

Ling Bob J I & N School

Leading Inspiring Nurturing Guiding – Bringing Out the Best

Remote Learning Policy

Review and ownership

The Remote Learning Policy has been written by Ling Bob J, I & N School.

The policy has been reviewed and agreed by the senior leadership team and approved by governors.

The policy will be reviewed bi-annually.

Title	Remote Learning Policy
Version	1
Date	July 20
Author	Deputy Headteacher
Approved by Headteacher	July 2020
Approved by Governing Body	
Next review date	July 2022

Modification history

Version	Date	Description	Author
1.0	July 2020	Original version	

Introduction

During a period of long term closure, staff at Ling Bob School will continue to provide education and support to our children using remote learning. All learning will be conducted using the **SEESAW Class** app. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:-

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no deadlines will be set. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching Staff will:-

- Share teaching and activities with their class through the SEESAW app;
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children and parents/carers through the SEESAW app;
- Reply to messages, set work and give feedback on activities during the normal working hours;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on the SEESAW app during this time will not be undertaken until the teacher is fit to work.
- Follow all safeguarding procedures as detailed below.

Children will:-

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Potentially work a day or two behind what has been shared through the SEESAW app;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:-

- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with SEESAW posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the SEESAW app;
- Know they can continue to contact their class teacher as normal through the SEESAW app;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;

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 subject leaders, reviewing work set or reaching out for feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO

- Issues with behaviour – talk to the DH
- Issues with IT – talk to IT staff/Subject leader
- Issues with their own workload or wellbeing – talk to HT
- Concerns about data protection – talk to HT
- Concerns about safeguarding – talk to the DSL

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 of time
- Not sharing the device among family or friends
- Install antivirus and anti-spyware software
- Keep operating systems up to date – always install the latest updates
- Avoid contacting teachers outside the school working day – 8.30 – 3.30pm
- Avoid using Seesaw for any complaints they have and use the correct procedures to do this

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials parents must note that resources are for viewing online only on the Seesaw app. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Remote Learning Systems Access Information

All parents are sent their family invite, this is printed out by the teacher, it gives the parent instructions and contains a unique QR code for them to scan. This enables them to access their child's journal; seesaw is private and the parents will only see posts created by their child or their class teacher. The parents are also sent a home learning code, again this is a unique QR code and enables the child to access work set by the teacher.

Parents are warned on the print out 'This code is a password. If you have this code, you can access this account. Do not post codes on social media or in any publicly accessible place on the internet.' Alternatively parents can be sent their access code electronically through their mobile phone number or email, where a teacher chooses to use a parent's phone number; **this should always be checked by another member of staff before being sent.**

Teaching staff should ensure through regular checks that the correct parent is linked to their child's journal.

Safeguarding

It is important for staff who interact with pupils online to continue to look out for signs that a child may be at risk of harm. Any safeguarding concerns must be reported immediately and without delay to a DSL. Please consider;

- No 1:1s, only group learning where videos are taking place
- If videos are shown, everyone must wear suitable clothing
- Any computers used must be in suitable areas, not in bedrooms; and the background should be blurred.
- Live classes need to be recorded so that if necessary they can be reviewed.
- Live classes need to be agreed with senior leaders before they take place.
- Live classes must be kept to a reasonable length so that the family can get on with their normal daily activities.

- Language must be professional in the background, by all family members.
- Staff must only use the approved platforms, approved by ICT technicians and senior leaders to communicate with pupils.
- Staff should record the time, date and length of time of any sessions held.

Example Remote Learning Timetable

KS1 – daily

Activity	Duration
Phonics	20 minutes
Writing	20 minutes (may be linked to phonics or reading activity)
Maths	20 minutes
Independent reading activity	10 minutes
Daily exercise	20 minutes (Body Coach or similar activity)
Science/Art/Topic/PSHCE activity	40 minutes (to start an activity and then complete later in the week)