New Islington Free School

Remote Learning Policy

October 2020
Next Review October 2021

Aims

This remote learning policy aims to:

> Ensure consistency in the approach to remote learning for pupils who are not in school

> Ensure pupils who are unable to attend remain fully included in the school community

> Ensure that every pupil receives the best education the school can provide

> Ensure that remote education is integrated within the curriculum and is seen as an essential part of our teaching and learning provision

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

> Support the development of the 'whole child'; we use Microsoft Teams as our main 'platform' but supplement this with a range of experiences, challenges and learning opportunities adapted to suit the age of the pupils.

Roles and Responsibilities

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school

> Ensure that all pupils have access to the work – either through the laptop Loan scheme, or through a method agreed on an individual basis with the child and their parent.

> Monitoring the effectiveness of remote learning

> Monitoring the security of remote learning platforms, including data protection and safeguarding considerations

> Taking direct responsibility for any remote learning in the case of staff absence due to illness

Designated Safeguarding Lead

The DSL is responsible for:

> All safeguarding concerns that may or may not be directly related to remote learning

Teachers

From our experience, we know that the day of Remote Learning needs to be clearly planned and we follow a clear timetable that is shared with pupils on a daily basis.

When providing remote learning, teachers will be available between 8:30 and 5:00 on their working days.

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 procedures.

When providing remote learning, teachers are responsible for:

❯ Setting work for a full class during a 'bubble closure' using Microsoft Teams as the main platform:

   o Teachers may use a combination of approaches throughout the day and across the whole period of remote learning

   o Teachers may use a range of resources that could include their own planning, White Rose Maths, Oak Academy, BBC Bitesize plus other high-quality resources available to staff

   o Work set will be meaningful and well sequenced with a clarity of expectation and intention

   o The work will be set on a daily basis

   o Teachers will avoid setting work that requires any resources to be printed off. All pupils have a Remote Learning book to record their learning in

   o The SENDCo will work with class teachers to provide a bespoke package of work, ensuring our pupils with specific needs are able to access the curriculum at an appropriate level.

❯ Setting work for individuals who have to self-isolate for a period of 10 days or more using Oak Academy units:

   o Teachers have mapped their half termly trackers to Oak Academy units. These units will be emailed out to families for completion. The email will have enough work to cover the period of self-isolation

❯ Setting work for individuals who have to self-isolate for a period of 1 or 2 days whilst waiting for a test:

   o Teachers will direct the pupil to their usual homework tasks, supplemented by the large bank of resources already on our Home Learning tab of the website.

❯ Providing feedback on work from the whole class or from individual pupils:

   o When setting work for the whole class via Microsoft Teams, comments can be provided via the feedback facility on the returned assignments.

   o The Head Teacher must always be copied in to email responses

   o Teachers will not reply to emails outside of the allocated working hours of 8:30 to 5:00

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 4:00

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

❯ Working alongside the class teacher as set out above

Pupils and Parents

Staff can expect pupils learning remotely to:

❯ 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

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise cannot complete work

> Seek help from the school if they need it

> Be respectful when making any complaints or concerns known to staff

> Provide feedback to the Head Teacher on their overall experience, so that we can learn and develop

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

Data protection

Accessing personal data

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

> Be able to access parent contact details via SIMS

> When making phone calls home staff MUST switch their phone onto the 'no caller id' setting

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

Safeguarding

Please refer to our 2020 Safeguarding Policy which has a COVID-19 appendix. This policy can be found on our website

Monitoring arrangements

This policy will be reviewed as and when expectations change from the Government. At every review, it will be approved by Teaching and Learning Committee.