

The Angmering School

Remote Learning

Policy 2020

~Adopted from guidance issued by Department of Education

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19#guidance-on-remote-education-during-coronavirus>

Ratified virtually by the Governing Board 22.09.20

Remote Learning Policy for The Angmering School

1. Statement of intent

At The Angmering School we put the learner at the heart of everything we do but we also recognise that it is vital to support staff and manage their workload. In designing this policy we aim to maintain high standards of education for students whilst ensuring that the expectations on staff are fair and consistent.

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and provide support for parents/carers
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- **Type 1:** A child who is 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.
- **Type 2:** A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- **Type 3:** A child's whole bubble is not permitted to attend school because insufficient staffing levels mean that not all children can be safely supervised in school on a given day

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for Key Stage 3 and Key Stage 4 including Oak Academy, BBC online, Google Classroom, MyMaths, Mathswatch, Classcharts and other non-subscription resources
- Use of Recorded video (or Live Video) for lesson instructions and assemblies
- Phone calls home
- Printed learning packs for students without any access to the internet

Delivery of the curriculum:

- For Type 1 absences: The normal timetable will continue to run in school and children working remotely should access the resources via Google Classroom and ClassCharts - focusing on the lessons which they would normally have each day
- For Type 2 and 3 absences: The whole year group will be set specific tasks for the day, based on their normal school timetable. Students should be online from 9:00 until 15:10 each day in order to access live lessons at the normal scheduled times. Where resources are available ahead of time students can complete these early.

- Where live lessons are delivered to Type 2 and 3 students the teacher will invite them to a Zoom or Google Meet call at the time of the scheduled lesson

5. Home and School Partnership

The Angmering School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The Angmering School will provide an online training session and induction for parents on how to use Google Classroom upon request. Requests should be made to the Year Team Leader of the student.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that the students stick to the normal structure of the day where possible.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. 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.

In line with The Angmering School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

When providing Type 1 remote learning the teacher will be continuing to teach their full timetable in school, therefore resources can be uploaded and shared as part of the planning process for their lessons. When providing Type 2 or 3 remote learning, the resources must be available to remote students at the scheduled lesson time. Any live interactions must be done within the normal school timetable.

If teaching staff 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.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the students in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
- Providing feedback on work:

- o Feedback to students should be provided as per the marking policy
- Keeping in touch with pupils who aren't in school and their parents:
 - o If there is a concern raised around the level of engagement of a student parents/carers should be contacted via phone to assess whether school intervention can assist engagement.
 - o Any complaints or concerns shared by parents or students should be reported to a member of the Headship Team– for any safeguarding concerns, refer immediately to the DSL or extended DSL team.

Learning Support Assistants

Learning Support assistants will continue to follow their normal timetables.

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, during any gain time learning support assistants must complete tasks as directed by the SENDCO or Teacher in Charge of the LNC

Subject Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach for their subject
- Monitoring the effectiveness of remote learning – by reviewing the work being set and the engagement of the students

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 Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Helping staff with any technical issues they're experiencing
- Assisting students and parents with accessing the internet or devices

The SENCO

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.

- 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 or technology
- Ensuring that the school has adequate insurance to cover all remote working arrangements

Students and parents

Staff can expect students 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 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
- Be respectful when making any complaints or concerns known to staff

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

7. 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 acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google classroom