



Old Vicarage School

Remote Learning Policy

This policy applies to the whole school, including the EYFS.

This policy should be read in conjunction with the following school policies: Accessibility, Individual Needs, E-Safety, Child Protection & Safeguarding, Data Protection, Privacy Notice, Acceptable Use of Technology Agreement – Pupils and Parents and the iPad Home-School Agreements.

Introduction

During the Covid-19 pandemic, schools had to quickly adapt to providing pupils with learning opportunities they could access from home. As the periods of school closures increased, schools had to develop systems for delivering home learning to their pupils for a significant amount of time.

The aim of this policy is ensure our pupils will be able to access high-quality teaching and learning when they are unable to attend school due to whole school closures, partial closures or isolation of group 'bubbles'. It outlines how teachers and other school staff will provide remote learning and sets out expectation for all members of school staff, pupils and parents.

It is acknowledged that a sudden switch from traditional teaching practices to online teaching and learning is a cause of stress and anxiety for pupils, parents and staff. We understand that there is a huge range of family situations, with variables including age and number of children, access to devices, efficiency of home Wi-Fi, the availability of quiet space and whether parents are also trying to work from home whilst supervising children. Whilst the School community will do its best to support these challenges, a generosity of spirit, a can-do attitude and patience will be required by all those participating in the process.

Pupil iPads

To ensure that all pupils can access the School's remote learning provision, we will provide all pupils from Reception Class upwards with an iPad that they may use at home. These devices provide easy access to some of the main educational sites the pupils will need to use and are well protected from a safeguarding point of view, as all usage is routed through the School's servers and browsers. These pupil iPads are programmed to be unable to access the internet after 9pm and before 6am.

Parents of pupils are required to sign both the School's 'Home School Agreement for iPad Use' which explains their responsibilities in relation to supporting and supervising the use of these devices, and the 'Acceptable Use of Technology Agreement for Remote Learning' which details e-safety rules and live lesson safeguarding guidance.

Pastoral Care

The School will continue to offer pastoral care and emotional support to pupils during periods of enforced closure.

Remote registration will take place for all pupils at the start of each day and any absences will be recorded and followed up with parents. If a pupil is unwell, parents should inform school in the normal way, so that the relevant staff can be informed.

Each pupil will have a weekly pastoral meeting in a small group with their form teacher. This provides a good opportunity for a chat and for teachers to gauge how the pupils are and how they are coping. 1-1 contact between a member of staff and a pupil may not take place without prior written permission from the parents.

If staff have particular concerns about a child, these will be recorded on the pupil's record, passed to a member of the Senior Management team and followed up with a telephone conversation with the parents.

Teaching & Learning

The School uses Microsoft Teams for live teaching, meetings and pastoral sessions. Class specific tasks, activities and resources will be provided through Firefly, which will also be the source of useful guides and information for teachers, pupils and parents. Some pupil resources may need to be in hard copy and arrangements will be made by the School for parents to collect these.

Timetables of daily lessons and activities will be published for individual year groups. Unfortunately it will not be possible for some lessons to take place in the same format they would in school due to the way they are taught and the equipment required. Teachers will aim to pre-record videos for certain lessons and/or conduct live teaching, which will be recorded. Planned activities will reinforce existing understanding or introduce new content.

We encourage pupils to work to their published timetable so that work may be submitted when requested for marking and feedback. This is important for teachers as it will help them to understand whether a concept has been understood or needs to be revisited in a further lesson. We will expect that the older a pupil is, the more independently they should be able to work, including accessing materials online. If any pupil is unsure about their work, they or their parents may email their teacher for clarification and support.

We understand that schoolwork may be difficult to complete at times. If this is the case, parents and/or pupils should contact the relevant teacher to explain. Whilst we wish to maintain high academic standards, we are sympathetic and supportive to the challenges faced by all during periods of remote learning.

We know it is beneficial for children to maintain a regular and familiar routine, so we encourage pupils to be dressed and ready to start the school day at the required time each morning. They are not required to wear uniform for live sessions, but appropriate daytime dress is expected.

Home and School partnership

The Head, teaching and IT technical staff will provide remote learning information and support for parents through emails, webinars, Firefly and the weekly school newsletter. These communications will continue throughout the period of closure.

We ask parents to support their children's learning to the best of their ability, including finding an appropriate place for them to work and encouraging them to apply good levels of concentration. If accessing work is problematic, parents should contact school promptly so a solution may be identified.

Where 'live' teaching or pastoral sessions with pupils are planned, this will be made clear on the timetable so parents may take the necessary steps to ensure that any aspects of their home life they do not wish the teacher to see are shielded from view.

When a live lesson is taking place, parents are requested to adopt the same rules of communication as if it were a regularly taught lesson in School, meaning that the interaction in the lesson should only be between the teacher and the pupils.

If parents or pupils have concerns, they should contact the Form or subject teacher by email in the initial instance. Teachers will try to respond to emails from parents within a 24 hour period, or if received over the weekend, on the next working day. However, parents need to be aware that teachers will be teaching, marking, preparing remote lessons or in meetings as well as potentially having their own children to deal with.

Learning Support

The staff in the Individual Needs Department will maintain contact with parents of children who would usually have regular support during school hours. They will liaise with the pupils' teachers to arrange a differentiated programme of learning for those with additional needs which will be monitored. Some 1-1 support will be provided for those pupils who require it and this will be arranged directly with the parents.

Safeguarding

In the event of a school closure, our duty to safeguard our pupils remains. All staff who interact with children remotely must continue to look out for signs a child may be at risk and deal with those concerns in accordance with the School's Child Protection & Safeguarding Policy.

All members of staff are required to use Old Vicarage School email and/or school systems to communicate with parents and pupils. Staff may not give parents or pupils their mobile number or personal email address, or invite pupils into their home. Staff may not give private lessons in a pupil's home without the prior written permission of the Head.

Data Protection (GDPR)

During periods of remote learning, pupils should be reminded that they may not record lessons or live chats with their teachers. Neither may they take screenshots of teachers and/or other pupils.

Review of Policy

This policy will be reviewed on an annual basis or more often if needed. It will be posted on the Old Vicarage website and any updates and/or changes will be communicated to the staff and parents.

Signed: **Gill Linthwaite**
Head

Liz McCartney
Head of Academic ICT

Last reviewed: January 2022

Next review: January 2023