



Remote Learning Policy

Aims

- To set out the expectations for the school community with regards to remote learning;
- To ensure consistency in the schools approach to remote learning including teaching, marking and planning;
- To provide appropriate guidelines for data protection.

Roles and Responsibilities

Teaching Staff will:-

Teachers are available Monday-Friday during usual working hours. There is a flexible approach with this due to the current situation in 2020 and teaching staff will work alongside the leadership team to support remote learning where needed in line with the sickness and absence policy and current risk assessments.

Teachers should make contact with their class on day two and day three of any bubble closing.

Teachers are responsible for:

- Setting work:
 - Class teachers will provide approximately three activities per day for their pupils plus Reading;
 - Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address);
 - Allow flexibility from pupils in relation to their circumstances at home and how long they need to complete work;
 - Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Marking work:
 - Comment on work submitted in line with the marking policy;
 - Acknowledge work submitted via pictures / videos from parents to encourage future learning;
 - Use the schools one page marking as a form of feedback to the whole class and adapt the subsequent lesson to support the learning of all children
- Planning work:
 - Continue to plan following the school planning frameworks (in line with the National Curriculum) for all subjects;
 - Adapt planning to the work being completed and the needs of the children;
 - Prepare the children for how to use all of the different programmes to support learning at home.

Teachers will also

- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- Continue to follow the schools safeguarding practise alongside the designated safeguarding lead and the Senior Leadership Team
- Teachers will be available between the school working hours of 9:00 - 3:30
- There will be no work set after the school working hours each day

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:



- Be available to support year group leaders with content for their curriculum area by signposting to appropriate resources, activities and teaching methods
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent

Teaching Assistants will:-

- When assisting with remote learning, teaching assistants must be available during their usual working hours.
- 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 aren't in school with learning remotely under the guidance of the teacher. They will also be expected to access and fully complete any training activities provided.

EAL Team will:-

- Will support learning by preparing paper packs of work for pupils new to English.
- They will also support pupil engagement online where this is appropriate.
- The EAL Team will provide advice and guidance to teachers to support the needs of their significant EAL pupils.

SEND Team will:-

- Will consider the needs of pupils with an Education Health Care Plan and support by providing paper packs of work where appropriate.
- They will also support pupil engagement online.
- The SEND Team will provide advice and guidance to teachers to support the needs of pupils with SEND.
- The SEND Team will be contactable via email to discuss individual pupil needs.

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;
- Only send messages and queries, seeking help, 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;
- 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.
- Work through the allocated lessons. This can be completed during the school hours or at an alternative time to suit family life.
- Where pupils are completing tasks, if paper is available to complete the work and upload a picture then they can complete it away from the screen
- Log on daily to learning where possible and complete the activities in line with the expectations of the school

Parents will:-

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it;
- Communicate with the school regarding engagement and times of engagement for their child if different to the school day



- Encourage their child to access and engage with learning from their teacher daily, during the school working hours 9:00am till 3:30
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the agreed areas by the school
- 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;
- Be respectful when making any complaints or concerns known to staff.

Senior Leaders will:-

- Coordinate the remote learning approach across the school,
- Monitor the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Identify which families (alongside the teachers) may have no access to the internet and ensure that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
- Oversee the ongoing wellbeing and CPD of all staff.

IT staff will:-

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're 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

Governing board will:-

The governing board 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

The St Matthew's Offer

We aim to have a systematic approach to home learning opportunities but acknowledge that there will be variation between year groups in terms of some opportunities offered, due to the curriculum in each year group and suitability to pupils' age and stage of development. Please see the appendices for the offer from each year group.

Data protection

Accessing personal data

When accessing personal data, all staff members will comply with our GDPR and Privacy Notice, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. 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).
- 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.

Use of staff phones

If staff are unable to make telephone calls from school due to the need to isolate, they may be asked to contact pupils using a personal telephone. This must be avoided if at all possible and school phones must be used if feasible.

If staff are using a personal telephone they must ensure the telephone number is set to private. This will ensure numbers are not shared with parents.

Loaned Devices

Devices will be loaned where possible to children who have no access to a device for home learning.

Parents will agree to looking after the device as per our *Device Loan Agreement Form*.

Laptops will be issued to pupils eligible for Pupil Premium and/or pupils eligible for benefits related Free School Meal children initially. Where possible, the school will seek to address loans to any other groups on a case by case basis. This will depend on available resources.

Google Meets

Staff will hold 'Meets' at the times specified by the Leadership Team.

They will record all meetings and these will be stored. The meets are a chance to check in with children and explain what learning for the day will consist of.

Some teaching input may be delivered depending on what is being taught and explanations that might be needed.

Google Meet codes will be hidden to children apart from for meeting times.

Safeguarding for children and adults will follow the schools safeguarding policy with extra safeguarding protocols listed below:

Staff should

- Sit against a neutral background or blur the background to ensure features are not easily identified
- Ensure that any other tabs open in their browser would be appropriate for a child to see, if they are sharing a screen
- Dress like they would for school
- Use professional language

Pupils should

- Be in a shared space in their home, rather than their bedroom
- Pupils should be dressed appropriately, no pyjamas
- Children should remain on mute unless being asked to talk
- Children should be respectful to each other

Parents should

- be mindful that children and families might see or hear them and anything in the background

Feedback

Teachers will provide feedback to children in the following ways:

- Through individual comments on the work completed



- By adapting work based on the responses given
- By scoring work where appropriate
- If there is a big misconception or concern through an individual phone call
- Through google meets addressing misconception and giving group feedback

Complaints procedure

In the event of receiving a parent or pupils complaint the teacher will acknowledge the concern, gather key information and share with their link Senior Leader. The Senior Leader will then make contact with the parent or pupil.

Behaviour

If a pupil is not adhering to the expectations placed upon them, and any concerns arise regarding behaviour or conduct the teacher must raise the issue with their link Senior Leader. The Senior Leader will then make contact with the pupil's parents.



Appendix

For when a child is individually isolating

Any year group

Children will have work set on Google Classroom. This will be in line with what the year group are teaching in school but will be a day behind.

Work will be uploaded to show teaching from the class and an adult will check the work being submitted for marking, feedback and support.

Children will receive a well-being phone call during the period of isolation

Timetables will be in line with what is happening in school. If a lesson can not be adapted to online an alternative will be provided.

For when a whole class bubble is out

Foundation Stage

The children will be set a daily activity in English, Maths, Phonics and one other subject. This will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 10:00 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread.

Teachers will deliver at least one lesson via an online video each day. This will be found in the same place as the lesson.

Teachers will be online during the allocated lesson times to communicate with parents and children directly with the teacher about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google Classroom as a comment
- From uploading a video / picture
- From completing the work in the homepack that correlates to that lesson ready for bringing back to school

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Some activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://www.nurserynook.co.uk/>

<https://www.phonicsplay.co.uk/>

<https://play.numbots.com/#/intro>

<https://www.activelearnprimary.co.uk/login?c=0>

Games

Phonics Play

Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 1

The children will be set a timetable for learning which will include English, Maths, Mental Arithmetic, Phonics and one other subject. This will be communicated daily via Google



Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:50 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread.

Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Teachers will deliver teaching through videos and vocal explanations to enhance the understanding for children.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://www.phonicsplay.co.uk/>

<https://play.numbots.com/#/intro>

<https://www.purplemash.com/login/>

Other communication

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.

Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 2

The children will be set a timetable for learning which will include English, Maths, Mental Arithmetic, Phonics and Reading.

The topic for the year group will be covered on a Friday.

Timetables will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:40 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread.

Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://play.trockstars.com/auth/school/teacher>

<https://play.numbots.com/#/intro>

<https://www.purplemash.com/login/>

Other communication

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.



Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 3

The children will be set a timetable for learning which will include Reading, Writing/SPAG, Maths, Mental Arithmetic, and one other subject. This will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:30 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread. The children will be expected to re-check in on google meets for (Afternoon registration) at 1:50.

Teachers will deliver at least one lesson via an online video each day. This will be found in the same place as the lesson.

Luton Music Service will deliver the lesson for music as per the normal timetable in school.

Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Some activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://play.ttrockstars.com/auth/school/teacher>

<https://www.mymaths.co.uk/>

<https://www.purplemash.com/login/>

Other communication

Where possible the teachers will organise a google hangout with the children so there is also the chance for a check in with the children and an informal conversation.

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.

Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 4

The children will be set a timetable for learning which will include Reading, Writing/SPAG, Maths, Mental Arithmetic, and one other subject. This will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:20 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread. The children will be expected to re-check in on google meets for (Afternoon registration) at 1:40.

Teachers will deliver at least one lesson via an online video each day. This will be found in the same place as the lesson.



Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Some activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://play.ttrockstars.com/auth/school/teacher>

<https://www.mymaths.co.uk/>

<https://www.purplemash.com/login/>

Other communication

Where possible the teachers will organise a google hangout with the children so there is also the chance for a check in with the children and an informal conversation.

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.

Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 5

The children will be set a timetable for learning which will include Reading, Writing/SPAG, Maths, Mental Arithmetic, and one other subject. This will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:10 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread. The children will be expected to re-check in on google meets for (Afternoon registration) at 1:30.

Teachers will deliver at least one lesson via an online video each day. This will be found in the same place as the lesson.

Luton Music Service will deliver the lesson for music as per the normal timetable in school.

Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Some activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://play.ttrockstars.com/auth/school/teacher>

<https://www.mymaths.co.uk/>

<https://www.purplemash.com/login/>

Other communication

Where possible the teachers will organise a google hangout with the children so there is also the chance for a check in with the children and an informal conversation.

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.



Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

Year 6

The children will be set a timetable for learning which will include Reading, Writing/SPAG, Maths, Mental Arithmetic, and one other subject. This will be communicated daily via Google Classroom and there will also be a timetable uploaded daily of timings of lessons and how the teachers will be available on Google Classroom.

Children will attend daily at 9:00 for a registration and explanation of the day through Google Meets - communicated by a post on the classroom main thread. The children will be expected to re-check in on google meets for (Afternoon registration) at 1:20.

Teachers will deliver at least one lesson via an online video each day. This will be found in the same place as the lesson.

Teachers will be online during the allocated lesson times to communicate with children directly about the lesson that they are taking part in at that time.

Responses to the work will be expected after each lesson and these can come in different ways;

- Via Google as a comment
- From uploading a picture

There will be opportunities for reading online with a teacher 1:1 / or as a small group

Some activities will be set on Google Classroom, however there are other platforms where work can be completed. These learning platforms are identified below and whilst can be used to complete work in some of the sessions also have the possibility of extra learning opportunities.

<https://play.ttrockstars.com/auth/school/teacher>

<https://www.mymaths.co.uk/>

<https://www.purplemash.com/login/>

Other communication

Where possible the teachers will organise a google hangout with the children so there is also the chance for a check in with the children and an informal conversation.

If a child does not have access to the internet/computer then a phone call will be put in to the child/parent to check how they are.

Paper packs will correlate with what is being put on Google Classroom. This will be returned at the end of each packs date when the new one is collected and will then be marked and feedback given over the phone to children.

Teachers will acknowledge receipt of any work and they will respond to individuals where needed to support their understanding of the learning.

SEND

Any child who is on the school's Special Educational Needs register will receive additional support with remote learning in addition to that provided by their class teacher/ year group.

This will include:

Paper work packs that are targeted towards the developmental stage, rather than age of the child. Not all children who are on the SEN Register will need these as they are working at a level similar to other children in their year group.

Provision of a list of websites that are suitable for use for children with SEN. These will be categorised by area of need, for example 'Speech and Communication', 'Motor Skills', etc. If it becomes necessary for a child to be learning remotely, parents/carers will be contacted by the Inclusion Team to discuss which specific areas their child should be focussing on.



For children with significant Special Educational Needs, including those with an EHCP or those who receive a high level of support within school, personalised interactive teaching sessions will be provided online for the child to access remotely.

At any point, parents can contact the SENCo (Victoria Hall) or the Assistant Head for Inclusion (Natalie Crawford) to request additional support or advice.

EAL

Any child who is supported by our team that works with children who have English as an additional language will receive additional support with remote learning in addition to that provided by their class teacher/ year group.

This will include:

Paper work packs that are targeted towards the developmental stage, rather than age of the child. Not all children who are known to us as having English as an additional language will need these as they are working at a level similar to other children in their year group.

If it becomes necessary for a child to be learning remotely, parents/carers will be contacted by the EAL Team to discuss which specific areas their child should be focussing on.

There will be opportunity for the children receiving these packs to have online live lessons with our teams.

At any point, parents can contact the school to request additional support or advice.

Links with other policies

This policy is linked to the school's following policies:

- Behaviour Policy
- Child Protection Policy