



QUEENSMEAD PRIMARY ACADEMY

Queensmead Primary Academy

Remote Learning Guidance

During periods of school closure, there will be a multi-faceted approach in order to include pupils in remote learning. Work will be set using Purple Mash, the school website and email. Teachers will use Teams as an online tool to facilitate contact, feedback and well-being checks. This will allow staff to keep in contact with their class in a professional and confidential manner.

In all communications, we will prioritise the well-being of our children and their families.

Work will be set by the class teacher on a daily basis and this will be based on the recovery curriculum following our blended learning plan (see below). Teachers will track engagement of pupils and, if there is non-engagement, report this so that it can be followed up on a regular basis: no less than every 3 working days. Non-engagement will be followed up with a phone call home.

Aims

This remote learning policy aims to:

- o Ensure consistency in the approach to remote learning for pupils who aren't in school
- o Set out expectations for all members of the school community with regards to remote learning
- o Minimise the disruption to pupils' education and the delivery of the curriculum
- o Continue to provide quality learning opportunities
- o Provide appropriate guidelines for data protection

Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- o Occasions when we decide that opening our school is either:
 - o Not possible to do safely
 - o Contradictory to guidance from local or central government
- o Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during their usual contacted hours, consistent with their contact.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers should follow the directions of the Principal to:

- o Provide pupils with access to remote education as soon as reasonably practicable, in proportion to the length of absence and disruption to the learning
- o Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for setting work for pupils in their class/ group, being aware of the points below:

- o The amount of work provided following good practice guidance considered as:

Year	EYFS	Year 1 & 2	Year 3/4/5/6
Online learning sessions	Daily phonics session Daily number time Story session	Daily phonics 3 English sessions per week (with tasks additionally set) through Purple Mash / website Daily number session Daily story TTRS	Daily English Daily maths session Theme x 3 sessions per week Class story TTRS
Platform	Flipgrid	Flipgrid/ Teams/ Purple Mash	Teams/ Purple Mash/Flipgrid
All	Additional daily expectations in take-home packs for: PE- access to recorded PE sessions on school website/ flipgrid Well-being/mindfulness Reading independently and/or with parent/carer		

- o Work to be set to be delivered each day
- o Work to be uploaded onto the school website/ online learning platform (Purple Mash) and remotely via Teams.
- o Co-ordinate with other teachers to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- o Providing feedback on work on Purple Mash or via the chat facility on Teams

Keeping in touch with pupils who aren't in school and their parents is a key responsibility particularly for any extended school closure or absence.

In this instance, following the direction of the Principal, teachers will:

- o Make weekly 'check-in' phone contact with families for pastoral and academic support
- o Alert SLT link staff to any complaints or concerns shared by parents and pupils – for any safeguarding concerns.

During remote learning sessions or staff meetings, teachers will:

- o Follow the Academy dress code
- o Be aware of their location (e.g. avoid areas with background noise, ensure background is clear of personal items)

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual contacted hours, consistent with their contact.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for following the direction of the class teacher and overall direction of the Principal and may:

- Support pupils who aren't in school with learning remotely
- Attend virtual meetings with teachers and pupils

3.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior leaders and SENDCo

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, 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

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for ensuring a prompt response to any concerns raised by staff following the usual Safeguarding procedures and Policy and for overseeing the role of the wider safeguarding team who will:

- Call families who are vulnerable at least once a week to offer support and check on children's well-being
- Liaise with outside agencies
- Take part in remote meetings with other agencies
- Monitor safeguarding concerns on a daily basis and follow up concerns promptly

3.7 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
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Look at teams /website daily to ensure they are fully up to date with all school news and expectations of the day
- Support their children to complete all of the learning set as much as possible
- Refrain from screenshotting or copying any information, messages or posts to share on social media;
- Liaise with school staff and seek support on behalf of their child when needed through email or teams.
- Be respectful when making any complaints or concerns known to staff

Data protection

4.1 Accessing personal data

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

- Access Teams/ Purple Mash via staff laptops linked to the GAT network
- Use school mobile phones to contact families for their weekly phone calls

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

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:

- o 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)
- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Keeping operating systems up to date

Monitoring arrangements

This policy will be reviewed annually by the Principal.

This policy is linked to the following policies:

- o Behaviour policy
- o Child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy
- o Online safety policy