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**Remote Learning Policy**

**September 2020**

**Statement of Philosophy:**

Mevagissey School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and child centred. Our strategy for remote learning continues this.

**1.Aims:**

This Remote Education Policy aims to:

* Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren’t in school through use of quality Online and offline resources and teaching videos
* Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
* Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
* Consider continued education for staff and parents (e.g. CPD, Supervision and Pastoral support)
* Support effective communication between the school and families and support attendance
* Provide appropriate guidelines for data protection

**2. Who is this policy applicable to?**

* A child *(and their siblings if they are also attending Mevagissey Primary)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
* A child’s whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
* All pupils who are unable to attend school due to a localized or national lockdown.

Remote learning will be shared with families when they are absent due to COVID related reasons.

**Roles and Responsibilities:**

3.1 Teachers

When providing remote learning, if working from home, teachers will be available between 9am and 4pm and will respond as soon as they are able to do so.

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:

When providing remote learning, teachers are responsible for:

Setting work:

* + For their usual class online with their usual learning where possible
	+ For children with SEND who requires work that is differentiated
	+ Daily for English and Maths
	+ Afternoon curriculum activities in line with the school’s existing curriculum
	+ The weeks learning by 8:30am on a Monday morning
	+ Using Eschools/Seasaw

Providing feedback on work:

* + Teachers are responsible for reminding pupils to share their work
	+ As a whole class or individually where needed
	+ State when work needs to be completed by
	+ Provide children with feedback which will move their learning on

Keeping in touch with pupils who are not in school and their parents:

* + Regular contact via their e-classroom, phone and teams’ meetings if appropriate.
	+ Respond to emails during the hours of 8am and 4:30pm
	+ Refer any complaints or concerns towards SLT
	+ Make direct contact with pupils who are not completing work

Attending virtual meetings with staff and provide video support for parents/children:

* + Consider dress code and treat each day as a working day
	+ Be mindful of the location if producing any video contact or making calls

**3.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3pm, or their working hours, to support teachers with the day to day organisation of remote learning.

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.

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

* Supporting pupils who are not in school with learning remotely as directed by the class teacher or SLT.
* Make calls to children to check in on their wellbeing
* Keep up to date with any ongoing training and CPD
* Support the class teacher in marking work set online.
* Attending virtual meetings with staff and provide phone support for parents/children:
	+ Consider dress code and treat each day as a working day
	+ Be mindful of the location if producing any video contact or making calls

**3.3 Curriculum Leads**

Alongside their teaching responsibilities, curriculum leads, including the SENDCo and Pupil Premium Lead, are responsible for:

* Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
* Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
* Working with other curriculum leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
* Monitoring the remote work set by teachers in their subject through joining their online classroom

Alerting teachers to resources they can use to teach their subject remotely

**3.4 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning through regular meetings with teachers and curriculum leaders, reviewing work set and reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

**3.5 Designated Safeguarding Lead**

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

We will always have regard for these important safeguarding principles:

* The best interests of children must come first
* If anyone has a safeguarding concern about any child, they should act on it immediately
* A designated safeguarding lead (DSL) or deputy should always be available
* Children should continue to be protected when they are online

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home. Continue to record any concerns using CPOMS.

We will continue to work with children’s social care, for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

**3.6 IT Staff (CELT)**

IT staff are responsible for:

* Fixing issues with systems used to set and collect work
* Helping staff and parents with any technical issues they are experiencing
* Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
* Assisting pupils and parents with accessing the internet or devices

**4.0 Content and tools used to deliver the Remote Education:**

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS *( Seesaw) (Y1,2, 3, 4, 5 and 6) Eschools. Zoom (weekly wellbeing checks, as well as for staff CPD and parents sessions.)*
* Use of Recorded video for Start of the week, instructional videos and assemblies
* Phone calls home (vulnerable children not in school)
* Printed learning packs.
* Physical materials such as story books.
* Use of Oak Academy, *White Rose, Times Table Rock star/Numbots and LanguageNut.*
* The detailed remote learning planning to deliver this policy can be found on our Website

**5.0 Home School Partnership**

# Mevagissey School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.Where possible, it is beneficial for young people to maintain a regular and familiar routine. Mevagissey School would recommend that each ‘school day’ maintains structure We would encourage parents to support their children’s work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

# Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

Where children do not have access to the relevant equipment and a stable internet connection, Mevagissey School will endeavour to loan the child a device.

**6.0 Who to contact:**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

* Issues with IT – log with CELT Help Desk
* Issues with their own workload or wellbeing – talk to SLT
* Concerns about data protection – talk to the data protection officer
* Concerns about safeguarding – talk to the DSL
* Concerns about work content for individual children – talk to the SENDCo

**7.0 Data protection**

7.1 Accessing personal data

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

* Access data through the Bugle School One Drive
* Use school devices rather than personal devices. Please speak to HoS if you do not have access at home.

**7.2 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. As long as this processing is necessary for the school’s official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

**7.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure in line with the CELT ICT usage policy. 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
* Keeping operating systems up to date – always install the latest updates

**8.0 Safeguarding**

Please refer to the Safeguarding Policy in the staffroom or on the school website.

* Stewart Gynn - Designated Safeguarding Lead
* Lauren Rees/Jo Bailey- Deputy Designated Safeguarding Lead

**9.0 – Monitoring arrangements**

This policy will be reviewed termly or before if the current Covid-19 situation changes.

**10.0 – Links with other policies**

This policy is linked to our:

* Behaviour Policy
* Child Protection Policy
* ICT and Internet Acceptable Use Policy