



REMOTE LEARNING POLICY

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Introduction

In the event that healthy pupils are unable to access face-to-face learning due to the Covid 19 pandemic, Springwell Learning Community is committed to providing continuity of education to its pupils and will do so through a process of remote (online) learning.

Remote learning for individual pupils

Assuming an absence has been agreed with the school, and the pupil in question is healthy enough to work from home, the school will provide work for pupils who are unable to attend in person. If this occurs for an individual pupil, the collation of work and communication with the parent will be coordinated by the pupil's class teacher.

Each pupil's teacher (class teacher and relevant instructor) will use SeeSaw to make work available to the pupil. If there are any issues with the completion of work, parents and carers can liaise directly with the relevant teacher via SeeSaw or request additional support from the pastoral team.

Though every case will have its own specifics, learning activities will be uploaded daily, following the pupil's timetable where possible. If a significant number of pupils are absent from school, but the school remains open, the Head of School will decide whether the method of remote learning operated will take the form outlined here, or as outlined below.

Remote learning in the event of extended school closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

1. Regular direct instruction from teachers, with the ability for pupils to ask questions online
2. The setting of electronic work that pupils complete via SeeSaw
3. The assessment of specific assignments that are submitted to teachers electronically and on which feedback is provided

Pupils and teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers therefore all work be able to be completed digitally. The primary platforms the school will use to deliver continuity of education are:

- SeeSaw
- Google Classroom

The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both pupils and teachers to participate in remote learning. For shorter closures, teachers might set work on SeeSaw for submission in person once the school has reopened. For longer closures, teachers would make more use of live sessions and electronic assessment.

The setting of tasks (using Seesaw)

Teachers will provide work broadly in line with pupils' timetables. Tasks will be set in accordance with existing schemes of work, and will be designed to allow pupils to progress through schemes of work at the same pace as if they were in school. Remote learning will require pupils and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible to in-school teaching, to prevent pupils from falling behind.

The type of task set will vary, but examples of appropriate tasks might include:

- Reading and noting new material from an electronic resource
- Working through presentations or worksheets
- Watching a relevant video resource and making notes on it
- Completing a listening exercise
- Written responses to prompt questions, essay plans etc.
- Completion of practice questions or learning challenges
- Working through relevant exercises offered including those based on digital platforms

Live sessions

Teachers may also arrange the delivery of 'live' online lessons. This will take place via the online teaching platform Google Classroom. Pupils will receive an invite to sessions that will allow them to participate in learning with their peers. Live sessions can be particularly helpful as they allow for direct interaction and support.

Roles and Responsibilities

Pupils

If a pupil is healthy and well enough to work, they will be required to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submit assessed tasks promptly and to the best of their ability.

When taking part in live online sessions, pupils will be required to adhere to the following expectations:

- Pupils should attend online sessions from an appropriate shared learning space from within the home such as a kitchen table
- Pupils should ensure that they are only engaging with the online learning content
- Pupils should be appropriately dressed
- An adult should be present and able to support the pupil if required

Class teachers will be aware that pupils will not have access to all relevant equipment within the family home therefore online lessons will not require additional resources.

Teachers

Please note, for the purpose of this policy 'teachers' refers to both teachers and instructors. When providing remote learning, teachers must be available during normal school hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teachers should ensure they have effective internet and phone connectivity at home. If this is not available for any reason, teachers can request a school device. If there are IT related issues while remote working, teachers should contact their line manager as soon as possible.

When providing remote learning, teachers are responsible for:

- Setting work: Teachers will be required to set work that provides full curriculum coverage for their class. They may also be asked to provide additional work when cover is required. Work should be uploaded to SeeSaw by 3pm for the following day's sessions.

- Providing feedback on work: Teachers will comment on pupils' work that has been uploaded onto SeeSaw within two working days. They will also provide 'live' feedback during online learning sessions.

To ensure that we are providing a consistent approach, Class teachers are responsible for overseeing the nature and frequency of tasks set and assessed within their key stage. All teachers should pay due care to the type of tasks set, so that pupils have a range of activities to complete at home and are not exclusively working on a screen. Teachers are responsible for providing constructive feedback to their pupils in a timely manner.

In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the Assistant Head to ensure work is set to her/his classes and live online sessions are covered.

Unless there are extenuating circumstances, teachers will be contactable via school accounts and devices. All communication should take place during usual office hours. Teachers should ensure their communication with pupils does not encourage unhelpful work habits. Communication must always occur via official school channels, and not through personal accounts or other websites.

When carrying out online learning sessions, teachers will be expected to:

- Work from an appropriate workspace within the home
- Be prompt and available for sessions and free from distractions
- Follow the professional dress guidance as outlined in the school Code of Conduct
- Work from a school device and ensure appropriate security settings are in place

Support Staff

When supporting remote learning, support staff must be available during school hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During periods of remote learning support staff are responsible for the delivery of interventions, and engagement in learning sessions that would be part of the onsite school offer. This could include some of the following examples:

- Providing online Thrive sessions
- Delivering sports, farm and adventure-based learning activities
- Supporting class based online learning sessions
- Carrying out personalised interventions

When carrying out online learning sessions, support staff will be expected to:

- Work from an appropriate workspace within the home
- Be prompt and available for sessions and free from distractions
- Follow the professional dress guidance as outlined in the school Code of Conduct
- Work from a school device and ensure appropriate settings are in place.

Providing Pastoral Care Remotely

Like other members of staff, members of the Pastoral Team will be available throughout the working day undertaking a variety of online and telephone tasks. These may include, for example:

- Making welfare calls
- Offering advice and guidance about support services
- Liaising with partner agencies and offers
- Helping parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing
- Delivering 1:1 or small group interventions
- Providing online assemblies

Data protection

Accessing personal data

When accessing personal data, all staff members will:

- Access SchoolPod to record any parent contact or concerns about children, this is accessed via a secure password. Staff will ensure that they log out after use. Staff will not allow access to the site to any third party.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal data.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. If 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)
- 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
- 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

Members of staff should continue to report safeguarding or e-safety concerns via the usual route in accordance with the school's Safeguarding policy. Staff members should also be aware of government guidance and support, which is available [here](#).

Monitoring arrangements

This policy will be reviewed annually by the Head of School. At every review, it will be approved by the governing body.