



The Federation of St. Giles and St. John

Pupil Remote Learning Policy

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| Date policy adopted/reviewed: | April 2021 |
| Next review date: | |

The remote curriculum: what is taught to pupils at home

- We aim to teach the same broad curriculum in school as we do remotely wherever possible and appropriate.
- We aim to teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum.
- The learning set will be appropriate for their class and year groups and in-line with curriculum expectations.
- Adaptations may be made to the timetable to cater for the wide range of ages in the key workers' bubble.
- The timetable will be reviewed on a weekly basis and may be subject to change in line with the routine self-evaluation of our curriculum and due to staffing changes, if required.

Remote teaching and study time each day

- Each day a full comprehensive set of activities will be uploaded onto the Seesaw platform so that the children are engaged in learning throughout the school day.
- All children need to access the learning we have set and they will benefit from having a structured routine to achieve this. Parental support is essential so that children can make the most of the learning. Please don't hesitate to contact us via email if you require support and we will contact parents/carers by telephone to offer guidance and talk through the work planned.
- We will endeavour to check children's responses to online learning on a daily basis.
- We are also planning a series of online live lessons through Teams to support learning in core subjects where appropriate. These are scheduled weekly and shared on the weekly timetable. Live, online sessions are highlighted in blue and are taught by Mrs. Davies and Mrs. Smith for children learning at home. Children in school are supervised by the support staff with the support of the teaching staff in school each day. The support staff are also playing a key role in the delivery and monitoring of our remote curriculum. Details are mapped on our weekly timetable.
- We use a range of other online resources which can be accessed using the usernames and passwords provided. If you experience any difficulty accessing these, please contact the school on the admin@farlow.school.sch.uk.

Please find the list of resources available to access to support and complement the learning set:

- Bugclub (Activelearn primary) - All children have a range of books available. All books have comprehension questions to complete. Please try and read for a short time every day.
- 2type (purple mash) - Please continue to practise keyboard skills every day for a few minutes. (Children in Years 1-6)
- Times table rock stars-Please continue to practise times tables every day. (Class 2)
- Key words and spellings-Please practise these daily for a short time. (These have been shared on Seesaw already for years 1-6).

- Pupils are encouraged to take regular physical exercise to maintain fitness at a time to fit around the other commitments you may have. We can signpost you to Joe Wicks' workouts on BBC as part of this programme.
- We are currently putting together a programme of worship sessions, which will be shared on Seesaw or Teams (to be confirmed).

Engagement and feedback

- We would encourage you to engage with the learning on the Seesaw platform on a daily basis and take part in as many of the online lessons as possible.
- Parental support is essential to ensure the children can access and have understood the learning and are available to support and trouble shoot as required.
- We would ask that the schoolwork set is completed to the best of your child's ability.
- The Seesaw platform will be monitored on a daily basis during the week but there may be some delays on days when staff are also in school organising the learning for the key worker bubble.
- We are always available during the week to discuss any worries or concerns you may have about your child's access to home learning.
- We have planned weekly check in and review meetings with each class through Teams to maintain regular communication channels between the pupils, teachers and support staff. We aim to address any problems accessing the work with prompt and positive actions.

Additional support for pupils with particular needs

The curriculum is tailored to meet the needs of all learners including those with particular needs. We will endeavour to work in partnership with all parents and carers to meet the needs of all pupils and make adjustments when necessary. The SENCO (Mrs Davies) working closely with teaching colleagues and support staff will ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

Please contact the school, if you require any further assistance with accessing the remote learning being provided, and we will do our best to make reasonable adjustments.

We acknowledge the difficulties and challenges that remote learning may place on families and we will endeavour to work closely and flexibly with all stakeholders to meet the needs of our pupils. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Equality Act 2010

Education Act 2004

The General Data Protection Regulation (GDPR)

Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

DfE (2020) 'Keeping children safe in education'

DfE (2019) 'School attendance'

DfE (2018) 'Health and safety: responsibilities and duties for schools'
DfE (2018) 'Health and safety for school children'
DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
DfE (2016) 'Children missing education'
DfE (2020) 'Help with accessing and buying resources for remote education'
DfE (2020) 'Get help with remote education'
DfE (2020) 'Guidance for full opening: special schools and other specialist settings'
DfE (2020) 'Get help with remote education'
DfE (2021) 'Restricting attendance during the national lockdown: schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Marking and Feedback Policy
- E- Safety Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy

Roles and responsibilities

The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

The headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the head teacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the head teacher.
- Reporting any defects on school-owned equipment used for remote learning.
- Adhering to the Staff Code of Conduct at all times.

Parents/carers are responsible for:

- Ensuring their children engage with remote learning and that their children's schoolwork is completed to the best of their ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring any equipment and technology provided for remote learning is used as intended.
- Ensuring their children follow the school's Behaviour Policy at all times.

Online safety

This section of the policy is to be followed in conjunction with the school's E-safety Policy.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.

- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

Safeguarding

- This section of the policy is in line with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- At Farlow C of E Primary School, Mrs Davies and Mrs Smith are both trained designated safeguarding leads.
- All members of staff will report any safeguarding concerns to the headteacher immediately.
- Pupils and their parents will be encouraged to contact the headteacher if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying.

Data protection

This section of the policy will be followed in conjunction with the school's Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.