



Ark Castledown Primary Academy

REMOTE LEARNING POLICY



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1. INTRODUCTION

All our children returned to full-time education in September 2020 following the COVID-19 closure. We hope that most of our children will have an uninterrupted experience. However, there is the possibility that individual children, a year group bubble, or the whole school, will need to self-isolate or there will be a local lockdown, for a period of time. Therefore, the school has put in place a plan for Remote Learning so that all children can continue with their education. This meets the expectations set out in the DfE guidance 'Remote Education Support'.

All our children have access to a Seesaw Class App account. This mechanism will allow staff to keep in regular contact with their pupils and parents using an appropriate platform and one which is user friendly to all. During a period of remote learning, the day to day teaching and learning which normally takes place in a school environment, will be carefully considered and this will form the content of the activities delivered into the home electronically or indeed by way of a class pack where possible. The Health and Well-Being of our pupils and families will also be a focus with activities and communications designed to address these needs.

The school website also has a dedicated area for Remote Learning. On these pages will be important information regarding Remote Learning during absence from school. If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children and will provide paper packs of learning. It is important parents have made the school aware of any barriers to accessing Remote Learning.

2. PURPOSE

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide clarity around safeguarding and data protection in a remote learning context

As a school we are committed to providing continuity of education to our pupils and will always aim to provide all our pupils with equal opportunities to participate in learning from home.

This policy will be reviewed at the end of the academic year when we will consider which elements of the policy will remain in future years.

3. DEFINITION

Remote learning refers to the provision of work, teacher support, as well as assessment and feedback from teachers to pupils in the event that lessons cannot be delivered 'face to face' as normal.

4. MANAGING EXPECTATIONS

It is in the best interests of our children to continue to provide structured support through Remote Learning. Due to a range of factors which will affect each household's capacity to carry out Remote Learning, there will be a degree of flexibility regarding submission of work and/or feedback. It is important that parents strive to achieve the targets set for their children and seek support from the school if required. Children and parents should consider the arrangements as set out in this document as highly recommended.

Possible Challenges around Remote Learning

- Ensuring all pupils have access to an appropriate electronic device and internet access
- Working parents
- Shared devices with other family members
- Childcare
- Parent confidence in home schooling
- Time
- Resources such as paper, ink and stationery
- School environment and setting
- Teachers who have home circumstances which make it challenging to provide remote learning.

5. WHO SHOULD STAFF CONTACT

If staff have any questions or concerns about Remote Learning, they should contact the following people:

- Setting or saving of work – Deputy or Assistant Headteacher for Teaching & Learning
- Problems with IT – Log a job in the usual way
- Concerns with their own workload or wellbeing – Contact line manager
- Concerns about Data Protection – Contact School Business Manager
- Safeguarding concerns – Contact DSL immediately.

6. ROLES AND RESPONSIBILITIES

Teachers will...

- Share the teaching and learning activities with their class through SEESAW and the School website – Home Learning Portal.
- Continue to plan the teaching content in line with the extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through the SEESAW App and or school website;
- Reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am - 2:55pm on weekdays;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on the SEESAW App and school website during this time will not be undertaken until the teacher is fit to work.

Parents will...

- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with SEESAW posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the SEESAW app.
- Know they can continue to contact their class teacher as normal through the SEESAW or via office@arkcastledown.org if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Children will...

- Be assured that health and wellbeing is a priority and therefore take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult and where possible record this in their reading record;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
- Pupils in year 6 who have access to Rising Stars will continue to use this resource online.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials parents must note that resources are for viewing online only on our secure class portals. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

7. DATA PROTECTION

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are using an Ark Schools device rather than a personal device, if you have been provided with one.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents and pupils as part of your schools' approach to setting up and accessing remote learning. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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)
- Making sure the device locks if left inactive for a period of time
- Not sharing your work device among family or friends if they can access your school systems

Ark Schools devices will have updates installed automatically and security policies will be maintained. If you are using your own device you must install anti-virus software and ensure that operating systems are updated (by always installing the latest updates).

8. SAFEGUARDING & REMOTE LEARNING

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Mrs Rowland) as normal. Parents can do this by emailing office@arkcastledown.org

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- [Internet Matters](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on office@arkcastledown.org and our Safeguarding Lead, Mrs Rowland, will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies (available on the website):

Safeguarding / Child Protection Policy
Acceptable Use Agreements
Positive Behaviour
Data Protection / GDPR Policy