



REMOTE LEARNING POLICY

Date of last review: February 2021

Date of next review: September 2021



Aims of the Remote Learning Policy

- ✓ To outline our approach for pupils who will not be attending school, as a result of COVID-19 government guidance and advice, a national or local lockdown, closure of a class/bubble or due to an individual's self-isolation.
- ✓ To ensure consistency in the school's approach to remote learning.
- ✓ To set out and establish expectations for all members of the school community with regards to remote learning
- ✓ To provide appropriate guidelines for data protection and child protection for all stakeholders.

Our approach to Remote Learning at Woodsetton School

At Woodsetton School we aim to provide appropriate remote learning activities in line with Government guidelines, to reduce the impact on the children's education under the current COVID-19 guidance. As a school we will take into account the individual development and learning needs of the child and the personal circumstances of the family.

Who does the Remote Learning policy apply to?

The policy applies to the children and their families, school staff and professionals involved in and supporting the delivery of remote teaching & learning opportunities at Woodsetton School.

Every child has been expected to attend school from September 1st 2020 and thereafter. In the event of children not attending school due to any COVID-19 guidance or restrictions, this policy will apply.

This policy outlines expectations for class/bubble or partial school closure, or individual cases. The usual following school policies will still apply at this time, but this policy is an addendum in these unprecedented circumstances. Staff Code of Conduct; Child protection; E safety & Acceptable Use; Data Protection

What support will school provide for children whilst they are at home learning remotely?

School will provide learning tasks and activities that are appropriate for the children to complete at home. If a child is attending school on a part-time basis, home learning activities will be provided for the days that the child is not attending school.

During planned school holidays, no school directed work will be provided and welfare calls will not take place by the child's class teachers unless directed by the headteacher.

Home learning will be delivered through a mixture of paper based tasks, practical and online activities.

School will ensure that these factors have been considered through liaising with parents/carers with regular communication when planning for remote learning.

- **Making the activities manageable** - taking into account the individual families circumstances.
- **Remembering that parents are not teachers** – not to provide new learning methods/ activities and use academic terminology
- **Adapting the curriculum** – activities/tasks to be achievable in the family home, with the limitations of the home learning environment and COVID-19 restrictions
- **Flexibility** – school to offer a range of alternative activities and additional resources to develop a range of skills through routine and learning activities.



- **Resources** – school to provide families with stationary for tasks to be completed. School to support families with technology and device advice and support if requested. Teachers to support families learning aids and support to facilitate learning (visual timetables/now & next, reward charts)

Class Teachers will plan and prepare learning packs to meet the child's needs. For each school day there will be an activity for English, Maths, Phonics (if appropriate) and Topic/themed based activity. Additional activities will be suggested linked to the topic theme, physical and mindfulness activities or for specific focus/celebration days. These packs will be delivered directly to the child's home or the class teacher will email them electronically to the child's parents. Work will be delivered/emailed on a Friday, ready for the following week.

All children in school have personal accounts for online learning platforms for Purple Mash/Mini Mash and Education City. All families have an account linked to their child's profile on Tapestry. Online learning will be updated and managed by the child's class teacher working collaboratively with parents and monitoring the child's progress and attainment.

Hard copies

Parents/Carers can request hard copies of work packs to be delivered. A pack will be delivered by a member of school staff as soon as possible but no more than 2 days after a child has been asked to self-isolate or shield at home.

During a class/bubble closure or local/national lockdown, deliveries will be made on a weekly basis, by school staff. Deliveries will be made each Friday, unless it is after a school holiday, then it will be on a Monday.

In both instances, parents/carers will be informed via Parent Hub/Tapestry the evening before when the delivery will take place. Staff will follow government guidelines to keep themselves and others safe.

A collection of hard copies of work will be collected by staff on request or at intervals.

Parents/Carers will be advised to place the completed work in a labelled bag and the bag will be quarantined in a safe space in school for 72hrs before handling.

Resources and stationary will be provided on request.

Class teachers will ensure that families have the appropriate usernames and passwords to access the online activities. Additional learning support and advice is available on the school website. This is reviewed and updated termly.

<https://woodsetton.dudley.sch.uk/pupils/home-learning>

When will school start to provide home learning support?

Following a class/bubble closure or if the child has been advised to self-isolate, the child's class teacher will contact parents or carers to carry out a welfare call, if they have been asked to self-isolate. In collaboration with the child's family, the child's work will be emailed within 24 hours or delivered to the family home by a member of school staff by the following day. Resources to be provided upon request.



In the case of a local/national lockdown, school will ensure that activities are available within 24 hours electronically and within 2 days for hard copies in the first instance. A welfare call will also be made within 24 hours by a member of school staff. Weekly welfare calls and follow-up emails will be made by the child's class teacher and learning activities provided until the situation changes. These will be provided electronically or delivered by a member of school staff. Resources to be provided upon request.

We understand that it can be difficult at home to complete home learning with a child for a number of reasons. However, we encourage that the children complete at least two tasks per day, one in the morning and one in the afternoon. The child's Tapestry account can be used to record any completed work or tasks and any additional activities that the child has taken part in at home to develop their social, personal and independence skills.

If the child is unwell and is not able to complete any learning activities school must be notified following the attendance policy.

School community expectations

All staff

- ✓ All staff (on contracted working days) are available 8.45am-3.30pm.
- ✓ If any member of staff is unable to work during their contracted hours due to illness, they must follow and report their illness/absence using the normal absence procedure.
- ✓ If a member of staff is unwell themselves, Teachers and Teaching Assistants will be covered by another member of staff directed and supported by a member of SLT within the same bubble. Communication and planning during this time will not be undertaken until the member of staff is fit to work.
- ✓ Virtual meetings/recordings
 - Please ensure that school devices are used whilst in school.
 - During video call/recordings make sure there is a neutral/blank background, not identifying any aspects of the school
 - If working from home, make sure that there is neutral/blank background and no personal items are visible
 - If working from home make sure no family members are present to ensure confidentiality.
 - Staff are dressed appropriately, following the Staff handbook and Code of Conduct
- ✓ Continue to adhere to school policies and any addendums as a result of COVID 19

The Senior Leadership Team (SLT)

- ✓ will ensure that the Remote Learning Policy is implemented fully and reviewed on a regular basis or if circumstances change.
- ✓ are responsible for co-ordinating the remote learning approach across the school.
- ✓ will monitor the effectiveness of remote learning throughout school through a collaboration of moderation, class/whole school planning and feedback from school staff and parents.
- ✓ will ensure that teachers are supported to enable them to prepare work for children that are absent from school due to COVID-19.
- ✓ monitor the security of remote learning with devices, systems and good practice, referring to the E safety, Acceptable Use and Child Protection policy.

Teachers

- ✓ Teachers are supported to enable them to prepare work for children that are absent from school due to COVID-19.
- ✓ will be available for fulltime teacher responsibilities throughout school working hours



- ✓ will provide work for the children in their class to complete at home as soon as possible electronically and no more than 2 days for hard copy work packs of the child's absence related to COVID-19.
- ✓ will match the learning tasks and activities to the child's ability wherever possible.
- ✓ Will monitor the child's progress and give feedback if appropriate.
- ✓ will acknowledge work/tasks sent by parents/carers via children's Tapestry account.
- ✓ will contact the child's family weekly for a welfare call, and when deemed necessary will follow-up with an email within the week.
- ✓ will inform the SLT of any safeguarding concerns or any additional support for the pupils and their families immediately.
- ✓ If a member of staff is **self-isolating due to family circumstances**, and if able to do so, Teachers will continue to plan learning tasks and activities for each child in their class and liaise with a member of the SLT so it can be forwarded onto the class team to support remote learning.

Teaching assistants

- ✓ will support the Class Teacher to prepare resources to send home for the children.
- ✓ If a member of staff is **self-isolating due to family circumstances**, and if able to do so, teaching assistants will be given individual tasks to complete by a member of the SLT or the class teacher to support remote learning.
- ✓ will support with weekly delivery of learning packs.
- ✓ will support with creating and producing additional visual cues and support for children and their families to aid behaviour, learning and development.

Subject Leads

Alongside their teaching responsibilities, subject leads have the responsibility

- ✓ to discuss with SLT and class teachers if any aspects of the subject curriculum needs to be changed or adapted to accommodate remote learning.
- ✓ to monitor that all work set for learning remotely within their subject is appropriate and consistent.
- ✓ to discuss monitoring outcomes with SLT and class teachers to inform whole school monitoring.
- ✓ to inform class teachers of suitable resources to enrich their specific subject area to support remote learning.
- ✓ to inform SLT of suitable resources to be published on the school website to support remote learning.

Designated Safeguarding Lead/Deputies (DSL)

The DSL is responsible for all elements of the Child Protection policy and associated Safeguarding policies to ensure that the welfare of all of the children is paramount at all times.

- ✓ Attend any relevant virtual meetings and report and act upon immediately, following relevant policies and procedures
- ✓ To liaise with outside agencies to support the needs of the children and their families (Early Help/Social Services)

The DSL(s) will ensure that all staff

- ✓ are up to date with any relevant updates and/or training.
- ✓ are recording and reporting any concerns related to safeguarding following school policy and procedure.
- ✓ are utilising CPOMS and responding to concerns regarding children's safety and welfare.



- ✓ are following up and analysing attendance of children. Reporting and responding to non-attendance following school policy and procedure.
- ✓ are in weekly communication with children and their families in a safe manner.
- ✓ follow policies, in particular the E Safety policy.
- ✓ are aware of current trends with regards to e safety and internet use. Parents to be given advice via Parent Hub.

The Governing Board

The governing board is responsible for

- ✓ monitoring the school's approach to remote learning and to ensure that education remains appropriate to meet the needs of the children with high expectations
- ✓ ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Parents, carers & children

Staff can expect children learning remotely to

- ✓ be contactable via parents/carers within school day hours.
- ✓ complete set work, (at least 2 tasks per day). Request support from teachers or teaching assistants if needed (via parents/carers).

Staff can expect parents with children learning remotely to

- ✓ inform school if their child is unwell and unable to complete work/tasks set.
- ✓ support their child with remote learning.
- ✓ engage with the class teacher weekly to inform the teachers of any concerns to support home learning.
- ✓ request support from teachers and teaching assistants for set work and additional resources to support behaviour, learning and development.
- ✓ record completed work and tasks using the child's individual Tapestry account. Teacher to acknowledge communication from parents.

Data Protection

Accessing Personal Data

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

- ✓ contact parents using appropriate platforms and methods of communication. Staff to use school telephones or to retain own personal contact details when using personal devices.
- ✓ use class/school email address when sending children's work electronically or communicating with parents/carers. Never use personal email addresses.
- ✓ use individual parents/carers emails when sending children's work electronically, not as a group email to contain other parents details.
- ✓ use agreed platforms and school systems to contact parents (telephone, class email, Tapestry & Parent Hub)

Processing personal data

Staff members may need to use personal data such as a child's family's email as part of remote learning or access to FSM vouchers. These should not be shared for any other purpose, unless agreed with SLT.

Keeping devices secure

Staff will ensure that they

- ✓ follow the school E Safety policy
- ✓ follow the Acceptable Use policy



- ✓ ensure all devices have appropriate anti-virus anti-spyware is up to date and active
- ✓ use devices are password protected
- ✓ use devices that are not shared with others
- ✓ report any problems with devices immediately to SLT/DSL
- ✓ use devices/operating systems with the latest updates

Safeguarding

Staff will ensure that they are adhering to the Child Protection and associated Safeguarding policies within school when liaising with children and their families in the context of remote learning. They will report any concerns immediately following school policy and procedures.

Monitoring and Review

This policy is monitored on a day-to-day basis by the headteacher, who reports to governors about the effectiveness of the policy. The headteacher and governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any concerns.

This policy will be reviewed every year, or earlier if necessary.

Date of Last Review: February 2021
Date of Next Review: September 2021



At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit www.nationalonlinesafety.com for further guides, hints and tips for adults.



REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks; however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll.





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REMOTE EDUCATION 10 TOP TIPS FOR CHILDREN

Remote education ensures continuous learning outside the classroom. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote education and to support them in ensuring their experience is as safe and secure as it can be.

1. TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2. USE CLASSROOM LANGUAGE

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3. TAKE REGULAR SCREEN BREAKS

Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4. ALWAYS CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME

To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION

Your school should issue you with guidance on remote education and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7. DRESS IN SCHOOL UNIFORM

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



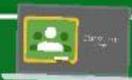
8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS.

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING.

Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

