

REMOTE LEARNING POLICY



Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
December 2024	MJ	<ul style="list-style-type: none"> • Introduction amended due to lessening of whole class closures after C19 pandemic. • LEAD IT support changed to Mercury • Removal of reference to Covid as main reason for school closure • DSL – Rebecca Clarke changed to Nichola Cunningham • Edits to remote learning provision section – structure of the school day will look different as prolonged periods of school closure are now less often 		

Introduction

During periods of school closures and prolonged absences, where pupils are well enough to be working, staff at Parkview and Redwood Primary Schools will continue to provide education and support to our children using remote learning.

Our year group overviews provide links to live lessons and resources for each curriculum area and these can be found on the following websites: [Year Group Overviews | Parkview Primary School \(parkview-sch.co.uk\)](#) [Year Group Overviews | Redwood Primary School \(www.redwoodprimary.com\)](#)

On the rare occasion that whole classes close for a prolonged period of time, live teaching may be more suitable and will be delivered via Teams. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:-

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to
- Teachers may be trying to manage their home situation;
- Systems may not always function as they should.
- An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support and a sense of routine, to the best of our ability. Bearing in mind the need for flexibility, there is a clear understanding between the school and home that assignments may not be completed every day. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Parkview and Redwood will:

- Continues to ensure appropriate filters are in place through Mercury Support.
- Monitor all lines of communication
- Provide training and support for staff in line with their job requirements.
- Ensure that our governing body review arrangements to ensure they remain appropriate;
- Take on board the continuously updated guidance from the UK Safer Internet Centre on safe remote learning and guidance from the local authorities and CEOP.
- Continue to reinforce the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Ensure that all children and young people accessing remote learning receive guidance.
- Ensure that parents and carers have information accessible via the websites [Home | Parkview Primary School \(parkview-sch.co.uk\)](#) and [Home | Redwood Primary School \(redwoodprimary.com\)](#) about keeping

children safe online with peers, the school, other education offers they may access and the wider internet community.

Teaching Staff will:-

- Share teaching and activities with their class through the Teams app or Dojo;
- Provide support to those children who require additional assistance with work;
- Continue teaching in line with adjusted planning, in line with what is already being taught in school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Ensure that all work is viewable only and answered onto plain paper, to accommodate those children who lack printers;
- Provide printed packs for those children whom do not have access to an online platform;
- Keep in contact with children through Office 365 Teams apps and parents via Dojo;
- Reply to messages, set work and give feedback on activities during the normal teaching hours **8.50 am – 3:30pm**
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- If unwell themselves, be covered by another staff member for the sharing of activities.
- Provide work through Dojo for individual cases of isolation.

Children will:-

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Complete the given assignments on teams or Dojo, reaching out to the staff if they are struggling or confused.
- Potentially work a day behind what has been shared through the Office 365 Teams apps;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Only contact teachers during school hours;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:-

- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with DOJO or Office 365 Teams posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Office Team 365 and Dojo;
- Know they can continue to contact their class teacher as normal through the Class Dojo app if they require support of any kind;
- Only contact teachers during school hours unless there is an emergency;
- Check their child's completed work each day and encourage the progress that is being made;

- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials parents must note that resources are for viewing online only on our secure class teams. They must not be photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Safeguarding

Online Safety:-

The children and young people at Parkview and Redwood are likely to spend more time online during school closures or prolonged periods of absence due to medical needs and the requirement for online learning. Children have been spoken to regularly throughout their schooling about the benefits and risks of the online world and this will now continue through our online provision. At Parkview and Redwood, we have established clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns, following the steps outlined below:

- Parents to report any concerns directly to the class teacher via class dojo or a telephone call to the office;
- Children to report any concerns, questions or worries directly to both their parents and their class teacher via teams;
- Staff are to log any concerns using the existing digital safety reporting proforma and log them on CPOMs for the designated safeguarding lead and the child protection officer;

Data Protection:-

In line with Keeping Children Safe, we have implemented the following steps to ensure the safety of all pupils, staff and parents whilst utilising our online provision.

- Children on the "Photo Restrictions" list must have their cameras off at all times.
- All meetings will be recorded to ensure there is a history of the content shared.
- Recordings of meetings should be retained on the online Office 365 server only.
- Where possible, staff must only use school laptops for communication with children to ensure that access is only available through encrypted logins.
- Data pertaining to the Children's personal information will be removed at the point at which they leave Parkview Primary School or Redwood Primary School.

Guidance for Staff

- Parents must be made aware of any calls that are taking place via a message on class dojo;
- Wear appropriate clothing, both staff and children;
- Any recording of contents should be in an appropriate area, for example not in bedrooms, and where possible, must be against a neutral background;
- Be mindful of things in the background;
- Language must be professional and appropriate;
- Watch back any recordings before uploading them;
- Watch fully any links to Youtube or other sources before uploading them to a lesson, looking for inappropriate content, language or imagery;
- Any video, pre-recorded or live, must be saved onto Microsoft teams as a record for any future concerns;
- Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible.

- Report any concerns about a pupil, through online interactions or via communication with other pupils, to the designated safe guarding leads in school – Marie Jarvis or Nichola Cunningham (Parkview) or Sandra Dingle (Redwood)

Remote Learning Provision

All work set is monitored by staff in school, and enhanced by a contact with the child's class teacher at least once a week (if relevant). A normal day will usually consist of a Maths lesson/activity, an English lesson/activity and Curriculum subject tasks as taught through the normal school week. This will be supplemented with a reading/phonics activity.

For children in the EYFS, tasks will be given for the children to complete in the home setting and, where appropriate, the teacher will deliver small online sessions to deliver their teaching.