Remote Learning Policy

This policy takes account of the following documents:
- DfE Providing Remote Education – January 2023

This policy is to be read in conjunction with all other school policies. Please particularly cross refer to the following polices:

All subject policies
- Assessment, Reporting and Recording
- Behaviour and Discipline
- Children Learning English as an Additional Language
- Code of Conduct
- Complaints
- Early Years Foundation Stage
- Equal Opportunities
- Higher Achieving, Gifted and Talented Learners
- Homework
- Marking
- Partnership with Parents
- Safeguarding Children
- Special Educational Needs
- SMSC
- Teaching and Learning

INTRODUCTION
In the event of a disruption to school based learning, teaching and learning will be delivered remotely, whether this will be for whole classes or individual children.

AIMS
- To ensure remote provision that delivers high quality learning for all children.
- To establish expectations for all involved in remote learning.
- To minimise risks associated with internet use.
- To maintain data protection protocols.
- To continue to practise all safeguarding procedures.
- To enable learning for children of all abilities and learning difficulties.
- To provide access to the school community, albeit remotely.

PROVISION
WHOLE CLASS REMOTE LEARNING
- Normal, full day timetable will be maintained with all lessons live on Google Classroom.
- Where possible learning materials will be available for printing, either on the previous day or in good time before the start of morning lesson.
- Teacher Leaders will deliver Class Time daily at 8:45am, 1:25pm and 3:45pm.
- Assemblies will be recorded and made available for Teacher Leaders to stream on Google Classroom.

- Children's work will be uploaded to Google Classroom for assessment and feedback.
- Homework (including IXL) will be set as appropriate but as children have had full days online the amount will be reduced.
- Interventions and 1:1 reading will be delivered by Teacher Leaders, Teachers in Support and Teaching Assistants (TAs) as appropriate.
- 1:1 parent meetings will be held as necessary, or at least weekly.

KEY WORKER CHILDREN LEARNING IN SCHOOL
- Children will access the same timetable delivered to remote learners, in their classrooms, supervised by TAs, in exactly the same way as children learning remotely at home.

INDIVIDUAL CHILDREN REMOTE LEARNING
- Teachers will set work on Google Classroom.
- Teacher Leaders will communicate with pupils and parents as requested.

TEACHERS will:
- upload all work and instructions on to Google Classroom prior to lessons.
- maintain the ASSESS-PLAN-TEACH-ASSESS protocol, feeding back to children via Google Classroom.
- report any concerns to the Headteacher.
- report any safeguarding concerns to the DSL.
- continue to follow the staff Code of Conduct.
- be supported by their Teachers in Support and Teaching Assistants.
- respond to parents in a timely manner.
- ensure compliance with all policies including GDPR.
- maintain high expectations of pupil behaviour.
- deliver from home or school as appropriate.
- remotely assist TA's supervision of key worker children in school.
- encourage and monitor pupil e-safety (Gooseberry Planet etc).
- expect pupils to complete all work as requested and report any failure to do so to the Headteacher.

PARENTS are asked to:
- ensure children attend Google Classroom online, appropriately dressed and not eating.
- ensure good behaviour.
- contact the teacher or Headteacher if they have any concerns.
- advise school in the event of absence from any lesson, for any reason.
- support the teachers in ensuring that all set tasks are completed.
- discourage children from any inappropriate use of devices.

SAFEGUARDING
The Safeguarding Children Policy, on The Gleddings' website, details contacts and procedures for any arising issues. In the first instance, contact should be made with the DSL (Veronica Kitson), the Deputy DSL (Elizabeth McHugh), the EYFS DSL (Ciara Mason-Capone) or with the Headteacher.

DATA PROTECTION

Personal Data

Staff should not use personal devices when collecting or sharing the personal data (names and email addresses of pupils). Permission does not need to be sought from parents if the information is necessary, to carry out school functions. It is important that only necessary personal data is collected and/or shared online.

Only school devices should be used and they should be securely stored when out of school, locked when not in use and not used by anyone other than the teacher. Secure passwords and only encrypted USB sticks should be used and any data breeches should be immediately reported to Mrs Garside.

This policy was reviewed in April 2023.   Next review date: April 2024