



Rotherfield
Primary School

Remote learning policy

Approved by:	Abi Misselbrook-Lovejoy	Date: Ratified by FGB
Last reviewed on:	18.09.2020	
Next review due by:	Autumn 2021	

Who is the policy applicable to?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

The policy will be rolled out in the event of whole school or pod closure. For pupils who are 1 off cases, the school cannot provide remote teaching, but will provide a link to Islington resources for 2 weeks self isolation. Pupils with no digital access in the vent of lockdown, will be supported to get a device, in the meantime they will be sent a hard copy of the Islington materials in case of lockdown.

<https://www.islingtoncs.org/node/16484>

Aims

This remote learning policy for staff aims to:

- 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 appropriate guidelines for data protection

Roles and responsibilities

All staff have the responsibility to collect assigned technology from school so that they can work remotely in the event of lockdown. All staff are expected to work remotely in their core hours. Devices will be organised by Annette at Rotherfield and Jess at Newington Green.

Teachers, Cover Supervisors and HLTAs

Teachers (and in rare cases where teachers are absent due to sickness, HLTAs and Cover Supervisors) will be supporting remote learning for their classes and/or year group pods via 'Class Teams' in the school's Microsoft Office 365 environment. If required, staff will be loaned a school laptop for home use during the lockdown period.

When providing remote learning, teachers must be available between 8.30 am and 4.00 pm.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, staff are responsible for:

› Setting learning

- For years 1-6 Daily live lessons for English (60 minutes), Maths (60 minutes) and Reading (45 minutes) will be delivered in the morning session between 9.00 am and 12.30 pm.
- For Early years pupils daily live sessions focused on Writing, Phonics/Reading and Maths, using teams. Early years children having the same level of teacher input, but broken up into smaller sessions during the day for example, interspersed with activities that do not have to be completed in live teaching.
- The live sessions will include teacher input, opportunities for pupils to respond and an independent task, using the 'Assignments' feature in Teams if appropriate.
- Lesson slides for the teacher input and any materials for the pupil activities must be of the same standard as in school expectations.
- Where possible, staff must ensure the independent task is suitable for pupils with limited access to devices.
- Staff will assign tasks for the afternoon (1.30 pm to 3.30 pm) in foundation subjects. Subject specialists will provide teach live lessons as per their timetable, and set accompanying tasks. They will follow PPA timetable for their subject/school/term.
- Ensure the live lessons are delivered from a suitable space with an appropriate background. No personal photos, inappropriate art/posters etc in the background.

› Providing feedback

- Completed work from pupils should be returned via an 'Assignment' upload or as photo in the class team.
- Teachers will use the afternoon sessions to mark and provide feedback to pupils on the previous day's English, Maths and Reading tasks.
- Feedback must follow the spirit/ethos school's marking policy, with comments on WWG/EBI
- All feedback must be provided to the pupils by 4.00 pm to support staff workload and wellbeing.
- Teachers will endeavour to respond to any individual queries from pupils within 24 hours. Teachers will direct the teaching assistant on which pupils to support and how.

› Recording attendance

Teachers will take a daily register using a template provided. They will email the register to their school's admin team by 9.30 am:

Rotherfield: admin@rotherfieldprimary.co.uk

Newington Green: admin@newingtongreen.co.uk

Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours, the core of which are 9.00-3.30 in both schools.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils. Class teacher will direct teaching assistants on which pupils need support and how to support them.
- Attending the live lessons with the class teacher to provide support in lesson delivery.
- Ensure the live lessons are attended from a suitable space with an appropriate background.

Subject specialists

Alongside their teaching responsibilities, subject leads are responsible for:

› Recording attendance

Subject specialists will take a daily register using a template provided. They will email the register to their school's admin team by 9.30 am:

Rotherfield: admin@rotherfieldprimary.co.uk

Newington Green: admin@newingtongreen.co.uk

- › Providing activities for their subjects to be set by class teachers online.
- › Conduct live lessons when covering PPA for teachers as per their normal timetable.
- › Ensure the live lessons are delivered from a suitable space with an appropriate background.
- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- › Alerting teachers to resources they can use to teach their subject remotely.

Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

- › Alerting teachers to resources they can use to teach their subject remotely.

Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- › Complete work to the deadline set by teachers.
- › Seek help if they need it, from teachers or teaching assistants.
- › Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- › Help children log on in an independent space to minimise disruption to their learning.
- › Make the school aware if their child is sick or otherwise can't complete work.
- › Seek help from the school if they need it.