

Riverside Primary School

Remote Learning Policy

2022 - 2025

Updated September 2022



REMOTE LEARNING POLICY

Introduction

Definition

The term 'remote learning' refers to the provision by Riverside Primary School of distance teaching and learning which may become necessary in the event that lessons cannot be delivered in school face-to-face. It usually takes the form of:

- Online or other set work.
- Other forms of support for pupils, both academic and pastoral.
- Assessment and feedback from teachers to pupils.

Aim of the policy

The school is committed to providing continuity of education to its learners. This could apply to individual pupils who, for a variety of reasons, are unable to attend school for a medium term or long period. It could particularly apply in a situation under which the school is closed for an extended period of time but a high proportion of teachers and pupils are able to work as normal from home or when most teachers and particular categories of pupils are in school but the majority of pupils are not. Under these circumstances, the school will aim to:

- Establish clear channels of communication within the school with regard to remote learning.
- Ensure remote learning is consistent with learning in school.
- Provide relevant, developmental work which enables pupils to make continued progress.
- Provide methods of regular contact with staff, with the ability for pupils to ask questions of their teachers, preferably in real time.
- Provide opportunities where appropriate for pupils to have their work assessed by their teachers and receive feedback on it.
- Provide guidelines for data protection and child safeguarding.

Scope of the policy

This policy does not normally apply:

- To a short term pupil absence.
- To the provision of continuity of education for pupils who absent themselves from school in contravention to school policy or government guidance.
- To pupils whose parents take them on holiday in term time.
- To pupils whose parents decide to absent their child as a precaution against an outbreak of infectious disease, contrary to official medical advice.
- In the event of short term school closures (such as bad weather conditions, breakdown of heating systems etc).

The policy does apply:

- To situations where a pupil, in agreement with the school, is absent for a period of time but is able to work at home, at least to some extent. This may apply in the case of exclusion from school, or a long term illness.
- If a pupil is undertaking a period of advised isolation, usually because of an infectious illness, but who is otherwise well.
- If a significant number of pupils are absent from school, but the school remains open.
- To extended school closures.

Remote learning planning

The school will aim to:

- Continue to have high curricular expectations.
- Use a curriculum sequence that allows pupils access to high quality online and offline resources.
- Plan the curriculum so that knowledge and skills are built incrementally.
- Provide pupils with frequent clear explanations of subject content.
- Devise methods of assessing pupil progress and understanding.
- Use online tools that are consistently used across the school.
- Provide printed resources for pupils who do not have online access.
- Work with the families of younger children and children with SEND to ensure that these children have appropriate adult support.

Roles and responsibilities

All staff likely to have remote contact with pupils and their parents/carers should ensure they have effective internet and telephone connectivity at home. If this is not the case, a school device can be provided.

Teachers

Teachers cannot be required to work more than 1,265 hours per year, whether standing in front of a class or running remote sessions. Teachers must be available between 8.30am and 3.30pm during term time for remote learning. Staff absence must be reported in the usual way.

When organising remote learning, teachers are responsible for:

- Planning and setting pupils' work
- Assessing pupils' work
- Attending online meetings
- Maintaining contact with pupils via Google classroom

- Working on school premises school when it is safe to do so

Teaching assistants

Teaching assistants must be available between 8.30am and 3.30pm during term time for remote learning. Staff absence must be reported in the usual way.

- Teaching assistants will continue in their role of supporting children with remote learning
- Attending online meetings
- Working on school premises

Senior leadership

In addition to their teaching responsibilities, senior leaders are responsible for:

- The overall approach to remote learning across the school.
- Checking how well the systems of remote learning are working, including the security of the systems.
- Considering the data protection and safeguarding issues around remote learning.
- Supporting the wellbeing and mental health of all staff.
- Supporting the pastoral teams, the SEN co-ordinator and other specialist staff.

ICT staff

ICT staff are key to the smooth running of a remote learning system. They are available to assist staff, parents and pupils with accessing the internet, using devices, solving technical problems and reporting security issues.

Pupils

It is important that pupils participate as fully as possible in the remote learning process. They should be contactable by their teachers at agreed fixed times during the normal school day and work should be sent in on time.

Help is available as needed from the school via parentsupport@riversideprimary.org.uk

Parents/carers

The safeguarding and wellbeing of pupils in their homes are primarily the responsibility of parents. The school should be informed in the usual way if pupils are ill or are unable to complete their work.

Help is available as needed from the school via parentsupport@riversideprimary.org.uk

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following colleagues about:

- Planning work (Deputy Headteacher)
- Pupil behaviour (Pastoral and Guidance Leader)
- ICT problems (Network Manager / ICT Technician)
- Personal workload or wellbeing (Headteacher)
- Data protection issues (Office Manager)
- Safeguarding issues (Designated Safeguarding Lead and Deputies)

Data protection

When accessing personal data for remote learning purposes, staff will need to know:

- Which devices to use to access the data, for example, a school-provided laptop.
- How to access the data.

When processing personal data, staff members may need to collect and/or share details such as email addresses as part of the remote learning system.

Monitoring and review arrangements

This policy will next be reviewed in September 2025 by the Governing Body