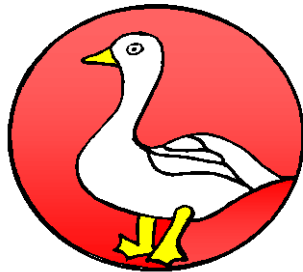# Morpeth First School

Remote Learning Policy

Review Date

Spring 2022

Remote Learning Policy

Morpeth First School

This policy has been created to support remote learning during the Covid 19 pandemic.

The following Policy outlines how Morpeth First School approaches remote learning when a cohort or bubble of pupils are learning at home due to having to isolate due to local or national restrictions. Where an individual is self isolating but the majority of the peer group remains in school, this offer will likely vary slightly due to the challenges of staff having to teach both in school and remotely. Our intention in this case would be to provide as close to the offer being provided in school as is reasonably possible

We are committed to giving pupils access to learning activities which will meet their needs, and build on prior learning.

Our aims for remote learning

- To provide a progressive curriculum which ensures high levels of attainment.
- To ensure regular opportunities for pupil achievement including all groups.
- To ensure that all young people in our school feel valued and respected.

We aim to fulfil the DFE guidance to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources, voice recordings or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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 is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers This would amount to approximately 3 hours across a day on average in Key Stage 1, slightly more in years 3 and 4 and a little less in Early Years.

Resources

Pupils will have access to the following resources when learning at home:

- Paper copies of work if requested to be collected from school or posted as per request

- Online learning provision through the Seesaw platform

- Curriculum objectives

- Curriculum Maps available on the school's website

- Online safety advice

- Online Phonics Lessons through Read Write Inc

- Oak Academy pre recorded lessons

- BBC Bitesize and BBC TV programmes

- White Rose Maths booklets, worksheets and online lessons and resources

- News Round

- A further List of useful websites and activities depending on subjects

Teaching & Learning: Roles and Responsibilities

The role of staff:

- To provide new learning as well as reinforcement and consolidation of prior learning.
- To provide a balance of online learning (where pupils and teacher interact in a specific virtual space, through a specific online medium) and asynchronous learning (where learning happens independently).
- To offer learning which is inclusive, and upholds, respect, fairness and equality.
- To offer work that is suitably differentiated to support all learners either through task or through the provision of easier and more difficult tasks in addition to the core task in literacy and numeracy
- To ensure that cyber resilience and internet safety is central to all digital technology.
- To provide support and guidance for pupils and parents to enable them to engage in the schools home and blended learning approach.
- To engage with effective learning and teaching resources.
- To foster an open pathway of communication between the school and home where appropriate.
- To adhere to government Health and Safety guidelines.

The role of the pupils:

- To show respect in relation to the rights of others.
- To engage in learning through our digital platform.
- To try their best to complete the tasks to the best of their ability and in line with school expectations of presentation, content etc.

The role of parents:

- To support the school values.
- To foster an open pathway of communication between the school and home where appropriate.
- To encourage and support their child to complete the work.

The role of the Governors:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Providing support to the SLT.
- Pupil wellbeing.
- Staff wellbeing.

Guidelines for Teaching and Learning

Remote learning

During a lockdown period for a bubble the following steps must be taken:

Parents/Carers/Pupils will:

- Log in to their Seesaw account in order for teachers to communicate through the platform, assign materials and track progress.
- Utilise Seesaw to access remote learning materials which support, complement and consolidate school learning.
- Complete remote learning tasks online ensuring all tasks are submitted using the functions on the Seesaw platform.
- For support in using Seesaw see the Parent Guide on the website.
- Ensure that the content of photographs/videos which are uploaded to the Seesaw platform are appropriate in terms of safeguarding

Staff will:-

- Provide activities online each day in accordance with the suggested timetable.
- Complete introductions via voice recordings, video clips and clear written instructions and set tasks for children to complete whilst working online.
- Provide follow up work and Health and Wellbeing tasks
- Provide support and feedback to pupils on the work they have completed and respond to questions or requests where applicable when working offline.
- Provide paper copies of required resources if requested by the parent
- Provide remote support or direction for parents who find it difficult to engage their child with home learning by communicating via the parent portal on Seesaw or a phone call

Guidance for Parents

The following are suggestions for parents:

- On the days that your child is engaging with remote learning, plan the day out in advance with your child, doing this will help to reduce pressure or anxiety.
- Not all activities should require direct adult support, therefore plan so that your child 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 your child isn't working online all day. Factor in time for breaks, lunch, shared activities, time outdoors and fresh air. A variety of different activities such as board games, puzzles or outdoor games can help your child to further develop skills such as problem solving, turn taking, cooperating with others and resilience.
- Contact your child's teacher via Seesaw if you are having difficulty getting your child to access or complete work.

Data protection

Accessing personal data

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

- Ensure that no personal data leaves the school premises unless on an encrypted USB device.
- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address.

- Use school email addresses to communicate with parents.

Processing personal data

Staff members do not need to collect and/or share personal data such as emails, phone number as part of the remote learning system.

Keeping devices secure

Seesaw uses a secure platform which can be accessed remotely using a range of digital devices. This means that information is not stored on the devices which are used to access the portal. However, all staff members will take appropriate steps to ensure their personal and school devices accessing the learning platform 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

Safeguarding

The school's Child Protection Policy has been reviewed to reflect the current situation. The safety and wellbeing of our children and staff are a priority. A Safeguarding Concern log will be recorded and the DSL will be contacted if there are any concerns regarding any pupil working from home. Children identified as vulnerable will be telephoned at least once during any two week isolation period.

Monitoring arrangements

This policy will be reviewed following the self-isolation of a bubble and fortnightly during Leadership meetings. The Governing Body will review and approve it annually.

Links with other policies

This policy is linked to our:

-Behaviour policy

-Child protection policy and coronavirus addendum

-Data protection policy and privacy notices

-Home-school agreement

-ICT and internet acceptable use policy

-Online safety policy