

Brant Road, Preston, PR1 5TU. Tel: 01772 792302 Website: www.brockholeswood.lancs.sch.uk
Head Teacher: Miss Natalie Barber BA Hons - email: head@brockholeswood.lancs.sch.uk
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Remote Learning Policy

Introduction

For the purposes of this document, ‘remote learning’ refers to learning taking place not in school.

An audit of family access to electronic devices and the Internet was undertaken in October 2020. The results were ambiguous, although the response was almost 100%. Analysis of the answers showed that although 84% of families accessed remote learning some of the time, only 22% had access to a mobile phone, laptop or computer, whilst 31% had access through a tablet. However, 63% had their own personal device with access to the Internet which might indicate the access was through a games console. 82% of families had siblings who were also requiring a device and the Internet. Due to this and the low percentage of families accessing remote learning some of the time or not at all (when most of the learning was through the class web pages), and the fact that 63% of parents worked and were unable to give their children support in learning, the school decided to place more emphasis on hard copies, books and pencils for learning at home rather than electronic learning platforms. **For a bubble or whole school closure therefore, the school has opted to purchase the CGP materials. These provide key skills in reading, grammar and maths. There may also be reference through email to Oak Academy teaching videos to support the pages identified. Pre-school staff will email parents with practical ideas to support learning through play.**

1. Aims

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we aim to provide immediate high quality provision, with bespoke, relevant feedback. This remote learning policy for staff aims to:

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Ensure consistency in the approach to remote learning for pupils who are not in school

Set out expectations for all members of the school community with regards to remote learning

Provide appropriate guidelines for data protection

Remote education is not provided for general sickness absence.

Remote education is not provided for children who are self-isolating due to having a holiday abroad during term time.

2. Roles and responsibilities

2.1 Teachers

Remote education is provided on a 2 tier basis:

Tier 1 – remote education will be provided on the next working day following the child being sent home and a positive test result being received or in the case of a family following the sickness absence procedure and reporting the necessity for Covid related self-isolation. The teacher will provide a class work pack and feedback will be via email. The work will match the year group expectations. This will be handed to the teacher on their return to school.

When providing remote learning at Tier 1, the teacher will be responsible for:

Setting work and providing an exercise book –

- The amount of work will be closely matched, where possible, to the amount of work being shared with children who are having face-to-face education.
- Work needs to be available for any children accessing remote learning by 9am on the day following the self-isolation start. This will be home delivered by school if necessary.

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- Work should not be over-reliant on technology.
- Work should follow the school’s curriculum sequence
- Some feedback may be provided, where possible, through the use of email and response

Tier 2 – in the case of a whole school partial-closure (except for the children of key workers or vulnerable category) or whole class 2 week closure due to a positive test result in the class, remote learning will primarily make use of individual CGP books with teacher instructions of what pages to cover. It may also include recommendations to watch recorded lessons on specific topics from the Oak Academy suite of resources to support specific concepts or pages of the CGP books. The teacher will facilitate daily feedback to pupils through email sessions at 11:00am and 2:30pm. If the class is Pre-school, the teacher will email parents with easy practical activities to guide learning through play. **The CGP book must be returned on the child’s return to school.**

When providing remote learning at Tier 2, teachers are responsible for:

Setting the pages to be worked on in the CGP books, direction to Oak Academy or other online resources as required

- Work other than the CGP books needs to be available for any children accessing remote education by 9:30am on the day it is needed.
- Work should follow our school’s curriculum sequence, where possible.
- Work may include links to purple mash, TT Rockstars, and other online resources.
- Twice daily, there will be email sessions at 11:00am and 2:30pm to give feedback, consolidate learning and address any misconceptions.
- There is a government scheme to provide once only IT equipment and Internet access for the disadvantaged group that do not have access, school

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will pursue this on behalf of those families. School’s allocation is 8 laptops for pupils in receipt of Pupil Premium. Once designated and given to families, the school has no responsibility for them.

- In the event of a whole school lockdown, staff will take children of key workers or vulnerable families into their base classes with the TA supervising the work whilst the teacher is available to respond to emails twice daily.

Providing feedback on work in both tiers –

- Feedback will be a weekly email in Tier 1 and through twice daily email sessions in Tier 2 using the class emails.
- Parents will be asked to indicate to teachers how much of the work completed was independent and how much was supported, this information will be used to support assessment and planning
- The teacher will provide remote learning for Tier 1 pupils and email feedback. In Tier 2, in the case of a whole school lockdown, teaching assistants will provide support and feedback in class for key worker children whilst the teacher provides feedback through the twice daily email sessions.

Keeping in touch with pupils who aren’t in school and their parents -

- Teachers will keep in contact with their pupils via work communication listed above
- It is expected that all children will ‘attend’ to work set remotely if not in school. Parent App will be used to communicate with parents to encourage participation.
- Teachers are not expected to respond to daily multiple emails from one child/family or respond outside of their working hours – this is discouraged strongly for both the mental wellbeing of children and staff

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- If a child fails to complete work, then gentle encouragement via a telephone call or email is the first step.
- If the child is Covid-ill, regular communication will be held to monitor the improvement of the situation through the Learning Mentor. The child will not be expected to work if they are ill.
- The Learning Mentor will make regular calls to vulnerable families in Tier 2, who are not in school to check on the wellbeing of the child and the entire family. Support identified as required will be actioned in line with school’s policy for safeguarding, well-being and parental agreement forms. As follow up a home visit may take place.
- The Send-Co and pastoral support will be in regular contact with vulnerable children and families with those children who may have SEND.

2.2 Subject leads

Subject Leaders are not required to address individual learning needs with children outside of their own class but may give advice or support to colleagues if requested.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

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

Ensuring staff and families are up-to-date with the latest information for keeping children safe online through KCSiE 2020.

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2.4 Pupils and parents

Staff can expect pupils learning remotely to:

Complete work to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants (where appropriate and authorised by the class teacher)

Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

Ensure they complete the work given every day and make the children available to receive feedback at the two email sessions

Make the school aware if their child is sick or otherwise can't complete work

Seek help from the school if they need it

Be respectful when making any complaints or concerns known to staff

2.5 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

Ensuring the wellbeing of the staff and the HT and that the additional work-load of supporting remote education does not exceed their directed time allocation or time in which they can effectively execute their role

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3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to the Key stage leader, learning mentor, DHT or HT

Issues with their own workload or wellbeing – talk to their line manager (Key stage leader, DHT then HT)

Concerns about data protection – talk to the data protection officer, Mrs Sinker

Concerns about safeguarding – talk to a DSL (Mrs Blackburn, Mrs Sinker or Miss Barber).

4. Data protection

4.1 Accessing personal data

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

Use SIMS and class email accounts

Information must not be sent to families through any personal social media platform.

However general information may be shared using Parent App and the school Facebook account

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers 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.

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

4.3 Keeping devices secure

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 school device among family or friends

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

Use school phones to contact parents. If contact has to be made from outside the school premises, contact details must be withheld

5. Safeguarding

5.1 Designated safeguarding lead

This policy is closely linked with our safeguarding policy which is available in the staff shared area and on the website. An appendix to this policy is the COVID-19 addendum created April 2020

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6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the curriculum committee.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy 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

Staff will use class email accounts to give feedback. They will not be expected to use them once children have returned to school:

preschool@brockholeswood.lancs.sch.uk

reception@...

class1@...

class12@...

class2@...

class3@...

class4@...

class5@...

class6@...

hlt@...

Policy written and adapted by Amanda Sinker in consultation with staff

Date: 17.09.20

**Review date: January 2021 (termly through the pandemic) Updated 18.11.20,
24.11.20**