



Heaton Park Primary and Nursery School
Remote Learning during the Coronavirus (COVID-19) Pandemic Policy

Statement of Intent

At Heaton Park Primary and Nursery School, we understand the need to continually deliver high quality education, including during periods of remote working - 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 the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

Our approach enables us to realise our Mission Statement:

"Enjoy, Aim High and Achieve"

Aims

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure consistency in the approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- 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 by providing appropriate guidelines for data protection.
- 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.

Contingency Planning

The school will:

- Open to all pupils at the start of the Autumn term, in line with national and local guidance.
- Work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments.
- Work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

- 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 learning will be applicable for all.
- Immediately implement remote learning for a single class or 'bubble' if it needs to self-isolate (See Tiered Action Plan document).

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 help explain concepts and address misconception easily. For the purpose of providing remote learning, the school will make use of:
 - Educational websites.
 - Familiar online platforms such as TT Rockstars and Purple Mash.
 - Seesaw app so children can liaise with their class teachers and respond to activities set.
 - Pre-recorded video or audio lessons (White Rose Maths, Oak National Academy, BBC Bitesize).
- Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- A technology loan may be available to those children/families who do not have sufficient devices at home and if feasible.

Roles and Responsibilities

1. All Staff Members

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any Health & Safety incidents to the head teacher and asking for guidance if appropriate.
- Reporting any safeguarding incidents to the DSL and reporting them on CPOMS.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment, software and apps.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Head teacher or SLT.
- Reporting any defects on the school owned equipment used for remote learning to the Computing Lead, in the first instance.
- Supporting colleagues to provide hard copies of work for bubbles that are self-isolating, where staff members cannot attend school to do this for themselves.
- Adhering to the Staff Code of Conduct at all times.

2. Teachers

When providing remote learning, teachers must be available, in school, between 8:45 am and 3:45 pm or from home by prior arrangement with the Head Teacher/SLT. If the

school has had to close due to multiple outbreaks within school, then staff must be available between 8:30 am and 3:45 pm at home.

If a teacher is unable to attend school, but is not unwell, e.g. self-isolating or looking after a dependant who is self-isolating, they should fulfil his/her work commitment from home. The teacher should inform the Head teacher as soon as possible or before 7 am of the first day of absence. The teacher should ring the Head teacher either at school or at home, using the numbers provided.

If a teacher is unable to attend school for sickness reasons, he/she should inform the Head Teacher as soon as possible or before 7 am of the first day of absence. The teacher should ring the head teacher either at school or at home, using the numbers provided.

When providing remote learning, teachers are responsible for:

- Setting Work
 - Work should be set for any child or children who are absent from his/her class, due to Coronavirus (see Home Learning Tiered Action Plan).
 - The whole class, if the class has to be closed due to Coronavirus.
 - The work should be set in line with the Home Learning Tiered Action Plan
 - The school's tiered action plan states where the work should be uploaded/set
 - The teacher will
 - Ensure lessons are inclusive for all pupils and can be adapted to take account for the needs of disadvantaged pupils, pupils with SEND and pupils with EAL.
 - Set work so that pupils have meaningful and ambitious work each day.
 - Deliver a planned, coherent and well-sequenced curriculum that allows skills to be built incrementally.
 - Provide frequent, clear expectations of new content through high-quality curriculum resources, including educational videos (White Rose Maths, Oak National Academy, BBC Bitesize).
 - 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 a programme that incorporates daily Maths and English activities plus activities from a variety of other subject areas, including keeping the children active.
 - All provisions for remote learning will be subject to the class group's age, ability and/or SEND/EAL.
 - In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload; the Head teacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.
 - Teachers will continue to make use of formative assessments throughout the period that the school is closed.
- Providing Feedback on Work

- Online learning should be monitored for completion and execution, when automatically marked by a program.
- Feedback can be given through the use of Seesaw.
- The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- Pupils are accountable for the completion of their own schoolwork - teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased. We understand that our children do struggle with the change in routine and will support parents appropriately.
- 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 Head teacher as soon as possible.
- Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

- Keeping in touch with Children and Families who are not in school

Teachers will:

- Make regular contact with pupils and families, in line with lists provided by school and the school's Safeguarding Policy.
- This will be done through the Seesaw, year group emails or phone calls to families where necessary.

3. Teaching Assistants (TAs, SSAs, HLTAs)

When providing remote learning, teaching assistants must be available, in school, between 9:00 am and 3:30 pm, unless otherwise stated on his/her contract. If the school has had to close due to multiple outbreaks within the school, then the staff must be available between 9:00 am and 3:30 pm at home, unless otherwise stated on his/her contract.

If a teaching assistant is unable to attend school, but is not unwell, e.g. self-isolating or looking after a dependant who is self-isolating, they should fulfil his/her work commitment from home. The teaching assistant should inform the Head teacher as soon as possible or before 7 am on the first day of absence. The teacher should ring the Head teacher either at school or at home, using the numbers that have been provided.

If a teaching assistant is unable to attend school for sickness reasons, he/she should inform the Head teacher as soon as possible or before 7 am of the first day of absence. The teaching assistant should ring the Head teacher either at school or at home, using the numbers provided.

- Special Support Assistant (SSAs)

All SSAs will be responsible for:

- Providing support for his/her designated child(ren) in school.
- Providing support for a targeted group in school.

- Assisting the class teacher in work preparation for identified children and the whole class
- Teaching Assistants (TAs)
All TAs will be responsible for:
 - Providing support for a targeted group in school in line with the school's Tiered Action Plan
 - Assisting the class teacher in work preparation for identified children and the whole class
- Higher Level Teaching Assistants (HLTAs)
All HLTAs will be responsible for:
 - Setting online work for classes which they provide PPA Cover for
 - Providing support for a targeted group in school.
 - Assisting the class teacher in work preparation for identified children and the whole class

4. SENCO

The SENCO will:

- Liaise with staff and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Arrange additional support for pupils with SEND which will be unique to the individual's needs.
- Keep in contact by telephone with the pupils with SEND, as designated by a school generated phoning list.

5. Subject Leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely.

6. The Head Teacher and Senior Leadership Team

The Head teacher and SLT is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Coordinating the remote learning approach across the school.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Arranging any training staff may require to support pupils during the period of remote learning.
- Conducting reviews with other senior leaders and subject leaders on a regular basis of the remote learning arrangements, to ensure pupils' education does not suffer.

7. Designated Safeguarding Lead

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with other organisations to make alternative arrangements for pupils who are at high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

Online Safety

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

As always, one of the most important things at Heaton Park Primary and Nursery School is safeguarding children, especially online as sometimes they are using online technology independently.

These Top Ten Remote Learning Safety Tips have been developed for parents, children and teachers.

[Remote learning for children](#)

[Remote learning for parents](#)

[Remote learning for teachers](#)

Data Protection

When accessing personal data for remote learning purposes, all 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.
- Ensure sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Staff must use Onedrive to store any personal information about children and their families as this is a secure system.
- Where pen drives are used, they must have Bitlocker installed to ensure the safe encryption of any personal information held on the pen drives. Please see the computing coordinator for details on how to do this.

September 2020

TO BE REVIEWED AS REQUIRED