



Curiosity, Courage, Compassion

'A community learning together in God's love'

Thundridge and Tonwell St Mary's Church Schools' Federation

Remote Learning Policy

Date updated: September 2022

Review Date: September 2024

Contents

1. Aims and rationale.....	2
2. Roles and responsibilities.....	2
3. Data protection	3
4. Safeguarding	4
5. Monitoring arrangements.....	4
6. Links with other policies.....	4

1. Aims and rationale

As a school, we are committed to ensuring our children continue to learn at Thundridge and Tonwell St Mary's Church Schools' Federation in the event of a school closure or part closure.

This remote learning policy aims to:

- Ensure that all members of the school community are clear about what we do and do not expect in terms of remote learning;
- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality online and offline resources and teaching videos.
- Promote the online safety of everyone in the school community
- Set out expectations for the conduct of all members of the school community during periods of remote learning
- Support effective communication between the school and families and support attendance

Our rationale for choosing to use learning packs with a mixture of live, pre-recorded and set activities using online and paper/pen tasks is underpinned by pupil, teacher and parent feedback and lessons learned from previous school closures about what works best for Thundridge and Tonwell St Mary's Church Schools' Federation families. Daily live sessions allow teachers to check in with children every day and allow a responsive approach checking their understanding of the learning giving feedback and adapting as necessary. As learning packs are returned to school, teachers are able to check children's work and further respond to their needs. Pen and paper tasks are most similar to activities children usually undertake in school and allow children to practise basic writing skills. Pre-recorded lessons allow some flexibility for working parents and enable sections to be paused or revisited as needed.

2. Roles and responsibilities

All Staff must:

- Continue to follow all policies and practices relating to online safety and Child Protection and maintain the school's culture of safeguarding at all times
- Adhere to the Staff Code of Conduct and all related policies
- Act as an ambassador for the school at all times, maintaining professional standards of dress, language and conduct in all communication whether face to face, in writing or verbally (eg. telephone).

Teachers also have responsibility for setting work and providing feedback for their own classes in line with the school's remote learning offer. The DfE stipulate the following:

- Key Stage 2: 4 hours a day
- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children

At Thundridge and Tonwell St Mary's Church Schools' Federation, class teachers will set the following:

EYFS

A live session every morning to explain the learning for the day

A pre-recorded phonics session

A maths and literacy activity

One other activity

A live session every afternoon to share learning, receive verbal feedback and listen to a story

KS1

A live session every morning to explain the learning for the day

A phonics, maths and literacy activity

A live story time or collective worship time

One other activity linked to the wider curriculum. Over a two-week block, this will include all areas of the wider curriculum

A live session every afternoon to share learning, receive verbal feedback

KS2

A live session every morning to explain the learning for the day

A spelling and handwriting, maths fluency, maths and literacy activity

A live story time or collective worship time

One other activity linked to the wider curriculum. Over a two-week block, this will include all areas of the wider curriculum

A live session every afternoon to share learning, receive verbal feedback

Class teachers will use a variety of resources and approaches to support remote learning, including Tapestry, Mathletics, Oak Academy, Purple Mash, Loom, MS Teams, printed learning packs, phone calls home, parent forum meetings, SEND coffee afternoons, 5 Ways to Wellbeing, the Zones of Regulation, Acceptable Use Agreement.

Subject Leaders also have responsibility for monitoring the provision for their subjects, including working with other staff to make sure work set remotely across all subjects is appropriate and in line with the curriculum intent as far as possible, alerting teachers to resources they can use to teach their subject remotely and checking the quality of children's work.

The SLT and designated safeguarding leaders also has responsibility for ensuring the school's child protection policy and safeguarding procedures are followed (e.g. monitoring attendance on-site and on live sessions/regular communication to staff about reporting concerns), co-ordinating the remote learning approach across the school, monitoring the effectiveness of remote learning (e.g. surveys, monitoring planning and children's work and monitoring the security of remote learning systems, including data protection and safeguarding consideration).

Governors have responsibility 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.

Staff can expect families learning remotely to be contactable during the school day, to make daily contact with the school either through attendance at live MS Teams sessions or phone call, to complete work set by teachers, to ask for and seek help if they need it, to engage with remote learning to the best of their ability and support children to follow our school values, and behave pro-socially at home as they would at school.

3. Data protection

3.1 Accessing personal data

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

- How they can access the data, such as on a secure cloud service or on the school's terrastation
- Which devices they should use to access the data

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or MS Teams logins 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

3.3 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

4. Safeguarding

The SLT and designated safeguarding leads are responsible for ensuring the school's child protection policy is followed and for keeping the school's Covid-19 risk assessment up to date and shared.

In addition, they must:

- Fulfil all responsibilities required by current government guidance in relation to Covid-19 and remote learning
- Ensure that parents and pupils have copies of the school's Acceptable Use Agreement from the Online Safety policy
- Provide regular E-Safety updates for parents and children (at least half termly)
- Respond to any issues around online safety in line with the school's Child Protection Policy and Keeping Children Safe in Education.

5. Monitoring arrangements

This policy will be reviewed at least annually by the Governing Body

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Staff Code of Conduct
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Online safety policy