



Calveley Academy Remote learning Policy

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1. Aims

This remote learning policy for staff aims to:

- › 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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am- 4.00pm

If they're 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. When providing remote learning, teachers are responsible for:

Teachers will provide a weekly timetable with a summary of each lesson that will take place. All resources will be made available on the Google Classroom.

The expectation of lessons will be:

- Daily English lesson
- Daily Maths lesson
- Daily phonics lesson (Foundation Stage and KS1) Spelling and grammar lesson (KS2)
- Each day there will be a lesson for one of the foundation subjects (science, history, geography, music, computing, art)

Example time tables will be shared with the Head Teacher for each class.

All live lesson inputs will also be recorded and added to Google classroom. After the initial input on zoom children will be able to access support via class email.

Lessons should be delivered in 30 min intervals to each year group and children should be set a follow up task on Google Classroom

9.00 am Daily registration – via Google and quick input to our Morning Maths activity

9.30am Live teaching of Maths or English (phonics)activity (20 mins)- resources will be available on Google classroom .

11.00am Live teaching of Maths or English (phonics)activity (20 mins)- resources will be available on Google classroom

1.00pm Afternoon registration – followed by explanation (run through of the afternoon activities) which could include-Topic, Science, RE, Art , DT, ICT, French , Music and PSHE

Content for maths

The school uses a mixture of schemes including but not limited to Power Maths White Rose, , NCETM. In the event of the closure of a full or partial closure then the teacher will place the relevant contents on google classroom

Content for Phonics

The school uses RWI. In the event of a full or partial closure then teachers will use a combination of live lessons, recorded phonics videos or point the children in the direction of a video or website for the children to use at home.

Content for English

In the event of a full or partial closure, teachers will use a combination of live lessons recorded videos, upload a power point or point children in the direction of a website to help.

The school follows the National Curriculum guidance which links to the Twinkl spelling scheme. This will continue each week with teachers providing the Twinkl spelling resources for the spelling pattern.

There will be a spelling test set using Purple Mash each week.

Content for Other Subjects

As well as English and Maths, there will be a lesson provided for one other subject each day. This will follow the same planning that is being followed in school. Some live lessons and videos and resources from the Oak Academy units will be used where these are available. Where they are not available teachers will make a video to teach the objective and then set learning tasks for the children to complete and submit.

Contact with Teachers

In the event of a full or partial closure, teachers will hold four daily live sessions- all of which will be live /recorded and available on the child's Google classroom.

The purpose of these will be for the class to all be in contact together as a class, for the teacher to summarise the learning for that lesson and for children to share work that they have done.

Access to Technology at Home

A survey will be carried out to find out about access to technology across school. This will help inform school as to children that may need provision altering to suit their access to technology or to look at which children may be eligible for new technology that is made available by the Department for Education.

Marking and Assessment

In the event of a prolonged shut down, staff will set quizzes and simple tests after each learning unit to track progress.

All work submitted via Google classroom will be reviewed and any gaps in learning will be addressed by the class teacher or Teaching assistant.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am – 3.30pm

If they're 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. When assisting with remote learning, teaching assistants are responsible for:

- › Supporting pupils who aren't in school with learning remotely –
- › Supporting the class teacher and pupils with interventions and group work
- › Attending virtual meetings with teachers, parents and pupils – cover details like:

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › To Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working alongside teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Insert details, such as:

- › Co-ordinating the remote learning approach across the school –
- › Monitoring the effectiveness of remote learning
- › Monitoring the security of remote learning systems

2.5 Designated safeguarding lead

Please see safeguarding policy

2.6 IT

All staff – with support from UTL – are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues they're 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

Access to Technology at Home

A survey has been carried out to find out about access to technology across school. This will help inform school as to children that may need provision altering to suit their access to technology or to look at which children may be eligible for new technology that is made available by the Department for Education.

Communicating plans to parents including 'how to' guides of using different technology

A section will be created on the school website containing information about each of the different online learning platforms that we use to ensure that parents are able to support their child to access each site.

Logins to Online Learning Platforms

The school subscribes to a number of online learning resources which can be accessed at home. It is essential that children and parents have access to all the relevant login details from the start of the school year so that they are immediately available in the event of a closure of self-isolation. The login details will be written into children's planners.

Login details that will be included are:

- Google classroom
- Purple Mash
- Oxford Owl
- Times Tables Rockstars (KS2) Numbots (KS1)

Printed Resources

Children all have access to a google classroom account where work can be completed online. If parents are struggling with this then answers can be typed into an email and sent back to the teacher using the class email. We will print and deliver packs of any worksheets on a weekly basis for any children who are unable to access these online.

2.7 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

- › Teacher must keep a daily log of pupils attendance in lessons and engagement in tasks. This information must be shared with the HT weekly. Any children not engaging in home learning must be reported to the HT and logged on Cpoms to be actioned.

2.8 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

3. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Access and store data on school laptops only

4.2 Processing personal data

Staff members may need to collect and/or share personal data such email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure- See Data Protection policy

All staff members are E-safety and GDPR trained

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

5. Links with other policies

This policy is linked to our:

- › Behaviour policy

- Moderation
- Safeguarding and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy