NORTHIAM C.E.PRIMARY SCHOOL

REMOTE LEARNING POLICY

Contents

1. INTRODUCTION

All children returned to fill time education in September 2020 following the initial COVID-19 closure in March. We hope that most of our children will have an uninterrupted experience. However, there is a possibility that an individual child, a year/class group bubble or the whole school will need to self-isolate or there may be another lockdown leading to another period of remote learning. Therefore the school has put in place a remote learning policy to that children can continue to learn during these periods. This plan meets the expectations set out in the DofE guidance 'Remote Education Support'.

All children in school have access to Google Classroom. This platform will allow staff to keep in regular contact with their pupils. During a period of remote learning, the day to day teaching and learning which normally takes place in a school environment, will be carefully considered and this will form the content of activities delivered into the home electronically or if this is not possible a class pack will be available to children which can be collected form the school. The Health and Well- Being of our pupils and families will also be a focus with activities and communication designed to address these needs.

The school website has also a dedicated area for Home Learning, under the parent tab. On these pages will be important information regarding extra work. If your child does not have access to a computer/laptop/or the internet, the school will do all it can to support children and will provide paper packs of learning. It is important parents have made the school aware of any barriers to accessing Remote Learning.

2. PURPOSE

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide clarity around safeguarding and data protection in a remote learning context

As school we are committed to providing continuity of education to our pupils and will always aim to provide all our pupils with equal opportunities to participate in learning from home.

This policy will be reviewed at the end of the academic year and we will consider elements of the policy in future years.

3. DEFINITION

Remote learning refers to the provision of work, teacher support, as well as assessment and feed back from teachers and pupils in the event that lessons cannot be delivered 'face to face' as normal.

4. REMOTE LEARNING EXPECTATIONS

It is in the best interests of our children to continue to provide structured support through Remote Learning. Due to a range of factors which will affect each household's capacity to carryout Remote Learning, there will be a degree of Flexibility regarding the submission of work and/or feedback. It is important that parents strive to achieve the targets set for their children and seek support from the school if required. Children and parents should consider the arrangements as set out in this document as highly recommended.

Possible Challenges around Remote Learning
- Ensure all pupils have access to an appropriate electronic device and internet access
- Working parents
- Shared devices with other family members
- Childcare
- Parent confidence in home schooling
- Time
- Resources as such as paper, ink or stationary
- School environment and setting
- Teachers who have home circumstances which make it challenging to provide remote learning.

The table sets out the type of remote learning that we will offer, if we are required to close our school to some pupils.

Weekly Contact	Timetable	Content of Lessons	Feedback
Weekly contact via the teacher calling home and speaking to the child. Daily contact with teachers via Google Classroom. Any child not regularly absent from the google classroom, will be contacted by teachers.	Four lessons minimum per day: Reading Writing Mathematics Foundation Subject A suggested timetable for completion will be available on the website.	All lessons will have a recorded element focused on modelling of key ideas for children to engage with before completion of provided activities. Lessons are provided through the following platforms: - Google Classroom - Mathletics - Purple Mash	Work will be shared on the Google Classroom and teachers and TA's will provide timely feedback on the child's learning.

5. WHO SHOULD STAFF CONTACT

If staff have any questions or concerns about Remote Learning, they should contact the following people:

- Setting of saving of working – Miss Mewett
- Problems with IT - Log the job the usual way
- Concerns with their own workload or well being – Contact Mrs Bray
- Concerns about Data Protection – Contact Mrs Bray
- Safeguarding concerns – Contact DSL immediately .

6. ROLES AND RESPONSIBILITIES

Teachers will…
- Share the teaching and learning activities with their class through Google Classroom and the School website – Home Learning.
- Continue to plan the teaching content in the line with the extensive planning that is already in place throughout the school:
- Accept the fact that learning remotely will be more difficult, so tasks will be set in a smaller steps
- Keep in contact with children through Google Classroom or weekly phone calls.
- Reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am- 3.00 pm weekdays.
- 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 e.g. Policy Development
- If unwell themselves, be covered by another staff member of the sharing of activities. Follow up on messages on Google Classroom will not be untaken until the teacher is fit to work.

Parents will…
- Support their child's learning to the best of their ability
- Encourage their child to access and engage with Google Classroom posts from their teacher.
- Refrain from screen shooting or copying any information messages or posts to share on social media or another platform
- Know they can continue to contact their class teacher as normal through the Google classroom or through the following emails
  northiamwillow@quercusfederation.co.uk
  northiamoak@quercusfederation.co.uk
  northiamchestnuts@quercusfederation.co.uk
  northiamcopperbeech@quercusfederation.co.uk
- 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 and great fresh air and relax.

Children will…
- Be assured that health and wellbeing is a priority and therefore take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- 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 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 and where possible record this in their reading record.
- 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 creative.

N.B In compliance with Copyright Law and regulations governing the use of photocopied materials, parents must note that resources are for viewing online only on our secure class portals. They must not be printed, photocopied and distributed.

7. DATA PRTOECTION

Accessing personal data

When assessing personal date for remote learning purposes, all staff members will ensure that they are using a Northiam C of E device.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents and pupils as part of your schools approach to setting up and accessing remote learning. As long as the processing is necessary for the schools official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This is includes, but it is not limited to:
- Keeping the device password-protected – strong passwords are a least 8 characters, with a combination of upper and lower case letters, numbers and special characters.
- Making sure the device locks if left inactive for a period of time
- Not sharing your work device amount family or friends if they can access your school systems.

All Northiam School devices will have updates installed automatically and security policies are maintained. If you are using your own device, you must install anti-virus software and ensure operating systems are updated regularly.