

**Birkby Infant & Nursery School**

**REMOTE LEARNING POLICY  
2021**

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### 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.

Birkby Infant & Nursery School have used DfE guidelines to create a clear plan which ensures that remote education is integrated into school curriculum planning and is appropriate to the age range the school serves.

We aim to send out to all KS1 pupils a Homework Pack that is differentiated four ways to address the needs of children working at PKF, Emerging, Expected or GDS.

EYFS children attending Reception will receive a home learning pack.

Class teachers will be available for at least two hours every week on TEAMS even if they are teaching that week. Every parent has been sent their individual log in for their child.

From 10.00-12.00 am

- Tuesdays Year 1 classes, Wednesdays Year 2 classes, Thursdays Reception classes-

Pupils and parents who cannot access at this time are encouraged to call the office to seek alternative times to talk to the class teacher.

We aim to deliver a high-quality offer and have the same expectations and provide the same level of support and guidance for any pupils who cannot physically attend school.

The DfE guidance for the full opening of Schools

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>) made it clear that a plan for remote education is key.

Schools must, '4. Develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.' These plans should, 'meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).'

**New guidance following the recent National Lockdown**

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak>) adds further clarification regarding the provision and expectations of remote education whilst schools are being asked to limit attendance (page 46 – 50).

### **Remote learning for individuals or small groups**

- KS1 Year Groups devise a weekly learning pack, differentiated 4 ways which will directly reflect the learning in class for that week and which will be sent home by post. Teams will ensure that all activities are suitable to be undertaken at home by any pupils not in school and that they do not require resources beyond pencil and crayons.
- EYFS will similarly send home a work pack for children with differentiated activities which will reflect the learning in school that week.
- If a class bubble, in the same year group, is closed during lockdown – it may be possible/and or appropriate for pupils to engage in a virtual daily class session(see remote learning for larger groups of pupils). This will be decided on a case by case basis by the SLT.
- School Attendance Officer will produce a daily list of pupils self-isolating. When school receive information of pupils self-isolating form any class or 'bubble' home learning packs will be immediately posted out or delivered to the house of all pupils.
- Depending on the length of the absence, pupils will be encouraged to submit their work for assessment / marking and feedback on their return. Work will be reviewed by teachers when pupils return to school.
- Other resources available to support learning are identified on the school web site for each year group which teachers will direct pupils learning remotely to access e.g. Twinkl, Maths Rock Stars, Oliver Jeffers Story time, Number Blocks etc.

### **Remote learning for larger groups of pupils**

Where a whole class bubble needs to self-isolate, requiring pupils to remain at home, immediate remote education will be available in the form of work packs, differentiated in the case of KS1.

Work packs are based on the planning for each week and are therefore readily available to put together and send out.

To ensure continuity of learning remote learning access using TEAMS may be possible/and or appropriate for pupils. (see remote learning for larger groups of pupils). This will be decided on a case by case basis by the SLT.

In delivering remote education, Birkby Infant & Nursery School will:

- ensure our remote education off-line and on-line has a clear sequenced curriculum which supports learners in accessing high-quality offline and where appropriate on-line resources and is linked to our curriculum expectations;
- provide quality printed resources for pupils differentiated as appropriate in a weekly Home Learning pack.
- ensure that resources provided to pupils are age and stage appropriate and supports their learning needs;
- ensure staff are trained in the use of on-line facilities (TEAMS) so that they can engage with pupils and parents face to face on a weekly basis.
- ensure that pupils who do not have access to the internet and are classed as vulnerable and disadvantaged will have access to laptops/tablets on loan from the school/LA as soon as possible;
- provide printed resources for pupils who are not eligible for laptops/tablets or for safeguarding reasons cannot have access to the internet;
- work with families to support our learners in accessing remote/home learning without causing undue distress for our most vulnerable and complex learners.

## **Remote learning for pupils during a national lockdown period**

Where a national lockdown is announced, immediate remote education will be available for pupils learning from home.

To ensure continuity of learning, and consistency across school, remote learning access is available in the form of Home Learning Packs. These will provide pupils with opportunities to engage with and continue their learning remotely at home.

Staff will interact with pupils weekly; check engagement; assess their learning and offer feedback. Parents/Carers will be provided with detail of how to support their child in using these materials on-line in weekly sessions depending on notice given to school. This detail will be sent to parents in a timely manner through our school messaging system.

In delivering remote education during a national lockdown, Birkby Infant & Nursery School will:

- Build upon our existing remote education provision to ensure a strong offer is in place for all pupils;

- ensure our remote education has a clear sequenced curriculum which supports learners in accessing high-quality offline resources and is linked to our curriculum expectations so that pupils are receiving the best possible education;
- ensure that resources provided to pupils are age and stage appropriate and supports their learning needs;
- ensure staff are trained and confident in the use of TEAMS.
- ensure that pupils overcome barriers to digital access by distributing school owned tablet/devices to access age appropriate web sites e.g. and offering printed resources to those who are classed vulnerable and disadvantaged as a result;
- work with families to support our learners in accessing remote/home learning without causing undue distress for our most vulnerable and complex learners.
- Use regular communication with parents and pupils, alongside weekly checking systems of progress to determine whether pupils are eligible to attend provision in person because they have difficulty engaging in remote learning.
- Set clear and realistic expectations of pupils; parents and carers; offering support; guidance and information in a variety of ways e.g. phone calls, forums, TEAM meetings, school website etc.

## **Planning and delivery of remote education**

When planning remote learning, Birkby Infant & Nursery School expects teachers to:

- plan a programme that is approximately of equivalent length to the core teaching pupils would receive in school.
- engage weekly with pupils and parents
- reinforce realistic expectations of home learning and offer guidance using agreed methods of communication e.g. weekly TEAMS, phone contact, email contact.
- Set engaging learning tasks in line with each pupil's ability, so that they have meaningful and ambitious work each day in a number of different areas which reflect the schools curriculum.
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- not set work based on long-term projects or internet research activities and consider the extent of resources available to pupils within their homes;
- provide frequent, clear explanations of new content/skills, delivered directly through high quality curriculum resources.
- gauge how well pupils are progressing through the curriculum, using questions and other suitable assessment tasks;
- offer timely and frequent feedback to pupils using weekly Team meetings or telephone calls.
- regularly check work and monitor progress;

- Use assessment systems to ensure that teaching is responsive to pupil's needs and addresses any critical gaps in pupils' knowledge.
- adjust the work pack in response to questions or assessments, including, where necessary sending more than one work pack home;
- be aware to not place significant demands on parents' for help or support.

## 2. Roles and responsibilities

### 2.1 Teachers

In preparation for the prospect of whole class bubbles having to self-isolate (because of contact with a confirmed case) or school closing as a result of national lockdown, Birkby Infant & Nursery School have put systems in place to facilitate immediate remote learning through the use of Home Learning Packs.

Individual pupil logins have been sent to all parents so that parents and pupils can log in weekly and get assistance with the work pack from the class teacher.

On-line teaching

Staff understand the importance of keeping children safe online during periods of remote learning and know how to check and monitor whether children are safe during these times.

Clear reporting procedures are in place so that they, along with pupils, parents and carers, can raise any safeguarding concerns – see safeguarding policy and addendums for arrangements relating to COVID and remote learning. Staff have been trained and kept abreast of changes to published guidance on delivering remote education safely e.g.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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

When providing remote learning, teachers are available in school hours.

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.

When providing remote learning, teachers are responsible for:

planning, teaching and assessing work for their class bubble:

in liaison with year group Leaders of Learning and Teaching and partners. This will mirror the work for any pupils in the year group/school care group still learning in school. If the whole year group are learning remotely then all children will revert to using the home learning packs having weekly opportunities to talk to their class teacher

Ensuring work is appropriately differentiated to meet all the learners' needs;

Providing feedback on work: teachers will provide feedback during the course of the on-line weekly session

Pupils will be encouraged to submit their work post lockdown or bubble closure for assessment/

marking and feedback.

Teachers should use regular positive reinforcement to reward pupils and promote engagement in learning and promote appropriate behaviour when using remote on-line learning so that children follow Birkby Infant & Nursery School's Rainbow Rules when learning at home.

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

- Use the weekly slot to communicate with pupils and parents and/or telephone calls.
- DSLs will conduct regular telephone welfare checks on learners not attending school, with those most vulnerable, communicating outcomes or concerns to HT.

## **2.2 Teaching assistants involved with On-line Learning for a limited number of children with SEN/D or shielding.**

When assisting with remote On-line learning, teaching assistants are available between their usual hours of working (timetables are unique for each individual).

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

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely on-line.
- Uploading materials to support pupils supplied by relevant class teacher.
- Take part in at least one daily TEAMS to offer additional support to targeted pupils.
- Support the class teacher with assessment of learning where appropriate.

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject. Review work set weekly in the home work packs to ensure that it is appropriate and consistent;
- Alerting teachers to resources they can use to improve the teaching of their subject remotely.

## **2.4 Senior Leadership Team**

### Leaders of Learning & Teaching

Alongside any teaching responsibilities Leaders of Learning and Teaching are responsible for ensuring that the provision for remote learning meets expectations by:

Co-ordinating the remote learning approach across the year group.

Monitoring the effectiveness of remote learning –reviewing work set by teachers weekly and monitoring quality and continuity.

Making good use of strategic partnerships to share best practice and making the best use of capacity across schools e.g. North Huddersfield Learning Community; KLP; WYTA

### Headteacher/Business Manager/ICT Manager

Monitoring the security of remote learning systems, including data protection and safeguarding consideration.

Senior leaders will also put systems in place which respond to changing contexts during COVID times by:

Understanding the impact of staff workloads and helping to mitigate against it e.g. support from year group leads, share planning/resources, PPA for staff working from home and staff working in school, adjustments to staff meeting/twilight time.

Managing staffing changes which may impact on remote provision;

accessing and monitoring staff illness/absence alongside pupil absences

## **2.5 Designated Safeguarding Lead**

The DSLs are responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. See Safeguarding and Child Protection Policy and Safeguarding addendum for safeguarding arrangements during COVID closure and remote learning.

## **2.6 IT Manager**

The IT Lead is responsible for:

Fixing issues with systems used to set and collect work

Helping staff and parents with any technical issues they're experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Assisting pupils and parents with accessing the internet or devices.

## **2.7 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 in time allocated by teacher;

Understand and follow Birkby Infant & Nursery School's Rainbow Rules for behaviour during remote lessons and activities so that they behave safely and sensibly online;

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 e.g. digital support; learning support;

Monitor their child's behaviour online so that they behave sensibly and safely, in line with Birkby Infant & Nursery School's rules and expectations;

Manage time for education during periods of isolation and school closure so that realistic expectations of learning are met.

## **2.8 Governing board**

The governing board is responsible for:

Keeping up to date with any changes communicated to them with regards to remote learning so that they are aware of Birkby Infant & Nursery School's approach and arrangements for remote learning;

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.

## **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – talk to the relevant Head of Year or SENCO;

Issues with behaviour – talk to the relevant Head of Year or SENCO;

Issues with IT – talk to IT Manager;

Issues with their own workload or wellbeing – talk to their Head of Year;

Concerns about data protection – talk to the Head teacher / Business Manager;

Concerns about safeguarding – talk to the Headteacher/ DSL.

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes:

Staff have access to DSL to record any parent contact or concerns about children.

Teachers are able to access parent contact details via School Office

DSLs have the ability to locate personal details of families when required through securely accessing Integris. School laptops and computers are the school's devices to be used when accessing any personal information on pupils.

### **4.2 Sharing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data may be required for school to function and individuals will not need to give permission for this to happen.

Whilst this may be necessary, staff are reminded not to collect and/or share personal data 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)

- 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

- 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

## **5. Safeguarding**

Please see the following for updates concerning safeguarding in relation to home-learning.

Safeguarding and Child Protection Policy.

This policy is available on our school website.

## **6. Monitoring arrangements**

This policy was reviewed on 10<sup>th</sup> January 2021 and thereafter it will be reviewed monthly until the end of COVID.

At every review, it will be approved by SLT.

## **Appendix 1 Parent expectation/code of conduct for remote learning Rules regarding technology:**

I will make sure that my child

- will only use school technology for school purposes as directed by their school/teacher;
- will only take part in 'live' streaming or class forums if an adult knows that they are doing it;
- will not reveal their passwords to anyone;
- will be responsible for their behaviour and actions when using technology, this includes the resources they access and the language they use;
- will make sure that all communication with students, teachers or others using technology is responsible and sensible;
- will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material I will report it immediately to their teacher;
- will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Birkby Infant & Nursery School;
- will not record or take photos of their classmates or teachers during a face-to-face session;
- will not share any school content on social media platforms;
- understands that when accessing applications provided by the school that my use can be monitored and logged and can be made available to my teachers;
- will continue to follow the rules regarding my use of technology as outlined in the school's ICT Acceptable User Agreement.
- will wear appropriate clothing i.e. not their pyjamas and be prepared for learning if working On-line.

I understand that these rules are designed to help keep my child safe and that if they are not followed, school sanctions will be applied and I may be contacted.