

For With God Nothing is Impossible' Luke 1:37

Remote Learning Policy

Church Lench CE First school

2024

At the heart of the school is our belief that 'with God nothing is impossible', which allows our children to have high aspirations and know that they are part of a loving family. We have a flexible, child-led, broad and balanced curriculum where every child can thrive in a happy, inclusive and safe environment.

For With God Nothing is Impossible' Luke 1:37

1. Aims

This remote learning policy for staff aims to:

- 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 appropriate guidelines for data protection

2. Philosophy for online learning

At Church Lench C E First School we have, as a whole staff alongside governors, decided that we will provide either pre-recorded online learning or lesson plans uploaded onto class dojo or tapestry for our children in the event of the school closing for more than 48 hours. We have opted for these, over live lessons, because it is what is right for our families. By uploading pre-recorded lessons or plans parents are able to be flexible in the order they teach their children and the times they choose to learn. We are aware that many of our parents are working full time from home and have their own deadlines to meet and meetings to attend. By offering the flexibility of accessing the learning at a time that is convenient to them ensures that the children are having the best possible support at home.

Pre-recorded lessons/ plans also offer the advantage of being able to be paused and revisited by the child so they are able to work at their own pace and with the support they need rather than moving at the pace of the rest of the class. A typical lesson might involve a PowerPoint created by the teacher, and where possible narrated, so that the children can access as much as possible independently, while hearing the teacher's voice for familiarity as well as videos of the teachers modelling the learning activities.

In the event only of an emergency where remote learning has to be delivered, online learning platforms are available on Class Dojo and Tapestry the day before so that families have time to check through the work and make sure that they can plan the following day successfully. Class teachers are available each day from 9am – 5pm to provide help and support to parents and children through the online platforms.

Outline of platforms and software we are using at Church Lench C E First School

Class Dojo	Classes 2 and 3 access work and communicate with parents and children through this
Tapestry	Class 1 access work and communicate with parents and children through this
PowerPoint	Lesson slides are provided for children and parents. Narration is added where appropriate and possible.
YouTube	Teachers upload pre-recorded lessons to YouTube and link them in PowerPoint or

For With God Nothing is Impossible' Luke 1:37

	Dojo/Tapestry. Kids setting are always used and reminders of e-safety are given out frequently.
School website https://www.churchlench.worcs.sch.uk/	Newsletters and updates are regularly uploaded for parents.
Word	Some work, and worksheets, are set using Word. Word is not required to be used by children or parents at home.
Adobe	Some worksheets are sent as PDF files.
Video viewing software e.g. VLC or MediaPlayer	To enable videos to be accessed by children at home.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning for whole classes who are working from home, teachers must be available between 9a.m and 5.00pm.

If they're 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. The senior leadership team will then arrange work to be set via class dojo, tapestry or the school website.

When providing remote learning, teachers are responsible for:

1. Setting work

For the pupils in their class

- To provide a daily maximum of 3 hours for Reception and Year 1, between 3-4 hours for Years 2 and 3 and between 4-5 hours for Years 4 and 5
- To set work the day before
- To inform parents where the work will be uploaded (Class Dojo or Tapestry)

In the event of remote learning taking place at short notice, teachers will immediately make work available through school online resources before setting work for a longer period of remote learning. This gives teachers and family's time to adjust for a period of remote learning.

2. Providing feedback on work

- The children should access the work and feedback with photographs of work when appropriate and during the same day if possible. We acknowledge the importance of

For With God Nothing is Impossible' Luke 1:37

flexibility for working parents and request that parents keep in touch with teachers at least 3 times per week.

- Feedback will be given through class dojo or tapestry when required through comments, quizzes and whole class feedback when appropriate and on a regular basis.

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

- Staff will be able to make contact with parents via Class Dojo or Tapestry during the day if the whole class should be learning remotely. If an individual child is learning remotely for a sustained period the teachers will not be able to respond during their teaching hours but will try as soon as they can during the day. Teachers will not be expected to reply after 5.00pm or at weekends. Any safeguarding concerns will be shared immediately with the DSL/ DDSL.
- Children will be expected to complete work that is given at home and be given sufficient time to complete the activity. If work is not completed continually, the head teacher will be notified and contact will be made with parents regarding the importance of continuing to learn at home. If there is no reasonable explanation to why work has not been completed this will be noted on the pupils file.

Video clips

Video clips maybe given using our online platforms. We will ensure that:

- Appropriate backgrounds are used with no background noise
- Staff are dressed appropriately and follow the dress code in the school's code of conduct
- Children will not be expected to send their own video clips to our online platform but are welcome to if parents are happy to do so.
-

Online Safety

Staff will regularly remind children and families about keeping safe online and guiding them to look at useful tips and resources. The acceptable use policy will be shared during remote learning times.

Curriculum

Church Lench CE First School will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we will need to make adaptations in some subject's e.g Science, Art, DT where certain equipment cannot be expected to be provided at home.

3.2 Teaching Assistants

Teaching assistants will be required to support the class teacher with remote teaching and deliver and supervise lessons in the classroom. The class teacher will advise their teaching assistant to look at areas to support the

For With God Nothing is Impossible' Luke 1:37

3.3 SENDco

In the event of a full school lockdown, alongside their teaching responsibilities, the SENDco is responsible for ensuring any enquiry is responded to via the online platform and advise parents appropriately.

3.4 Headteacher

Alongside management responsibilities, the head teacher is responsible for:

- Monitoring the effectiveness of remote learning through regular discussion with teaching staff and taking on board feedback from parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring and responding to safeguarding concerns immediately and recording and ensuring swift action is taken. Please see safeguarding policy. E safety will be regularly reviewed with ICT/ E Safety staff lead and governor. Tips will be given to families regarding keeping safe online by the DSL and governor.

3.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- 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 regarding resources or teaching methods.
- Be respectful when making any comments or concerns known to staff

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

For With God Nothing is Impossible' Luke 1:37

3. 8 Who to contact

If staff have any questions or concerns about remote learning, they should contact the head teacher.

Positive Mental Health and Wellbeing

- It is imperative that we monitor the mental health and well-being of children and families when remote learning is in place.
- Welfare calls will be administered to families who are struggling with remote learning and support given by staff.
- The Head teacher will be responsible for ensuring that vulnerable families are contacted more often.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Use **school** laptops. No personal data is stored on school laptops apart from name and password.
- Ensure the laptop is password protected

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

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

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol). We encourage this password to be changed regularly.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time

For With God Nothing is Impossible' Luke 1:37

- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

4.4 Lending Devices to Families

We may be able to lend families laptops provided by school and the DFE if we know and understand that a laptop or tablet is not available to be accessed at home. These devices will be set up ready for children to use and parents must sign an agreement form that the device will be returned to school when remote learning ceases and school resumes.

4.5 Families without Internet

Any families who do not have access to the internet on a long term basis will be sent lessons to complete in the post or given priority to attend school in the event if deemed appropriate.

5. Safeguarding

Our safeguarding policy can be found on the school website and all procedures will continued to be followed.

6. Monitoring arrangements

This policy will be reviewed when necessary especially if there is a national lockdown. At every review the governors will be consulted before it is approved.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy and coronavirus addendum to our child protection policy
- GDPR policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Staff Code of conduct
- Parent Code of Conduct

Approved by:	Mrs S Price	Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2027	

For With God Nothing is Impossible' Luke 1:37