the email address for any questions and this will be directed to the class teachers who will respond on ParentMail. Teachers will only be expected to respond to these during the working days and not at weekends. If there are any complaints or concerns shared by parents and pupils, then the senior leadership should be informed so that they can offer support and guidance as appropriate. If teachers are concerned about behaviour and pupils failing to log in and complete tasks, they should contact parents directly to have an initial discussion. If the pattern continues, then the senior leadership team should be alerted so that they can support, guide and intervene.

If parents do not have access to digital devices and the school is unable to arrange for a loan of equipment, then physical packs of resources should be left for collection wherever possible.

When an individual or small group of children are required to access home-learning then work will be sent home to the individual pupil.

The DSL is responsible for:

Ensuring that all staff maintain a clear awareness of their safeguarding duties and communicate any concerns to the DSL as per normal expectations.

Ensure that all staff are aware of their obligations under Annex C of Keeping children safe in education.

There should be a core understanding of three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Useful sites (suggested by the DFE)

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- 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 with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – via the Q and A sessions or emails
- Be respectful when making any complaints or concerns known to staff
- Follow e safety guidelines as they would be doing in school via pshe and it curriculum

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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Safeguarding

The child protection policy and safeguarding reporting processes will still apply to all of our school community. Particular attention must be paid to ensuring that pupils and parents are familiar with e-safety when accessing remote learning. Children, teachers, parents and carers can raise any safeguarding concerns. Any concerns re the safety of children will be reported to DSL staff in the first instance. School will explicitly emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.