

Eleanor Palmer Remote Learning Policy

September 2020

At the onset of the previous lockdown, staff were able to swiftly move to teaching on an online platform, providing daily work for each year group. Through Google Classroom, the vast majority of our children were able to access and complete work relating to all areas of the curriculum, including specialist provision in PE and music. With the knowledge of a widening attainment gap, we are striving to ensure that the learning we provide in any possible lockdown is suitable for all, and that no child will be allowed to fall behind. This policy has been created so as to clarify expectations, roles and responsibilities for all.

Who is this policy applicable to?

- A child and any siblings absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole class bubble that is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Principles of a home –school remote learning partnership

We are committed to working in close partnership with families and recognises each family is unique and so because of this, remote learning will look different for different families in order to suit their individual needs. The following principles guide how we have set up our provision.

- All children will access the remote learning (via google classroom) as soon and as successfully as possible;
- We will ensure that all pupils have access to the classroom (by loaning chromebook devices) and that each family has the relevant internet connection;
- We will support parents in learning how to submit work and be open to alternative methods, such as emailing a photo. There are short online training videos on our school website prepared by our IT lead
- <https://www.eleanorpalmer.camden.sch.uk/year-groups/>
- All passwords will be emailed to parents immediately in the event of a lockdown;
- 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;
- Tasks will be easily accessible as will submitting and checking work with a flexible view about how work is returned;
- Each day will start with a 'live' session and end with a live plenary and story-time;
- A morning message and daily timetable will be given to ensure that expectations of the day are clear and parents are able to create a structure;
- All instructions will be given clearly and will be dependable in format, working with parents to increase their understanding of the chosen platform;
- There will be a proportionate amount of work that is well-ordered and achievable, broadly 3 hours;
- Work will be engaging and compelling, following the EP curriculum as closely as possible;
- We will sustain engagement with on-going topic work through videos and teacher input;
- We will prioritise sites and activities that focus on core skills and practice, for example developing and securing number fluency rather than introducing complex new maths work;
- All children will receive 'human' interaction, whether through weekly class Zoom meetings, smaller group zoom sessions enabling more discussion and weekly Facetime, zoom or phone calls with a member of staff;
- Teaching specific to the class will take place via pre-recorded lessons (using Loom), where individual teachers speak over their planned lessons. These can be viewed at any time;
- All families sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Roles and responsibilities

Teachers

When providing remote learning, teachers are responsible for:

- Setting work:
- Providing feedback on work.
- Keeping in touch with pupils who aren't in school and their parents:
- Monitoring levels of engagement and reporting to SLT;
- Reporting any complaints or concerns to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

- If there is a whole school lockdown, all staff are expected to be on site unless their risk assessment concludes that this is not safe;
- Teaching assistants must be available from home if their class is locked down;
- 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 teacher/a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement;
- Monitoring the effectiveness of remote learning through regular meetings with teachers, 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 Subject leader

- Fixing issues with systems used to set and collect work;
- Helping staff with any technical issues they're experiencing;
- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required;
- Assisting pupils and parents with accessing the internet or devices.

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

The SBM

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

Pupils and parents

Staff should 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 ask parents with children learning remotely to:

- Support the work set, including enabling independent tasks;
- Make the school aware if their child is sick or otherwise can't complete work;
- Seek help from the school if they need it .

Governing Body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible;
- Monitoring parental feedback on provision;
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety and acceptable use policy
- Digital and hardware Development Planning

Appendix September 2020

Action	Who	Timeframe
Archive all previous Classrooms	Lacey	Immediate
Set up new Google Classroom Rosie support Stefan	Teachers	Immediate
Ensure that children have logins for all platforms ready to distribute inc new children	LC/TV	Immediate
Identify laptop - ideally personal - that will be used for Loom recording	Teachers	Immediate
Complete parent survey of connectivity	KF/VG	Out 17.09.20 Back 08.10.20
Reminder training for staff on Google Classroom	LC	On demand
All children to login and join relevant class	Relevant Class	Day 1 of lockdown
Children to write joining message	Relevant Class	Day 1 of lockdown
Communicate with parents regarding any issues	Parents	Day 1 of lockdown
Children to be given a simple piece of work to 'Turn In'. Troubleshoot as required.	Teacher/Class	Day 1 of lockdown
Children to be given a task that required photo attachment. Troubleshoot as required.	Teacher/Class	Day 1 of lockdown
Start each day with a chatty message	Teacher	Daily
Include simple daily timetable	Teacher	Daily
Record Loom video over maths lessons – including links to other resources e.g. White Rose, BBC Bitesize	Teacher	Daily
Slides include answers. End maths with an optional challenge	Teacher	Daily
Consider short tasks for literacy that sustain topic links rather than on-going key writing		
Daily reading of ongoing novel	Teacher	
Regular validation and feedback	Teacher	Daily

