



Hutton Rudby Primary School

Remote Learning Policy



Rationale:

It is a government expectation that schools have a capacity to deliver remote learning to pupils in the event of whole school closure, partial closure or individual children are absent for example due to self-isolating. In planning and, if necessary, implementing such arrangements, we will try to make them as fair and manageable for staff as well as meaningful and equitable for pupils.

Aims:

- To maintain community relationships and ensure that school continues to be an active presence in the lives of our families;
- To enable children to continue having a sense of being a part of their class and in contact with teachers;
- To enable teachers to encourage and support children with home learning and minimise disruption to their education as far as is possible;
- To ensure consistency in the approach to remote learning for pupils who are not in school;
- To set out expectations for all members of the school community with regards to remote learning;
- To provide appropriate guidelines for data protection.

Approach:

At Hutton Rudby Primary School, our focus is on the benefits of supporting children to become independent and self-regulated learners; skills which will continue to be important in future phases of their education and encourage 'life-long' learning. This reflects our CHILD school vision.

Home learning (homework) is part of our school routine. The children all have access to on-line learning programs which they regularly use in school. This familiarity will support them in tackling remote learning with a relative degree of independence and without over-relying on adult time or support. In this way, children are not so disadvantaged should parents be working or have other caring responsibilities or if they themselves find some aspects of learning challenging.

Throughout the process of planning our 'in-school' curriculum, teachers have been mindful about children who are isolating or subject to bubble/school closure. We have worked on the premise of 'blended learning': learning which is planned for the classroom but can be easily adapted for home learning should the need arise.

Online Learning Platforms

At Hutton Rudby Primary School we use the Class Dojo online program. This will be used as a means of direct communication between the teacher, parent and child.

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 stuck into children's Learning Journal.

Login details that will be included are:

- Rising Stars Reading - Reception to Year 6
- Reading Plus
- Maths.co.uk
- Times Tables Rockstars (KS2)

Access to Technology at Home

All parents have been made aware that school will provide laptops for home-learning should the need arise.

Roles and responsibilities

Teachers

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

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure by contacting the Head Teacher.

When providing remote learning, teachers are responsible for:

- Setting work for individuals or small groups who may be self-isolating or for the whole class bubble in the event of partial or whole school closure;
- Meeting the agreed expectation of lessons ie:
 - Daily maths lesson
 - Daily English lesson
 - Daily phonics lesson (Foundation Stage and Key Stage 1): Reception and KS1 teachers will inform parents which of the Letters and Sounds videos are the relevant ones to use.
 - Weekly lessons for foundation subjects (science, history, geography, music, computing, art). These will follow the same schemes that are being followed in school.
- Providing appropriate feedback on work uploaded by pupils in ways which are appropriate for age and ability and are manageable for staff. As in the classroom, this will take a range of forms eg whole class feedback, some individual feedback throughout the week and celebrating work at the end of the week. This may involve the scoring of quizzes, responses to written activities, targets for improvement and motivational comments. Children at home can send work into their Class teacher via Class Dojo.

In the event of a full or partial closure, teachers will communicate information to parents via Class Dojo and upload work there.

In the case of single pupils or very small groups there will be holding/practise activities for the first day of absence. The children will then have access to the same learning that has gone on in class on the previous day.

- Parents are able to message their child's teacher through the Class Dojo with a small query or with any minor worries children may have.
- In the case of individual or very small group absences, teachers will aim to reply to messages sent during school hours (8.30am – 4.00pm) at the end of the afternoon teaching session.
- In the case of a class closure or local lockdown, teachers will aim to reply on the same day to messages sent during school hours.

We will at all times be sensitive to the needs of families and the severity of illness any pupil or family member is suffering from.

Teaching Assistants

During partial or school closure, teaching assistants must be available between 8.30am and 4.30pm to support with remote learning. They will be responsible for supporting identified pupils by answering queries through Class Dojo or telephone contact. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure by contacting the Head Teacher.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for co-ordinating the remote learning approach across the school and monitoring the effectiveness of remote learning through the agreed tracking

systems or reaching out for feedback from pupils and parents. It is important that children engage with the remote education provided so that they do not fall back with their learning; however, we do acknowledge that each family's home circumstances are unique and there may be factors that affect engagement with home learning. They are also responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations.

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, alert teachers if they are not able to complete work and be contactable during the school day.

Staff can expect parents with children learning remotely to encourage their child to complete work set by teachers, seek help from the school if they need it and make the school aware if their child is sick or otherwise cannot complete work.

Staff CPD

It is essential that all teachers and teaching assistants are confident in all aspects of this Remote Education Plan. Therefore, CPD will be provided in Staff Meeting time on how to create and upload teaching videos and material.

Online Safety

As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other, in the same way as they would face to face. Staff must never undertake an Online Lesson admitting someone to the lesson if they do not know who that person is, or if they do not recognise the username. As always, staff should not communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Staff are reminded to collect and/or share as little personal data as possible online. 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

Monitoring arrangements

This policy will be under continuous review by the Head Teacher.

Created: September 2020

Reviewed: January 2021

Reviewed: January 2023