

# BEECHWOOD JUNIOR SCHOOL

## Remote Learning Policy 2023-2024



Together we can!





## Remote Learning Policy

For the purpose of school closure and non-attendance due to isolation or medical restrictions

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Approved By:	Name: Managed Services	Date:	Date: June 23
Start Date:	Date: September 23	Review Date:	Date: September 24

## Aims

- To ensure there is a planned approach for any 1:1 remote learning
- To set out expectations of staff providing remote learning
- To set out expectations of children and parents receiving remote learning
- To provide appropriate safeguarding and data protection guidelines

## Context

Remote learning can be an effective tool for pupils unable to attend school due to long term sickness or medical conditions that prevent children from attending school. In exceptional cases, it can also support the reintegration of those pupils whose attendance needs to increase. In the case of school closure, remote education ensures the continuity of learning is not disturbed. Where remote education is used it will be relevant to the school context and it should take into account the following: follow the principles below.

- Consideration of age, stage of development, and independent study skills.
- Any SEND or other additional needs the pupils might have.
- The pupils' home environment, which includes having a suitable place and opportunity to study.
- Screen time, making reasonable allowances for adequate breaks for pupils and staff during digital remote education.
- Any significant demands on parents' or carers' help or support. Younger children, especially pupils in primary schools and some children with SEND, might require high levels of adult involvement to support their engagement with remote education, which can make it a particular challenge for these groups.

And, follow the principles below.

- For those pupils who are well enough to access a full-time education from home, the remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include recorded or live direct teaching time, **and** time for pupils to complete tasks and assignments independently. In this case, the amount of remote education provided should be, as a minimum:
  - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
  - Key Stage 2: 4 hours a day
  - Key Stages 3 and 4: 5 hours a day
- For those children who are not well enough to access a full curriculum at home, schools should work in co-production with parents and the child to ensure an appropriate offer is in place. Where possible, the teaching of basic skills in reading, writing and maths should take priority. This offer should be reviewed regularly.
- When planning and delivering remote education:
  - 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 so that pupils can progress through the school's curriculum.
  - Select a digital platform for remote education provision that will be used consistently across the school in order to allow interaction, assessment and feedback and make sure staff are trained and confident in its use.



- Overcome barriers to digital access for pupils by:
  - Distributing school-owned laptops accompanied by a user agreement or contract.
  - 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.
- Have systems for checking, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern.
- Identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.
- Consideration of age, stage of development, and independent study skills. – Any SEND or other additional needs the pupils might have. – The pupils’ home environment, which includes having a suitable place and opportunity to study. – Screen time, making reasonable allowances for adequate breaks for pupils and staff during digital remote education. – Any significant demands on parents’ or carers’ help or support. Younger children, especially pupils in primary schools and some children with SEND, 9 might require high levels of adult involvement to support their engagement with remote education, which can make it a particular challenge for these groups.

### Hamwic Trust Expectations

In addition to the above guidelines, the Hamwic Trust Executive have set the expectation that: Where recorded lessons are being used from external sources, such as the Hamwic Online YouTube site, Oak Academy or the BBC teaching programme, schools will ensure there is some personal contact from the school to the child at least twice weekly to ensure the child continues to feel part of the school.

Task	Expectation	Responsibility
Planning and setting remote learning	Lessons to be provided each day <ul style="list-style-type: none"> <li>• English 1 hour</li> <li>• Maths 1 hour</li> <li>• 2 non core subjects</li> </ul>	Allocated year group teacher
Recording and uploading remote learning	<ul style="list-style-type: none"> <li>• Lessons will be on the learning platform by 8am on the day of use.</li> <li>• Learning will be uploaded onto the year group section of seesaw</li> </ul>	Allocated teacher
Live lessons and 1:1 lessons	<ul style="list-style-type: none"> <li>• No Live Lessons will be undertaken</li> </ul>	Teacher TA
Providing and supervising learning for those in school	<ul style="list-style-type: none"> <li>• Ensure the children receive the same learning as those remotely and support learning in the tasks set.</li> <li>• Supervise break times and ensure the children have a session of exercise each day</li> </ul>	Allocated teacher/ TA/ HLTA
Check remote learning is being accessed, completed	<ul style="list-style-type: none"> <li>• Check the work submitted and who has been online to attempt work.</li> </ul>	Class teacher, or teacher uploading



and checked for accuracy	<ul style="list-style-type: none"> <li>• Respond to any emailed/chat function questions from children. Provide summary feedback to pupils about how they are getting on with their work.</li> <li>• Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm.</li> <li>• Non core subjects will have a response with 24 hours</li> <li>• Ensure some lessons give children immediate feedback through teacher checking or self-marking answer sheets</li> </ul>	remote learning TA HLTA
Contact vulnerable children working at home	A telephone call should be made to the child 3 times a fortnight. Wherever possible speak to the child and not just the parent.	TA/Pastoral/S EN/office
Contact other children working at home	A phone call should be made to the child once a fortnight. Wherever possible speak to the child and not just the parent	TA/Pastoral/S EN/office
Ensure the learning platform is robust	Check the network connection is school is working well each day Ensure children have the necessary IT equipment and stationary to work remotely.	Business manager/IT manage
Ensure safeguarding concerns are being monitored and addressed as per the CP policy	<p>Ensure staff are clear of how to report any safeguarding concerns they become aware of when children are learning from home.</p> <ul style="list-style-type: none"> <li>• Ensure children are aware of how to report any concerns they have about online content.</li> <li>• Ensure all children carry out an online safety update/assembly at least fortnightly</li> <li>• Ensure children with CP concerns are taught in school. If this is not possible, ensure that there are regular sightings of the child</li> </ul>	DSL/DDSL
Monitor the quality of remote learning	<ul style="list-style-type: none"> <li>• Ensure learning is consistently high quality for all children</li> <li>• Ensure the remote learning offer is on the website</li> <li>• Ensure parent know the channels for in-school communication should they wish to feedback about the remote learning offer</li> </ul>	HT/DHT

## Safeguarding

- Staff are required to alert the Designated Safeguarding Lead (DSL) if they have any concerns about a child's welfare during a period of remote learning
- The school will continue to engage with social services and attend meetings where necessary



- Any parent who wishes to raise a safeguarding concern should do this in the usual way via the school office who will put them in contact with the DSL or Headteacher
- The school will ensure that online safety is referenced regularly within a period of remote learning. Parents will be reminded of the need to ensure their child is only accessing appropriate content while away from school and that personal data is being protected.  
<https://www.bbc.co.uk/newsround/44074704>
- Pupils are encouraged to communicate through the remote platform/school email system rather than by personal email. Where a child uses a personal email the teacher will ensure that any response also copies in the parent (or line manager if the parent email isn't available)

## **Providing information about remote education**

Information regarding remote learning will be posted on the schools website.  
If remote learning becomes necessary parents / carers will be informed via email.

## **Free school meals and remote education**

Where pupils eligible for benefits-related free school meals are receiving remote education, for the period they are unable to attend school pupils will be able to access food parcels or food vouchers.

## **Remote education during a suspension or permanent exclusion**

Work will be provided for pupils who are Suspended or Excluded. This will be responded to by the class teacher and feedback will be given to the pupil.

## **Provision for pupils with SEND**

If pupils with SEND are not able to attend school and require remote education, their teachers are best placed to know how their needs can most effectively be met to ensure that they continue to access the curriculum. The school will put in place an appropriate curriculum, teaching and support that will enable the pupil to continue learning effectively. Some pupils with SEND may not be able to access remote education without adult support. The school will work collaboratively with families and put arrangements in place that allow pupils with SEND to access remote education successfully. In this situation, decisions on how provision can be delivered will be informed by relevant considerations including the support families will require and types of services that the pupil can access remotely.

## **Delivering remote education safely**

Keeping children safe online is essential.  
Guidance on safeguarding and remote education can be found in the safeguarding policy.



# 10 TOP TIPS

## REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



### 3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



### 4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



### 5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



### 6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



### 9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



### 10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

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