

The Lancaster School

Remote Learning Policy



The Lancaster School

Written by:

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**Next review due
by:**

September 2021

Statement of intent

At The Lancaster School, we understand the need to continually deliver high quality education, including during periods of remote working. 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. The Lancaster School's Remote Learning Contingency Plan can be accessed via the link below:

www.lancaster.lincs.sch.uk

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- 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.

1. Legal framework

This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'

2. Contingency planning

The school was open to all pupils from 3rd September 2020.

The school will work closely with the other schools in the Federation to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments.

The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

The school will operate in three "bubbles" then there is a possibility that all children may not be in school should a bubble need to close.

3. Teaching and learning

All pupils will have access to high-quality education when remote working. The school will use a range of teaching methods to cater for all different learning styles, this includes, but not limited to:

- Using comprehension exercises
- Using quizzes
- Using online materials provided by teaching staff within The Lancaster School

Teachers will ensure lessons are inclusive for all pupils and can be adapted and differentiated to account for the needs of disadvantaged pupils and pupils with SEND. The SENDCO Miss Page will support teaching staff with reasonably adjusted learning.

When teaching pupils who are working remotely, teachers will:

- Ensure that any video communication with students is recorded. Use of Microsoft Teams.
- Set assignments, directly linked to the national curriculum and the work that they would have completed in school that week, so that pupils have meaningful and ambitious work sent each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills and knowledge to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan work in accordance with the timetable in Appendix A

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

The school has amended the timetable for home learning, and this is attached in Appendix A. As a school we will have a general set timetable (found on the remote contingency tab of the website), with a clear focus being English and Maths. Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

4. Returning to school

The headteacher will work with the other schools in the Federation and Public Health England to ensure pupils only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child/children will return to school.

The SLT will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.

6. Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any of their school logins or details.

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the pupil, once marked, by an agreed date.
- Placed into student's books at the earliest opportunity once school is reopened.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff and F1 ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a fifteen-minute screen break every two hours.

Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

Pupils will be present for remote learning by 9:10am and cease their remote learning at 3:10pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in Appendix A.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so, however they must inform school of the illness. Parents will inform the school no later than 9:10am if their child is unwell by 01522 685078 or admin@lancaster.lincs.sch.uk or via parent mail.

The school will monitor absence and lateness in line with the Attendance and Truancy Policy.

10. Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents via letter, email and the school website about remote learning arrangements as soon as possible.

The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working school laptop that they can use for Teams meetings and work emails during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have contact with their line manager once per day through 8.30am morning briefing

As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9

Pupils will have verbal contact with a member of staff every weekday by group Teams call or weekly by individual telephone call.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

The pupils' teachers will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

This policy will be reviewed on an annual basis by the headteacher.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

The next scheduled review date for this policy is September 2021.

12. Behaviour and Learning Expectations in the Home

Safeguarding

- Arrangements regarding the timing of sessions will be made by using the calendar aspect of Office 365 TEAMS
- All session arrangements will be known by the Leadership Team in school
- We have chosen to use the video conferencing platform TEAMS which invites you to a “meeting” via an email address (as opposed to phone number or social media profile). We will only send invitations to the children’s school email addresses
- Children must be in a shared family space for their session such as the lounge or kitchen (not a bedroom) and a parent/guardian must be in the house and make themselves known at start of the session
- The child must be appropriately supervised in the home at all times
- Children and adults must be dressed appropriately (no pyjamas!)
- Language must be professional and appropriate, including any family members in the background
- The behaviour expectations as outlined in The Birchwood Federation behaviour policy apply to online sessions

If staff have any concerns about the sessions, we will report them in line with The Lancaster School safeguarding policy

Preparation

- If possible download the TEAMS app, rather than just using a browser
- Prepare a calm, quiet space in advance of your child’s session time
- Place the computer/device so that its camera sees the child clearly
- Have some paper and something to write with ready
- Make sure that the video is switched on
- If a child/family do not have access to IT facilities they are required to inform the school so alternative provision can be made.

Invitation

We will invite the child by using the scheduling calendar on Office 365. Please be ready for your appointed time so that when we “call you” you are there! We understand that there will be other children and adults in the child’s house so we will endeavour to work around any interruptions to the sessions and be flexible when necessary.

It is expected that parents:

- Parents must contact school on 01522 685078, or at admin@lancaster.lincs.sch.uk if their child is ill, displays symptoms of Covid-19 or has taken a Covid-19 test, before 9:10am.
- Provide a way of accessing the material through the internet or have made alternative arrangements with the school prior to the school closure
- Inform the school immediately if the student cannot access the material due to ICT failure so alternative arrangements can be made
- Support students with their learning as much as they can
- Encourage the student to complete the work set, and take breaks from the work at the appropriate times

Appendix A

Remote Learning Timetable Plan – Example



The Lancaster School

Year 1 and 2

| Class/Group | Session 1 9:30-10:30 | Break 20 minutes | Session 2 11:00-12:00 | Lunch Break 12-1pm | Session 3 1:00-2:00 |
|-------------|-------------------------|------------------|--------------------------|-----------------------|-------------------------|
| Group 1 | Teacher Session | | Oak Academy/Purple Mash | | Online Phonics Learning |
| Group 2 | Online Phonics Learning | | Teacher Session | | Oak Academy/Purple Mash |
| Group 3 | Oak Academy/Purple Mash | | Online Phonics Learning | | Teacher Session |

Reception

| Class/Group | Session 1 9:30-10:30 | Break 20 minutes | Session 2 11:00-12:00 | Lunch Break 12-1pm | Session 3 1:00-2:00 |
|-------------|--------------------------------|------------------|--------------------------------|-----------------------|--------------------------------|
| Group 1 | Teacher Session | | Tapestry Challenge/Purple Mash | | Online Phonics Learning |
| Group 2 | Online Phonics Learning | | Teacher Session | | Tapestry Challenge/Purple Mash |
| Group 3 | Tapestry Challenge/Purple Mash | | Online Phonics Learning | | Teacher Session |