



Kennett Primary School

# Remote Learning Policy

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This policy has been created to support our delivery of remote learning during the COVID-19 pandemic.

The following Policy outlines how Kennett Primary School approaches remote learning when pupils are learning at home because they are having to isolate or stay at home due to local or national lockdown. Our remote learning offer compliments the face-to-face learning provision in school.

A blended learning approach is one where pupils engage with learning through electronic and online media platforms - as well as traditional face-to-face teaching. This ensures that pupils are given equal opportunities to access the curriculum, whether learning in school or remotely at home. The resulting experience facilitates the creation of an interactive learning environment, where the teacher is able to assess and guide children as they apply concepts and engage creatively with learning.

We are committed to giving pupils access to learning activities that match their needs, building upon prior learning. Opportunities will be offered in line with long term curriculum plans to ensure appropriate coverage across time. Staff will use a range of digital platforms to deliver remote learning, including: MS Teams, White Rose Online and The Oak National Academy.

## **Aims for Our Remote Learning Offer**

At Kennett Primary School, we will provide a remote learning offer that meets the DfE requirements. We will:

- *set children meaningful and ambitious work each day in a number of different subjects – maintaining a broad and balanced curriculum*
- *give children access to at least three live (synchronous) learning opportunities each week*
- *deliver a carefully planned and well-sequenced curriculum so that knowledge and skills are built upon incrementally, with consideration to progression of learning in each subject*
- *provide clear explanations of new content, delivered through high-quality curriculum resources and videos or access to a member of the Kennett staff team*
- *use AFL to assess how pupils are progressing through the curriculum, using questions and other suitable tasks*
- *provide timely (same day in the majority of cases) feedback in response to submitted learning outcomes*
- *adapt pace and pitch of learning opportunities to match need, including meeting the needs of pupils with SEND*
- *provide a minimum daily programme of learning at KS1 and KS2 – in line with Government expectations and matching the length of time that pupils would be learning within school*

## **Resources**

Pupils will have access to the following resources when learning remotely:

- *A weekly overview*
- *A daily schedule*
- *Live learning opportunities delivered through MS Teams (local and national lockdown)*
- *The Oak National Academy*
- *White Rose mathematics work books and online lessons*
- *A weekly whole school assembly (local and national lockdown)*
- *Class reader sessions and a whole school story (local and national lockdown)*
- *Online safety advice – accessed via our school website*
- *Mindfulness activities – including art and physical education*
- *SHINE mathematics and reading intervention materials*

Please refer to our Remote Learning Offer - [Kennett Community Primary School - Remote Learning](#) - for more detailed information regarding our remote learning offer for pupils isolating as a result of different circumstances: short term isolation, longer term isolation and bubble closure.

## **Roles and Responsibilities: Teaching and Learning**

Teaching staff will:

- *provide opportunities for new learning, as well as opportunities to reinforce and consolidate prior learning*
- *provide a balance of synchronous learning (where pupils and staff interact in real time in a specified virtual space) and asynchronous learning (where communication is not in real time)*
- *offer learning opportunities that are inclusive, and uphold the key principles of respect, fairness and equality*
- *ensure that e-safety is promoted and reinforced when pupils are required to access digital technology*
- *provide support and guidance for pupils to enable them to successfully engage with the remote learning approach*
- *seek to identify and produce appropriate educational resources*
- *foster an open pathway for communication between home and school – using class specific email addresses*
- *provide learning materials and feedback to submitted learning outcomes in a timely manner*
- *adhere to Health and Safety guidelines set out within the Display Screen Equipment Policy*
- *monitor levels of engagement and follow up where children are not engaging with remote learning opportunities*

Pupils will:

- *demonstrate respect and make the most of synchronous learning opportunities – using Building Learning Powers*
- *complete remote learning, as set by the class teacher, each day*
- *show a commitment to the school's aims and values: KennettCAN! when completing set learning tasks*
- *report any concerns that arise - through their access to technology - to a trusted adult*
- *adhere to the expectations set within the [MS Teams Guidance](#) document*

Parents and carers will:

- *support the school's aims and values: KennettCAN!*
- *foster an open pathway for communication between home and school – using class specific email addresses*
- *encourage and support their child so that they are able to successfully engage with set learning*
- *submit learning outcomes each day, using the supplied class specific email address*
- *adhere to the expectations set within the [MS Teams Guidance](#) document*

Trustees and advisory body members will:

- *Monitor the school's remote learning offer to ensure that it is of a high quality*
- *Ensure remote learning systems are appropriately secure, for data protection and safeguarding reasons*
- *Provide support and challenge to the members of the school leadership team*
- *Monitor and promote pupil and staff wellbeing*

## **Guidelines for Teaching and Learning**

### **Remote learning**

During a period of lockdown, the following steps will be taken:

Parents and carers and pupils will:

- *monitor emails from the class specific email address so that remote learning opportunities may be accessed*
- *complete set remote learning, ensuring that outcomes are shared - using the class specific email address – by 3:00pm*
- *access and review guidance documents and e-safety materials on the school website*
- *maintain communication with staff in school so that the impact of remote learning opportunities is maximised*

Staff will:

- *provide access to a broad range of learning opportunities, in accordance with the published remote learning offer*
- *inform planning using feedback from previously set remote learning opportunities (AFL)*
- *ensure that pupils have access to wellbeing and mindfulness tasks to promote positive mental health*
- *share timely feedback with pupils and parents and carers in response to queries and submitted learning outcomes*
- *monitor engagement with remote learning through Teams attendance registers and the compiling of a daily learning submission log. Information will be used to review provision, make changes and offer support as necessary*
- *work in partnership with families where SEND may represent a barrier to learning, to ensure that children are able to learn and progress remotely*
- *Report safeguarding and engagement concerns to the leadership team*

### **Engagement**

We have a responsibility to ensure that we monitor pupil engagement with remote learning. Where concerns are raised, these will be shared with parents and carers as quickly as possible. Class teachers will update a daily engagement record (0, 1, 2 rating), noting the extent to which pupils learning remotely have submitted learning outcomes. Where there are repeated patterns of disengagement, the class teacher will contact parents and carers to discuss barriers and explore support that may be put in place to ensure greater engagement moving forwards. Following communication with parents and carers, an increase in levels of engagement would be expected. If engagement does not improve, class teachers will liaise with the leadership team to determine next steps.

### **Guidance for Parents and Carers**

The following are supportive suggestions for parents and carers:

- *On school days, plan the day out in advance with children using the supplied weekly schedule. Doing this will help to reduce pressure and anxiety.*
- *Not all activities will require direct adult support; therefore, plan so that children can undertake some activities independently in order to ensure that you can continue to work at home, if necessary.*

- *It is important to make sure that children are not working online all day. Factor in time for breaks, lunch, shared activities, time outdoors and fresh air.*
- *Access to a variety of different activities such as board games, puzzles or outdoor games can help children to further develop skills such as problem solving, turn taking, cooperating with others and resilience.*

## **Data protection**

### **Accessing personal data**

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

- *connect to the school network using only an authorised data connection*
- *avoid the use of personal devices for the delivery of remote learning, unless prior consent from the headteacher has been sought*
- *use class specific email addresses to communicate with parents and carers*
- *ensure that emails shared with multiple families are sent using bcc so that email addresses are not visible to all recipients*
- *store recordings of MS Teams meetings are stored within MS Team or on the school server*

### **Processing personal data**

Staff members do not need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Class specific email accounts have been pre-populated with the contact details of families where children are learning remotely.

### **Keeping devices secure**

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

This includes, but is not limited to:

- *keeping devices password-protected – strong passwords are at least 8 characters long, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbols)*
- *making sure that devices lock if they are left inactive for a period of time*
- *not sharing the device with family or friends that are not employees of Kennett Primary School or Staploe Education Trust*
- *using the installed antivirus and anti-spyware software and reporting concerns regarding viruses to the ICT Systems and Strategy Manager*
- *keeping operating systems up to date; installing updates as they become available*

## **Safeguarding**

The school's Child Protection Policy has been reviewed to reflect the current situation. The safety and wellbeing of our children and staff is a priority. If families have any safeguarding concerns while the school is closed, they should contact the school in the following way:

- *Mr Horsley, Headteacher & Designated Safeguarding Lead: 07497127446*
- *Mrs Mountford, Assistant Headteacher & Deputy Safeguarding Lead: 07497127575*
- *Email: [safeguarding@kennett.cambs.sch.uk](mailto:safeguarding@kennett.cambs.sch.uk)*

## Safe and Well Checks

Through our commitment to support children and their families, contact will be maintained with families throughout the time that learning is being accessed remotely. Staff will maintain a weekly safe and well register that highlights occasions where a child has been: seen during a Teams session (T); spoken to on the telephone (S) or physically present in school (P).

Where contact has not been established twice during in a week (Monday to Friday), staff in the school office will telephone families; further concerns regarding contact will be escalated in line with the safeguarding and child protection policy.

## E-Safety

An essential part of our remote learning offer is ensuring that children working online have very clear reporting routes. This will ensure that they or their parents and carers are able to raise any concerns whilst online. As well as reporting routes back to us in school, I would like to signpost families to the following sites for advice about online safety - you may like to explore aspects of these sites with your children:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

Sites containing support for parents and carers regarding how to keep children safe online include:

[Internet matters](#)

[Net-aware](#)

[Parent info](#)

[Thinkuknow](#)

[UK Safer Internet Centre](#)

## Wellbeing

Supporting children's emotional wellbeing and mental health is something that we take very seriously. Our [Emotional Health and Wellbeing page](#) should be visited for useful information that can be accessed to help and inform parents and carers of ways in which they may support their child at home. If parents and carers have specific concerns regarding their child's emotional wellbeing and mental health, they should contact the school office.

## Monitoring arrangements

This policy will be reviewed following the completion of a self-isolation period in the event that a bubble is closed and fortnightly during staff meetings. This will ensure that the policy is dynamic and responds to the needs of the children and the emerging capability of the technology.

## Links with other policies

This policy is linked to our:

- *Positive behaviour policy*
- *Safeguarding and child protection policy, including coronavirus addendum*
- *Data protection policy*
- *Code of conduct for all adults*
- *Acceptable use policy*
- *ICT e-safety policy*
- *Display Screen Equipment Policy*