



## Eleanor Palmer Remote Learning Policy

January 2021

At the onset of the previous lockdown, staff were able to swiftly move to teaching on an online platform, providing daily work for each year group. Through Google Classroom, the vast majority of our children were able to access and complete work relating to all areas of the curriculum, including specialist provision in PE and music. With the knowledge of a widening attainment gap, we are striving to ensure that the learning we provide in any possible lockdown is suitable for all, and that no child will be allowed to fall behind. This policy has been created so as to clarify expectations, roles and responsibilities for all.

### Who is this policy applicable to?

- A child and any siblings 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 class bubble that is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- All pupils in the event of a further national lockdown.

### Principles of a home –school remote learning partnership

We are committed to working in close partnership with families and recognises each family is unique and so because of this, remote learning will look different for different families in order to suit their individual needs.

**The following principles guide how we have set up our provision.**

- All children will access the remote learning (**via Google Classroom**) as soon and as successfully as possible;
- We will ensure that all pupils have access to the classroom (**by loaning chromebook devices**) and that each family has the relevant internet connection;
- We will support parents in learning how to submit work and be open to alternative methods, such as emailing a photo. There are short online training videos on our school website prepared by our IT lead which can be found here:
- <https://www.eleanorpalmer.camden.sch.uk/year-groups/>  
<https://www.eleanorpalmer.camden.sch.uk/news/home-learning/>
- All **passwords will be emailed to parents immediately** in the event of a lockdown;
- 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;
- Tasks will be easily accessible as will submitting and checking work with a flexible view about how work is returned;
- **Each day will start with a 'live' session** and end with a **live plenary and story-time**;
- A **morning message and daily timetable** will be given to ensure that expectations of the day are clear and parents are able to create a structure;
- All instructions will be given clearly and will be dependable in format, working with parents to increase their understanding of the chosen platform;
- There will be a **proportionate amount of work** that is well-ordered and achievable, **broadly 3 hours**;
- Work will be engaging and compelling, **following the EP curriculum** as closely as possible;
- We will **sustain engagement** with on-going topic work through videos and teacher input;
- Teaching specific to the class will take place via **pre-recorded lessons (using Loom)**, where individual teachers speak over their planned lessons. These can be viewed at any time;

- We will direct to sites and activities that focus on core skills and practice and/or that support our aims;
- All children will receive live interaction daily, through 2x daily class Zoom meetings, weekly smaller group zoom sessions enabling more discussion, and **weekly Facetime, zoom or phone calls with a member of staff;**
- All families 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

When providing remote learning, teachers are responsible for:

- Setting work:
- Providing feedback on work.
- Keeping in touch with pupils who aren't in school and their parents:
- Monitoring levels of engagement and reporting to SLT;
- Reporting any complaints or concerns to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Staff will have high expectations and apply school policy; modelling safe practice and conduct themselves online during remote sessions as they would in the classroom. This includes:

- Following appropriate dress code
- Not taking or recording images for personal use
- Ensuring that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- All sensitive documents or tabs are closed when screen sharing.

### Teaching Assistants

- If there is a whole school lockdown, all staff are expected to be on site unless their risk assessment concludes that this is not safe;
- Teaching assistants must be available from home if their class is locked down;
- 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 assistant must complete tasks as directed by their teacher/a member of the SLT.

### 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, 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.

### **Designated 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.

### **IT Subject leader**

- Fixing issues with systems used to set and collect work;
- Helping staff with any technical issues they're experiencing;
- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required;
- Assisting pupils and parents with accessing the internet or devices.

### **The SENCO**

- Ensuring where parents agree, that all EHCP pupils are in school during a national lockdown and needs are met;
- 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 EHCP plans
- Identifying the level of support

### **The SBM**

- Ensuring value for money when arranging the procurement of equipment, subscriptions and technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

### **Pupils and parents**

Staff should expect pupils learning remotely to:

- Attend live sessions on time;
- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers;
- Alert teachers if they're not able to complete work;

Staff ask parents with children learning remotely to:

- Support the work set, including enabling independent tasks;
- Make the school aware if their child is sick or otherwise can't complete work;
- Seek help from the school if they need it.

### **Governing Body**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible;
- Monitoring parental feedback on provision;
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **Links with other policies and development plans**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

Action	Who	Timeframe
Archive all previous Classrooms	Lacey	Immediate
Set up new Google Classroom RT support SP as new to remote learning	Teachers	Immediate
Ensure that children have logins for all platforms ready to distribute inc new children. Email to all parents	LC/TV	Immediate
Parent email loop set up for each class	TV	
Identify laptop - ideally personal - that will be used for Loom recording/WFH. Camden IT to do necessary support for set up	Teachers	Immediate
Complete parent survey of connectivity	KF/VG	Out 17.09.20 Back 08.10.20
Reminder training for staff on Google Classroom	LC	On demand
All children to login and join relevant class	Relevant Class	Day 1 of lockdown
Children to write joining message	Relevant Class	Day 1 of lockdown
Communicate with parents regarding any issues	Parents	Day 1 of lockdown
Children to be given a simple piece of work to 'Turn In'. Troubleshoot as required.	Teacher/Class	Day 1 of lockdown
Children to be given a task that required photo attachment. Troubleshoot as required.	Teacher/Class	Day 1 of lockdown
Start each day with a zoom register and briefing	Teacher	Daily
Include simple daily timetable	Teacher	Daily
Daily recorded live lessons to include interaction and teaching 3 hours KS1 4 hours KS2	Teacher	Daily
Slides include answers. Pause recording. Then immediate feedback End maths with an optional challenge	Teacher	Daily
Call list shared amongst staff team - numbers shared	TV	
3pm register, review of day and story . Daily reading of ongoing novel	Teacher	
Regular validation and feedback	Teacher	Daily