



# REMOTE LEARNING POLICY

---

Beccles Primary Academy

Agreed: November 2020

Next review *September 2021*

Signed:

## Statement of intent

At Beccles Primary Academy we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many pupils. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

- Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
- Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of our remote learning platform.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

## Safeguarding

We are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies.

Staff will, at all times, work within the schools Code of Conduct.

Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Beccles Primary Academy. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable.

All communication between children and adults, whilst pupils are learning at home, should take place via Seesaw or Zoom only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

We use SENSO as a programme to allow for the remote monitoring of online activity. It has been installed on all pupil and staff devices that are used by the school and has been configured by the REAch2 IT team as part of the remote learning strategy.

Senso operates by identifying and alerting the Designated Safeguarding Lead to any word being typed that is contained within an 'alert' list, that indicates a potential safeguarding risk. This list includes a range of profanity, sexualised language, words related to gang and terrorist activity, and so on.

When a word from the alert list is identified, Senso takes a screen shot of the device's screen at the time that the word was typed, which is then logged and stored on the Senso portal. The date, time, user name, device name and website or application in use at the time of the alert is also logged alongside the screen shot.

### ***To promote safe and effective use of Senso, the following actions are followed:***

- We have ensured that all users who have been allocated a Senso-monitored device are appropriately aware of what Senso does and how it works.
- A minimum of two people in the school's leadership team, including the Headteacher, have access to the school's Senso portal.
- Senso is checked regularly, no less than weekly, to identify any safeguarding risks or misuse of technology that is in breach of school policy (Behaviour, Acceptable Use, Code of Conduct).

- Where a safeguarding risk has been identified, this is responded to in line with our Safeguarding Policy, KCSIE, Local Authority thresholds, and any nationally recognised guidance, i.e. Brook Sexual Behaviours Traffic Light Tool.
- In the event that a risk has been identified relating to a member of staff, this is treated as a safeguarding concern, and responded to in line with Part Four of KCSIE, Annex 5 of our Safeguarding Policy, Trust-issued allegations guidance, and Local Authority LADO processes.
- If potential criminal activity is identified, data and screen shots will not be exported, downloaded or shared from the Senso portal in any way without prior consultation with police, as this may affect any subsequent investigation, and/or could result in staff inadvertently committing a criminal offence.

## Philosophy

Beccles Primary Academy is committed to working in close partnership with families and recognises each family is unique. This policy complies with the expectations and principles outlined in the DFE document **Guidance for Full Opening of Schools** and offers remote learning opportunities for all children. We acknowledge that some households have limited access to devices and may need to loan a device from school or require hard-copies of work and resources. Beccles Primary Academy will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to Covid related reasons, these include:

1. A child who is absent because they are; displaying COVID symptoms, awaiting COVID test results, part of a household which is required to self-isolate.
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.
3. The school is closed to all pupils as part of government wider lockdown measures.

Response Level	Remote Learning Offer	Safeguarding measures	Provision of Free School Meals
<b>1. School response when a child is absent because they are; displaying COVID symptoms, awaiting COVID test results, or are part of a household which is required to self-isolate.</b>	Class teachers will provide a daily menu of learning opportunities which will include activities relating to the full curriculum subjects. These will be accessible via Seesaw or Tapestry. Reading books can be provided at parent requests along with exercise books and a pencil case.	Class teacher to make contact on the telephone with the pupil weekly in order to check in on wellbeing and home learning. Any concerns to be passed to the DSL and Assistant Head teacher.	A weekly voucher or hamper to be provided for any child who is entitled to free school meals. Collected by the parent from the main school office if they are able to do so.
<b>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</b>  <b>or</b>	Teachers will be working from home to prepare lessons that will be delivered remotely, as set out in the Remote Learning Timetable, via Seesaw and Tapestry. The offer will include a daily timetable and overview, individual lessons with teacher support, written explanations and additional learning resources. These will be available on Seesaw by 8.30am each morning. Teachers and Teaching Assistants will be available online via Seesaw to support pupils with their remote learning and to respond to questions from children and or	Any concerns shared by parents or pupils reported to the class staff should be recorded on CPOMS and reported to the DSLs with the follow up action. Significant safeguarding concerns should be reported straight away to the DSL/ DDSL.	
<b>3. The school is closed to all pupils as part of government wider lockdown measures.</b>			

	<p>parents.  Teachers will provide feedback for pupils by the end of each day. Work which is completed and submitted after 3pm will be marked and feedback offered the following day. If there is a concern around the engagement of a pupil, teachers will make contact with parents to raise concern and offer support. Where a pupil or family group is not able to access the remote learning provision on Seesaw then alternative paper-based resources will be provided for collection by parents/carers.</p>		
--	---	--	--

## Roles and Responsibilities when a whole class or bubble is closed, and children are at learning at home

### Teachers:

- will all be provided with a laptop for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class
  - will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Seesaw and Tapestry
  - where 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 Beccles Primary Academy staff absence procedures
  - will be expected to be available for their full normal contact hours with core online learning activities taking place between 8.30 and 4pm on each of their normal working days
  - prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Seesaw for the majority of pupils in the class
  - provide feedback for pupils, on work, submitted by 3pm, at the end of each day. Work which is completed and submitted after 3pm will be marked and feedback offered the following day
  - direct the class teaching assistant in supporting the work and learning of pupils who are working remotely
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Leads.**

### Learning Support Assistants:

- will all be provided with a laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class
  - will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Seesaw & Tapestry
  - will be expected to be available for their normal contracted working hours with core online learning activities usually taking place between 9:00am- 12:15pm and 1pm-3:15pm on their working days to respond to questions from children and or parents via Seesaw
  - where they are unable to work for any reason during this time, for example due to sickness absence, they should report this using the normal Beccles primary Academy staff absence procedures
  - support the preparation of lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Seesaw or Tapestry for the majority of pupils in the class
  - be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and inform the class teacher
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Leads.**

### Senior Leaders:

- be responsible for coordinating our Remote Learning offer including daily monitoring of engagement
- where a Teacher or Learning Support Assistant assistant is absent, liaise with the other year group teachers to ensure continuation of appropriate provision is made for the class

- monitor and quality assure the effectiveness of our Remote Learning Offer, through feedback from pupils and parents
- liaise with the Designated Safeguarding Leads regarding any significant safeguarding concerns
- monitor the security of remote learning systems, such as GDPR and safeguarding considerations
- assisting parents and children with accessing the internet or devices.

#### **SENDCO:**

- liaise with the ICT Lead and Reach2 IT to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required
- liaise with class teachers and SEND HLTA to ensure that pupils with EHC plans continue to have their needs met while learning remotely
- liaise with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP

#### **Pupils & Parents**

##### ***Staff will expect pupils learning remotely to:***

- complete work to the deadline set by teachers
- seek help if they need it, from teachers via Seesaw in the first instance
- alert teachers via Seesaw if they are unable to complete their work

##### ***Staff can expect parents with children learning remotely to:***

- Contact the school via the school office: [office@becclesprimaryacademy.org](mailto:office@becclesprimaryacademy.org) or 01502 713281 if their child is unable to work due to illness etc
- seek help from the appropriate member of staff - if they need it
- encourage and support their child to access the learning on line
- be respectful when making any complaints or concerns known to staff

#### **Local Governing Body**

##### ***The Governing Body is responsible for:***

- monitoring Beccles Primary Academy approach to providing remote learning, to ensure education remains a high quality and accessible as possible
- ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

#### **Home and School Partnership**

- class teachers will ensure that our children are familiar with, and can confidently use, Seesaw as a platform for their remote learning
- we encourage parents to support their child's learning by providing a safe, appropriate place to work and by encouraging them to use good levels of concentration and their best efforts
- we encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning guidance for parents leaflet.
- staff will ensure that work is uploaded onto Seesaw and that the daily learning menu is available
- parents can contact class teachers via Seesaw or through the school office - should they experience any difficulties
- where possible, a laptop may be loaned by the school to a pupil where parents/ carers agree to take responsibility for the care and acceptable use of the device

#### **Resources and tools used to deliver the Remote Learning Plan**

##### ***Resources include:***

- online tools for EYFS, KS1 & KS2, (*The Oak Academy, RWI Phonics, White Rose Maths & Tapestry*)
- use of pre - recorded video for lesson instructions and assemblies.
- telephone calls made to pupils and parents at home.
- Daily year group learning menu introduced by the class teacher at the start of each day
- books, pencils, pens, resource sheets and pupil logins and passwords for all platforms made available for collection from the office when needed