



# Hampton Hargate Primary School

## Remote Learning Policy

Date: Spring 2025  
Review date: Spring 2027

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. As a Dyslexia Friendly School, we understand the importance of pupils acquiring literacy and numeracy whilst promoting a broad and balanced curriculum, accessible to all. We recognise that different children's needs are met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

## **1. Aims**

This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of school/class/year group
- Make clear our expectations of staff who are able to continue planning, teaching and assessing pupils' work
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that pupils engage as well as possible in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them when possible

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

- Children who are absent due to part/full school closure

## **3. Resources**

Resources to deliver this Remote Education Plan include:

Teacher laptops

Teacher ipads

Children's Chromebooks

- Online tools/school subscriptions for EYFS/KS1/KS2 –
- Reception – Tapestry, Oxford Owl, ICT Games.com, Twinkl, Phonicsplay.co.k, Oak Academy
- KS1 – Oxford Owl, EdShed, MathsShed, SpellingShed, TT Rockstars, Numbots, Teach Your Monster, Zip
- KS2 - G-Suite including Google Classroom, Mathletics, Education City, Readtheory, TT rockstars, Spelling Shed, Language Nut
- Staff CPD – All KS2 staff have been trained in use of Google Classroom and have used it for setting homework to ensure the system is embedded at school and at home. KS1 have been trained in use of Class DOJO and Reception staff have been trained in use of Tapestry.
- Information for parents – a letter will be sent home to all parents informing them of the platform being used during any period of remote learning. This letter contains information on how to access your child’s work and how this work will be presented, addressed and followed up.
- Use of pre-recorded audio and video as part of teaching and learning as appropriate for daily lessons including White Rose, BBC Bitesize, Oak Academy
- Printed learning packs will be available for parents if necessary and possible.
- All pupils in KS2 will be allowed to make use of their school Chrome Book, providing the user agreement has been completed and returned to school
- Books and other physical learning materials where appropriate.

#### **4. Approaches to Learning: Our Principles**

The following principles, informed by the DfE’s requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from any previous remote learning
- Pupils will study a broad range of subjects, including maths, English, Science, History/Geography, reading, tables, spellings etc and this will follow the planned curriculum work which would have taken place if the children were in school
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning
- Those who cannot attend school will access similar learning to that which their peers are completing within school
- Activities will be varied and not solely consist of ‘screen time’; for example... practical lessons for art, DT and practical activities for some maths work as appropriate
- Teachers will have access to a wide variety of resources to share remotely.
- Resources will be quality assured by class teacher/ subject leader and senior leaders, who will have used these resources in school or, if being used for the first time, will have ensured that they are suitable and appropriate to support the learning of the pupils.

- Staff will have the training they need to provide online learning safely, including...training and ongoing support where necessary in the use of Google Classroom, Class DOJO and Tapestry and other online resources
- All pupils will have access to the resources they need to learn. We will offer them the loan of their school Chromebook for households where there is no alternative online device. Daily resources will be posted online which can be printed if required along with information sheet to advise parents on how this can be accessed if via other site (eg BBC Bitesize)
- Teachers will communicate the purpose of activities and their success criteria for pupils, by...setting daily work on Tapestry (EYFS), Class DoJo (KS1), Google Classroom (KS2)
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working.
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by ensuring usual class teachers are setting work and offering feedback. Work will be adapted accordingly and appropriate for the individual child and their needs. Communication with parents (phone or online platform) will support this further.
- Staff workload will be managed by Team Leaders from each of EYFS, KS1, LKS2, UKS2.
- Leaders will measure engagement in remote learning by offering feedback as appropriate on Tapestry (EYFS), Class DoJo (KS1) and Google Classrooms (KS2) and use this information to review provision and make changes as necessary.

## **5. Working with Parents**

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to use the online platforms and relevant resources. Parents who require additional help in setting up or accessing online remote learning will be able to contact their child's class teacher for support.

Resources will be shared with pupils and parents online.

We would encourage parents to support their children's work, and to establish a routine based around the school day wherever possible making use of the suggested timetables provided by the class teacher as an example for each day.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home. All children are expected to follow the e-safety rules and guidelines that are taught regularly at school.

## **6. Roles and responsibilities**

### **Senior and subject leaders**

Alongside any teaching responsibilities, Senior Leaders and Subject Leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Lead virtual meetings to ensure consistency across the year/subject
- Monitoring the effectiveness of remote learning, including by expecting work to be handed in "virtually" and feedback given accordingly. Work will be marked accordingly and appropriately. Phone calls will be available to help answer any questions not posted via the online platform.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Teachers**

When providing remote learning, teachers must be available between 8.45am and 3.45pm

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes/year group
  - The work set should follow the usual timetable/curriculum coverage for the class had they been in school, wherever possible

### **Keeping in touch with pupils (and their parents) who aren't in school:**

- Teachers are expected to make contact by telephone at least once a week. If a further follow up call is required this will be made. One of these calls may be carried out by TA (Teaching Assistant).
- If there is a concern around the level of a pupil's engagement, the teacher should inform their Team Leader at that time of concern
- All parent/carer emails should come through the school email account.
- Teachers should check their work emails at least once in the morning, once in the afternoon and once towards the end of the normal school day. Teachers should respond to all parents within a maximum of 2 working days or sooner of their communication being sent. If the matter cannot be resolved within that period, the teacher will acknowledge the email and

explain to the parent the reasons for the delay and the actions they are taking

- Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact their Team Leader who may escalate to a senior member of staff.
- Teachers will respond promptly to requests for support from families at home including:
    - Any complaints or concerns shared by parents or pupils should be reported to their Team Leader immediately; for any safeguarding concerns, refer immediately to one of the DSLs

## **Teaching Assistants**

Teaching assistants must be available during their usual working hours.

During the school day, teaching assistants must complete tasks as directed by their Team Leader or another member of the SLT.

## **Designated safeguarding lead**

The 4 DSLs are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **SENCOs**

- 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
- Identifying the level of support required by pupils
- Ensure that communication takes place with parent/child of all EHCP and vulnerable children
- Identify targeted children for intervention
- Provide identified pupils with specific interventions i.e Speech and Language

## **School Business Manager**

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Liaise with Office staff to identify appropriate tasks to be completed.

## **Computing lead**

- 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.
- Reviewing the security of remote learning systems in line with GDPR and flagging any data protection breaches to the data protection officer

## **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Assisting pupils and parents with accessing the internet or devices

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable to complete work

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, making reference to the suggested timetable provided daily
- Support their children in their learning as far as they are able, including daily reading, so that they continue to read their home reading book or access online reading resources
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus on the work set
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be explored
- Seek help from the school if they need it, communicating with class teachers appropriately online or by contacting the school office via email [office@hampton-har-gate.peterborough.sch.uk](mailto:office@hampton-har-gate.peterborough.sch.uk)

## **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

## **7. Personal Data**

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in relation to the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

## **8. Keeping Devices Secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

## **9. Safeguarding**

Staff should ensure that all safeguarding concerns are reported immediately to a DSL. If you are unable to contact someone and it is an urgent matter, speak to a member of the Senior Leadership team immediately. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training in September 2020.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

## **10. Expectations of staff during online meetings**

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background
- Availability in the school day during normal working hours

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

This policy is linked to our:

Safeguarding Policy, Behaviour policy, Data protection policy and Privacy Notices and Online safety acceptable use policy.