



Remote teaching and learning policy

Approved: September 2020

To be reviewed: October 2022

Remote Teaching and Learning Policy for Hargrave Park School

1. Statement of School Philosophy

Our vision at Hargrave Park includes for our children to be confident and independent learners who are flexible in their thinking and resilient and hard-working in their approach, with ambition for their future. Our policy for remote learning seeks to uphold these aims.

2. Aims

This Remote Teaching and Learning Policy aims to:

- Ensure consistency in the approach to remote teaching and learning for all pupils (Inc. SEND) who are not in school, through the use of quality online and offline resources.
- Provide clear expectations for all members of the school community with regards to delivering high quality interactive remote teaching and learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- Children who are self-isolating due to test and trace or because they or a member of their household are awaiting test results. The rest of their school bubble will be attending school and being taught as normal.
- Children who are self-isolating because the whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Children who are not attending because the school has been advised to close by the relevant authorities.

Remote teaching and learning will be shared only with those families who need it when they are absent due to Covid related reasons.

4. Content and Tools to Deliver This Remote Teaching and Learning Plan

Resources to deliver this Remote Teaching and Learning Plan include:

- Online tools:
 - EYFS: Tapestry for communicating between home and school and sharing tasks and completed work.
 - KS1: Tapestry for communicating between home and school and sharing tasks and completed work; Doodle for personalised online spelling and math programmes
 - KS2: Seesaw for communicating between home and school and sharing tasks and completed work; Doodle for personalised online spelling and math programmes
- Phone calls home at least once a week depending on what the family needs.

- Printed learning packs – CGP books for English and Maths relevant to each year group.
- Physical materials such as reading books and writing tools.

In the event of an individual pupil needing to self-isolate:

- The family will be contacted to identify whether any IT device and/or data stick is needed.
- Children will continue to receive weekly online learning via tapestry or seesaw and will continue to work through their personalised doodle Maths and English programmes. and complete their online reading journals
- The school will provide reading books and a bundle of CGP work books appropriate to the child's age and stage.
- The teacher will make personal contact with the family via seesaw/tapestry/a phone call/zoom at least twice a week.
- Any work that can be easily emailed to the family – eg existing worksheets that have been prepared for the class – will be shared direct to the family via tapestry or seesaw.

In the event of an entire bubble needing to self-isolate, or a whole school closure:

- Families will be contacted to identify whether any IT device and/or data stick is needed.
- Children will receive daily online learning via Tapestry or Seesaw. This will be uploaded/sent by the teacher by 9am each school day.
- Children will continue to work through their personalised doodle Maths and English programmes, and complete their online reading journals.
- The teacher will make personal contact with the family via seesaw/tapestry/a phone call/zoom at least twice a week.

5. Home and School Partnership

Hargrave Park School is committed to working in close partnership with families and recognises each family is unique and because of this remote teaching and learning will look different for different families in order to suit their individual needs.

Hargrave Park School will provide a refresher online training session and induction for parents on how to use Tapestry, Seesaw and Doodle as appropriate and, where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Hargrave Park School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

Families and children would be reminded and encouraged to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

Hargrave Park School will provide training and induction for staff where needed on how to use Tapestry, SeeSaw and Doodle.

When providing remote teaching and learning in the event of a class bubble or whole school closure, teachers must be available between 8:30 and 4pm as well as for Zoom meetings according to the established schedule.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote teaching and learning, teachers are responsible for:

Setting work:

- If individual children are self-isolating, weekly work for individuals will be shared in line with the normal home learning schedule.
- If an entire bubble is self-isolating, teachers will set work for the pupils in their classes. The work set should broadly follow the usual timetable for the class had they been in school.
- Daily work for entire bubbles self-isolating will be shared by 9am each day.
- Teachers in EYFS and KS1 will be setting work on Tapestry.
- Teachers in Key Stage 2 will be setting work on Seesaw.

Providing feedback on work:

- Teachers are expected to provide appropriate feedback to completed work submitted by pupils in a timely fashion, supportive of the school's AFL practice.

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil, parents will be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer communication regarding teaching and learning will come through Tapestry or Seesaw as relevant.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

When providing remote teaching and learning in the event of a class bubble or whole school closure, teaching assistants must be available between 8:30am and 4pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistant must complete tasks as directed by their class teacher, the HLTA or phase lead

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc the monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The SENCO

Liaising with the IT technicians to ensure that the technology used for remote teaching and learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to receive a personalised curriculum whilst learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IPs

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

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
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- 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

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 teaching and learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies and protocols

This policy sits alongside the following whole school policies and protocols:-

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Home school communication protocols
- End User Agreements for Tapestry, Seesaw and Doodle

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