



Bellingham Middle School

Remote Learning Policy

Name of Policy	Remote Learning
Named Person(s)	L Hamilton
Issue date	January 2021
Next review date	April 2021

Vision and Aims

Our strategy for remote learning is created to reflect the vision and aims we hold in school for children to be enabled to make a difference and be the best they can be. We hope that our pupils can demonstrate their resilience, kindness and respect during our remote learning times and we aim to encourage the positive aspects throughout. Support for our families and staff remains our paramount importance, and our open door policy remains as ever.

Specific remote learning aims:

This Remote Learning 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, live online lessons and teaching videos.
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as providing additional mindfulness and mental health information and resources.
- Consider continued education for staff and parents (e.g. CPD, Supervision and Remote parent consultations).
- Support effective communication between the school and families and to support attendance and completion of work.

Who is this policy applicable to?

- **All children during National/Local lockdown.**
- A child who 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 who is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Remote learning will be shared with families when they are absent due to Covid related reasons.

Resources to deliver this Remote Learning Plan include:

- Online tools (School 360, Zoom).
- Use of recorded video (or live video when appropriate) and instructional videos.
- Phone calls home.
- Printed learning packs (only if essential).
- Physical materials such novels.
- Use of BBC Bitesize, Oak Academy, My Maths and White Rose Maths.

Home and School Partnership

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. We have taken best practice from what worked well during lockdown in March 2020, as well as feedback from our parent/carer survey in September 2020.

We will provide clear induction for parents about how to use any new resources as appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains a structure and each class will have a suggested timetable when a class bubble are all learning from home.

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.

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.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Roles and Responsibilities:

Teachers

We must remember too that staff may be in school with key worker/vulnerable pupils during this time. They will not always be available to answer and respond to parental queries during the school day. These will be picked up by the head teacher or support staff.

Our School will provide a refresher training session and induction for new staff on how to use any platforms being required to deliver our Remote Education Policy.

When providing remote learning, teachers will be available between 8:30am and 3:30pm.

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:

- Teachers will set work for the pupils in their classes using Google classrooms.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared on class platforms.

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, parents will be contacted via telephone to assess whether school intervention can assist engagement. Repeated failure to engage with school will result in a referral to the Education Welfare Officer.
- Parent/carer emails can be sent through School 360 accounts.
- Any complaints or concerns shared by parents or pupils should be reported following normal school procedures. Any safeguarding concerns should be referred immediately to the DSL (Mr Ramshaw).

Teaching Assistants

Teaching assistants will be available during their normal working hours.

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 will complete tasks as directed by class teachers.

Headteacher

Alongside any teaching responsibilities, the head teacher will be responsible for :

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring and supporting the wellbeing of the Staff Team.

Dedicated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

SENCO

- Liaising with families and staff to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs as required by identifying the level of support.

Admin Staff

- Monitor attendance of pupils in school and forward any updates to staff.
- Continue to maintain school budget information – dinner monies, ongoing charges etc.
- Continue to maintain daily school support activities – liaising with any visitors, outside contractors etc.
- Keep pupil data up to date with contact numbers and eligibility of school places, FSM.
- Liaise with families as a point of school contact, sharing any concerns with staff.
- Ensuring value for money when arranging the procurement of equipment or technology.

Pupils and parents

Staff can expect families learning remotely to:

- Support their child/children to complete work to the deadline set by teachers.
- Set daily routines so that children have clear expectations.
- Seek help if they need it, from teachers and support staff. Our school office will be staffed every day with either our Office Manager or a member of SLT. Parents are also welcome to email the headteacher directly: Lindsay.Hamilton2@school360.co.uk
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it – this includes the loan of IT devices.
- Be respectful if they feel the need to complain or express concerns to staff.

Governing Board

Our Governors are 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 and supporting the wellbeing of staff.

Links with other policies and development plans

This policy is linked to our:

- ☐ Safeguarding and Child Protection
- ☐ Behaviour policy
- ☐ Data protection policy and privacy notices
- ☐ E-safety and acceptable use policy
- ☐ Home School Agreement