



Mill Water School

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Remote Learning Policy

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DfE Guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

1. Statement of School Philosophy

Mill Water School strives to be creative, innovative and to support our parents and pupils in the best way possible by making learning accessible, purposeful and achievable. This continues even when our pupils find themselves at home, regardless of circumstances.

2. Aims

- Ensure access to remote learning for all pupils who aren't in school through use of quality online and offline resources or Zoom/Teams video facilities
- Provide clear expectations to members of the school community with regards to delivery of high quality, interactive, remote learning
- Ensure ongoing delivery of the core values and work of the school by supporting engagement, health and wellbeing of pupils
- Provide for continuing education and training for staff
- Allow for all scheduled parent/teacher meetings to take place
- Support effective communication between the school and families to encourage engagement with learning and best practice around remaining safe online

3. Who does this policy apply to?

- Any pupil who is absent because they are awaiting test results and their household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal
- A pupil's whole bubble, absent because they or another member of their bubble, have tested positive for Covid-19
- All pupils if the school is required to close as a result of national or local guidance
- Pupils who are shielding on the advice of the NHS or their GP
- Pupils who are unable to access learning in school for medical reasons

4. Content and Tools to Deliver This Remote Learning Plan

Resources to deliver this Remote Learning Plan could include any of the following:

- Online tools such as Zoom, Teams sessions for pupils
- Online tools such as Zoom/Teams for staff CPD and parent sessions
- Use of recorded video or Live Zoom Video
- Phone calls and email messages
- Printed learning packs delivered to the pupil's home
- Physical materials such as story books, writing tools, jigsaws, messy play ingredients delivered to pupil's home
- Use of Oak Academy, Learning Ladder, BBC Bitesize, etc
- Therapeutic videos (OT, Physio, Yoga, etc) put up on school website

5. Home and School Partnership

Mill Water School is committed to working in close partnership with families and recognises that each family is unique. Because of this, remote learning will look different for each family in order to meet their individual needs and the needs of each pupil.

Teaching staff will work with families to assess and agree the best approach to remote learning.

Mill Water School will provide refresher/introductory training session for parents on how to use Zoom or Teams as required.

Mill Water School staff will endeavour to provide a familiar routine for each pupil.

All staff and families are fully informed about the schools 'Acceptable Use Policy' which includes e-safety rules and this applies when pupils are working online at home.

We recognise that there may be substantial barriers in terms of online access and cost which may prevent families from actively engaging in remote learning. Examples might include: not having reliable access to the internet; lack of hardware; having to share devices with siblings who are also unable to attend school; being unable to afford the cost of 4G or internet access. The school will work with the Local Authority and Department for Education to source and disseminate devices/other technology/funding that may be made available to support pupils and families to engage effectively in remote learning.

6. Roles and responsibilities

Teachers

The suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced and adapted if fewer children are isolating and the majority of the class are in school.

When providing remote learning, teachers will be available throughout the school day. If they are 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.

For extended periods of time away from school, class teachers will ensure the targets within each pupil's EHCP are included when planning work and monitoring progress. Teachers will make reasonable adjustments to work towards the targets in the plan; if this is not possible via remote learning, they will discuss with parents and SLT.

When providing remote learning, teachers are responsible for:

- Providing work/facilitating sessions:
 - Teachers will set work or facilitate sessions for the pupils in their classes, on an individual or group basis
 - The work set/focus of facilitated online sessions should attempt to follow the usual percentage balance of the curriculum areas
 - Weekly/daily work/invitations to sessions will be shared with families to encourage active involvement where possible
- Providing feedback:
 - Where appropriate, teachers will give regular (weekly) feedback to pupils in the core subjects
 - The Assistant Head will coordinate with class teacher and subject leaders on any formal assessments and feedback (ie review of termly targets/end of year reports)
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil or their parents, they should be contacted via phone to assess how school staff can assist with engagement
 - All parent/carer emails should come through school email accounts. Staff are encouraged to use Zoom/Teams for parents' meetings and EHCP reviews to allow for views of children and wider family members where appropriate
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL

Support Staff

Teaching Assistants and other support staff must be available for the duration of the school day.

If they are 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 the school day, Teaching Assistants must complete tasks as directed by a member of the leadership team or class teachers. Teaching Assistants will be active in engaging with reluctant learners, supporting teachers with feedback on work, preparing and adapting learning resources and encouraging life style choices around exercise, screen time and diet.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, and gaining feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

- Is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy. The DSL will work very closely with the SLT who will report daily if children or families do not engage or respond to communications.
- Will ensure that all staff are kept up to date on latest safeguarding developments and have read and understood all key safeguarding documents.
- Will update safeguarding documentation as required, depending on circumstances prevailing at the time.

IT Manager

The IT Manager is responsible for:

- Fixing issues with systems used to deliver learning
- Helping staff and, when possible, parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils, staff and parents with accessing the internet, Zoom/Teams or other apps to support learning or safeguarding
- Coordinating, editing and uploading material to the school website

The Assistant Headteacher

- Will work with the Reviews Coordinator and teachers to ensure that all EHCP reviews and planned parent/teacher meetings continue via Zoom/Teams. She will liaise with the IT Manager to ensure that the technology used for remote learning is accessible.
- Will advise teachers and support staff on CPD opportunities that they are expected to undertake, and record attendance on all online courses/training.

School Business Manager

- Will ensure value for money when arranging the procurement of equipment or technology
- Ensure that the school has adequate insurance to cover all remote working arrangements
- Oversee the dissemination of FSM vouchers where and when applicable

Pupils and parents

Staff expect pupils learning remotely to:

- Engage with learning set/facilitated by teachers to the best of their abilities
- Inform parents or teachers if they're not able to complete work

Staff expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't engage with learning
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Monitoring the wellbeing of the Headteacher and SLT

7. Links with other policies and documents

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour/Relationship Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- School Closure Contingency Plan
- Covid-19 Risk Assessment