



# **Wavendon Gate School**

## **Remote Learning Policy**

Date of last review:	May 2022
Date of next review:	May 2023
Type of policy:	Non-Statutory/WGS
Frequency of review:	1 year
Governor committee:	Curriculum Committee

## Rationale

At Wavendon Gate School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely where it is not possible or contrary to government guidance for some or all pupils to attend face-to-face education.

## Aims for all children

- Minimise the disruption to pupils' education and the delivery of the curriculum where it is not possible or contrary to government guidance for some or all pupils to attend face-to-face education.
- Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of remote learning platforms.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

## Safeguarding

At Wavendon Gate School, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools Code of Conduct for Adults.

Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Wavendon Gate Primary School. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable (e.g not in a bedroom area)

All communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom/ Tapestry/Seesaw only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Leads by emailing the school office with brief details:

[admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk)

## **Philosophy**

Wavendon Gate School is committed to working in close partnership with families and recognise each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Providing Remote Education: Guidance for schools March 2022](#) and offers remote learning opportunities for all children. We acknowledge that some households have limited access to devices and will require hard-copies of work and resources. Wavendon Gate School will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

Where it is not possible or contrary to government guidance for some or all pupils to attend face-to-face education, pupils will be provided with an education remotely on the request of the parent and will be expected to engage in the home learning activities on offer.

Remote learning will be provided when a child is absent due to the following reasons:

1. Occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government.
2. occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness.

## **Teaching and Learning**

For all age groups, planning for home learning is achieved through the implementation of the school's medium and long-term plans for in school teaching. Teachers follow the curriculum progression documents for each subject to ensure pupils are building upon knowledge and skills from previous years.

## **Foundation Stage**

Home learning is set, completed and marked through Tapestry, an online platform. Learning tasks will be set via Tapestry for completion and will include instructions for literacy, maths and a regular combination of the other five recognised areas of learning and development. This work will mirror that of the pupils in school to avoid missed learning.

If a whole class is at home, teachers set daily videos to support learning alongside work and instructions in literacy, maths and a regular combination of the other five recognised areas of learning and development. Lessons are mirrored with work that would be delivered in school to enable pupils learning from home to receive the complete curriculum. A weekly timetable is shared with parents on Tapestry. Work can be submitted via Tapestry for marking and feedback.

## **Years 1-3**

Home learning is set, completed and marked through SeeSaw, an online platform.

Daily instructions and work in English, maths and a regular combination of the other subjects are set using SeeSaw or school website if appropriate. Completed work can be sent in via [admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk) or SeeSaw, the online platform for marking and feedback by the teacher weekly. This work will mirror that of the pupils in school to avoid missed learning.

If a whole class is at home, teachers set daily videos to support learning alongside work and instructions in English, maths and a regular combination of the other subjects. Pupils receive lessons in all curriculum subjects weekly. Lessons and work are mirrored with work that would have been delivered in school to ensure pupils receive the complete curriculum. A weekly timetable is shared with parents on Seesaw, each week. Work can be submitted via SeeSaw marking and feedback.

## **Years 4-6**

Home learning is set, completed and marked through Google Classroom, an online platform.

Daily instructions and work in English, maths and a regular combination of the other subjects are set using Google classroom or the school website if appropriate. Completed work can be sent in via [admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk) or Google Classroom for marking and feedback by the teacher weekly. This work will mirror that of the pupils in school to avoid missed learning.

If a whole class is at home, teachers set daily videos to support learning alongside work and instructions in literacy, maths and a regular combination of the other subjects. Pupils receive lessons in all curriculum subjects weekly. Lessons and work are mirrored with work that would have been delivered in school to enable pupils to receive the complete curriculum. A weekly timetable is shared with parents on Google Classroom, each week. Work can be submitted via Google classroom for marking and feedback.

## **Roles and Responsibilities when a whole class bubble is closed and children are at home**

### **Teachers will:**

- Be provided with a Google Chromebook/Laptop/iPad for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class.
- Have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via the agreed online platforms.
- Where 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 Wavendon Gate School staff absence procedures.
- Be expected to be available for their full normal contact hours with core online learning activities taking place between 8.30am- 12pm and 1pm-3pm on each of their normal working days.
- Invite pupils from their year group to a weekly Zoom call check in session once per week.
- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via the online learning platform for the majority of pupils in the class.
- Provide feedback for pupils, on work, submitted by 3pm, at the end of each day via the online learning platforms. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Record daily monitoring of engagement on the school google document.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead (DSL) [Kerry Jarman] or Deputy DSLs [Sally Sheridan., Michael Scott, Ruth Kok or Amanda Dewhurst].

### **Teaching Assistants will:**

- Be provided with a Google Chromebook/Laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Be expected to be available for their normal contracted working hours with core online learning activities usually taking place between 8.30am- 12pm and 1pm-3pm on their working days to respond to questions from children and or parents via the Google Classroom stream.
- Where they are unable to work for any reason during this time, for example due to sickness absence, report this using the normal Wavendon Gate School staff absence procedures.
- Join and support the teacher in the Zoom assembly sessions weekly with pupils from the class

- Support the preparation of lessons to be delivered remotely, as set out in the Remote Learning timetable, to be delivered via the online platforms for the majority of pupils in the class.
- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and record on My Concern, as directed by the class teacher.
- Update the Central Record for usernames, logins and passwords - when appropriate.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead (DSL) [Kerry Jarman] or Deputy DSLs [Sally Sheridan., Michael Scott, Ruth Kok or Amanda Dewhurst].

**Senior/Phase Leaders will:**

**Remote learning leader – Sally Sheridan**

- Be responsible for coordinating our Remote Learning offer including monitoring the engagement of the pupils in their phase using the google document.
- Where a teacher or teaching assistant is absent, liaise with the phase team to ensure continuation of appropriate provision is made for the class.
- Monitor and quality assure the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Liaise with the Designated Safeguarding Lead (DSL) [Kerry Jarman] or Deputy DSLs [Sally Sheridan., Michael Scott, Ruth Kok or Amanda Dewhurst] regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

**IT technician/Senior leaders will:**

- Fix issues with systems used to set and collect work
- Help staff with any technical issues they are experiencing
- Review the security of remote learning systems and flag any data protection breaches to the data protection officer
- Assist pupils and parents with accessing the internet or devices

**SENCO will:**

- Liaise with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Liaise with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaise with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

**Designated Safeguarding Leaders will:**

- Manage and deal with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

### **Pupils will:**

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers via email in the first instance or the [admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk)
- Alert teachers via [admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk) email - if they're not able to complete work

### **Parents will:**

- Inform the school of their child's absence and request home learning if the child is well enough
- Support their children in completing daily home learning tasks
- Seek help from the appropriate member of staff - if they need it

### **Governing Body will:**

- Monitor Wavendon Gate School's approach to providing remote learning to ensure education remains as high quality and accessible as possible
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Home and School Partnership**

- Class teachers will ensure that our children are familiar with and can confidently use the online learning platforms.
- We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts.
- We would encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning timetables (see Appendix 1)
- Staff will ensure that work is uploaded to the online platforms and that the weekly learning menu is available.
- Parents can contact class teachers via the [admin@wavendongateschool.co.uk](mailto:admin@wavendongateschool.co.uk) email, and or via the online classrooms - should they experience any difficulties.
- The school's E-Safety policy includes e-safety rules and this applies when children are working on computers at home.

### **Resources and tools used to deliver the Remote Learning Plan.**

Resources include:

- Online tools for EYFS, KS1, KS2 (Tapestry, Seesaw, Google Classroom, My Maths, BBC Bitesize, The Oak Academy, Yumu and Time Table Rockstars)
- Pupil logins and passwords for all platforms made available by contacting the class teacher or school office when needed.
- Use of recorded video for lesson instructions and assemblies
- Telephone calls made to pupils and parents at home
- Weekly year group learning timetable
- Physical materials such as story books, exercise books, resource sheets and writing tools may be available on request

### **Software and online platforms**

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

In preparation for home-learning, parents and children have received logins and passwords for the

following platforms (likewise teaching and teaching assistant staff have been familiarised with them):

For example:

- Tapestry/Seesaw/Google Classroom
- My Maths
- Yumu
- Times Table Rockstars

### **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

Data Protection Impact Assessments will be undertaken where personal data will be uploaded to learning and teaching web based and cloud platforms to ensure compliance with the GDPR and the Data Protection Act 2018. Further to ensure that there are robust data security mechanisms in place to protect an individual's privacy of their personal data from unauthorised access.

### **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- E-Safety Policy
- Subject policies

### **Monitoring arrangements**

This policy will be updated annually or when statutory changes are needed.

Date Agreed:	
Signed:	
Review Date:	May 2023