**Remote learning – what you need to know**

**1.Roles and Responsibilities**

All members of staff (Head teacher, SENDCo, Designated Safeguarding Lead, class teachers, ICT technician, School Business Manager) and the governing body have specific roles and responsibilities to ensure our children have access to remote learning and that they are safeguarded from harm. Parents and children also have roles and responsibilities to ensure the highest standards throughout this period of remote learning:

**Pupils are responsible for:**

* Completing schoolwork on time and to the best of their ability
* Telling their parent/carer if they are feeling unwell or are unable to complete the work set
* Following school expectations in behaviour and online safety always whilst at home
* Reporting technical problems to their teacher as soon as possible.

**Parents are responsible for:**

* Ensure their child is ready to learn every day and has access to the learning resources offered by school
* Report any absence to school when necessary
* Ensure their child has regular access to face to face sessions with their class teacher
* Ensure the schoolwork set is completed by the child and to the best of their ability
* Report any technical issues as soon as possible
* Parents are not to communicate with staff when involved in home learning.

**2. Resources**

**Learning Resources**

The school will use a range of resources and different teaching methods to help explain concepts and address difficulties in learning. All resources are at the teachers’ discretion and will be age appropriate. These may include:

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| --- | --- | --- | --- |
| Work booklets | Email | Past and mock exam papers | Current online learning portals |
| Educational websites | Reading tasks | Live webinars | Pre-recorded video or audio lessons |

Work packs can be created for pupils who do not have access to a printer – these packs can be collected from school.

**3. Online Safety** *(This section of the policy is in line with the school’s Online Safety Policy.)*

All staff and pupils using video communication must:

* Communicate in groups – one-to-one sessions are not permitted
* Wear suitable clothing (including others in their household) and be situated in a “public” living space such as the living room and blur the background
* Use appropriate language and maintain the standard of behaviour expected in school
* Not record, store or distribute video material without permission
* Ensure there is a stable connection to avoid disruption to lessons
* Always remain aware that they can be heard.

**4. Safeguarding** *(This section of the policy is in line with the school’s Child Protection and Safeguarding Policy.)*

The Designated Safeguarding Lead **(Mrs Rawlinson)** will arrange for regular contact with vulnerable pupils (those who are deemed to be vulnerable or are at risk of harm) once per week at a minimum with additional contact, including home visits where required. Phone calls will be made using school phones where possible.

Pupils and parents will be encouraged to contact the DSL if they wish to report safeguarding concerns. School will also signpost families to practical support that is available.

**5. Marking and Feedback**

All schoolwork completed through remote learning must be:

|  |  |  |
| --- | --- | --- |
| Finished when returned to the teacher and the pupil’s own work | Returned on or before the deadline set (if appropriate) | Completed to the best of the pupil’s ability |

Teachers will contact parents via email if their child is not completing their schoolwork or the standard of work has noticeably decreased. Teaching staff will monitor the progress of pupils and provide additional support or provision as soon as possible, if required.

**6. School day and absence**

School must be notified as soon as possible if a pupil is unwell or is unable to access learning at home. Schoolwork can be completed at home at a time convenient to home circumstance.

**7. Communication**

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

All communication with pupils and parents will take place within school hours, as much as possible.

Issues with remote learning (e.g. sickness, difficulties with work, connection issues) or data protection should be communicated to class teacher as soon as possible.

All children must make contact with their teacher at least once per day (with the exception of EYFS who use Tapestry via parents). If a teacher has not had face to face contact by the end of the school day, the teacher will phone home to ensure provision is meeting the child’s needs.