

# **KINGSWAY COMMUNITY TRUST**

## **REMOTE LEARNING POLICY**

**February 2025**

# Remote Learning Policy

**Date: February 2025**

**Review date: Spring 2028**

## 1. Statement of School Philosophy

Kingsway Community Trust has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this. We aim to provide children, who are having to work remotely, with opportunities that continue to set a high standard of education in a safe online environment.

## 2. Aims

This Remote Learning Policy aims to:

- Develop high quality remote learning opportunities, where learning, progress and wellbeing are at the heart
- 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, teaching videos and feedback
- Provide clear expectations to members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support for motivation, health and well-being
- Develop a safe online learning environment, with key considerations towards safeguarding children
- Continue to support parents, in order to effectively help their children to access learning
- Support effective communication between the school and families and support attendance

## 3 . Criteria for remote learning

- A child's whole class is not able to attend school due to restrictions or instruction by the school relating to other matters
- Any child who is unable to attend school due to prolonged health reasons as advised by a medical practitioner. For any child absent with prolonged medical concerns, the starting point will be guided by medical experts through a referral to the school nurse team and Manchester Hospital School.

## 4. When does remote learning begin?

Remote learning will be shared with families as soon as possible when they meet the criteria above.

## 5. Content and tools to deliver remote learning

Remote learning lessons should reflect the quality of learning and teaching that takes place in school. Lessons should try to ensure that any time missed in school does not result in a gaps in learning developing.

It is important to remember that a day's learning does not mean a day's online learning. It is important that lessons reflect the variety of opportunities through the curriculum in school, including; PE, play and well being activities.

The Trust will provide a remote learning platform to use at the time of need. This will be determined at the point of need and which platform supports the online learning most effectively. This will be shared with parents through our normal communication route and will include instructions for use.

Resources to deliver remote learning include:

- Online tools for EYFS KS1 KS2
- Use of recorded video, instructional videos and assemblies
- Phone calls home
- Use of other online resources such as; BBC Bitesize, Oak Academy, Sumdog/ Rockstars/IDL

The remote learning planning/activities and resources to deliver learning will be issued on a day to day basis on the chosen platform. As well as a daily timetable and structure for remote learning and high quality lessons for all subjects across the curriculum, they may include:

- Teacher messages
- Downloadable Printable Documents – it needs to be remembered that not all families have access to printing, if this is the case resources to support will be sent home
- Instructional teaching videos, models
- Relevant internet videos/ sites

## 7. Live lessons and recording of live lessons

If live lessons are to be done, it is important that the following are considered:

- Is it appropriate to use a live lesson? Will all children be able to access the lesson?
- What is the timing of the lesson?
- What format will this take?
- Will the children be on camera?
- Muting – consider the setup of the lesson. Do you want the children to be able to talk to you or to each other? Does the lesson need to be muted? Should it be muted for part of the lesson? Do you want written responses throughout the lesson?
- Where they are being done – staff and children
- Safeguarding – do any safeguarding issues arise by using a live lesson
- Parents – Where will parents be during a live lesson?
- Staff expectations – remember to dress in a professional manner. Remember to be careful of where any live lessons at home are recorded. Make sure you use a neutral background and that you ensure safeguarding is considered at all times.
- Recording lessons – If any live lesson is being recorded, as well as the considerations above, consent for the recording needs to be gained from all participants

## 8. Safeguarding

Safeguarding of children remains a priority when children are remote learning. As a result, normal safeguarding procedures must be followed. Additionally:

- Allow the children to disclose anything they feel the need to talk about
- Ensure that it is not public. Be mindful of where they are disclosing any information
- “Listen” the same way you would in school. Remember it is not your role to investigate and remind them that you will need to share the information with the DSL
- If a child discloses anything record it on CPOMs ASAP. Copy any post and put it as part of the CPOMs record
- Please email the Head of School if you have sent a serious and urgent safeguarding CPOMs just to ensure it has been received

## 9. Behaviour

The expectation for any remote learning behaviour is the same as the behaviour in school. Children will be expected to show respect to both staff and students. It may be necessary to follow up any incidents with using a restorative approach or by contacting parents. If additional support is needed contact a member of the SLT.

## 9. Home and school partnership

Kingsway Community Trust 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.

Kingsway Community Trust will provide an online training session and induction for parents on how to use Seesaw on the school website under the Remote Learning tab. Support for maths can be accessed through the maths modules on our website, under the tab – Curriculum – Maths Support for parents. For any additional support parents are encouraged to contact the teacher.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Trust would recommend that, while at home, each ‘school day’ maintains a similar structure to that the children would have while onsite.

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.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school as soon as possible and support or alternative solutions will be available. These will be discussed on case-by-case basis.

## 10. E-Safety

All children at school have E-safety lessons, which includes rules and tips for keeping safe, these apply when children are working as part of a remote learning curriculum. E-safety tips will be delivered on a weekly basis. It may also be necessary to supply E-safety lessons depending on when the previous E-safety lessons were held or if there is a need arise. E-safety advice will be made available to parents to support children working safely during remote learning activities.

## 11. Roles and responsibilities

### Teachers

*To note: the suggested responsibilities below relate to where a whole class is unable to attend school and would be reduced when it is fewer or individual children who are not in and the majority of the class are in school.*

The Trust will provide an induction for new staff on how to use relevant programmes.

When providing remote learning, teachers must be available between 9am-3pm

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 to the Head of School, 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.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Daily work will be shared via the school platform

Providing feedback on work:

- Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm, where necessary.

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/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school class account
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

## **Teaching Assistants**

**Teaching assistants must be available between 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 assistant must complete tasks as directed by the class teacher or 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; inc daily monitoring of engagement
- Monitoring the effectiveness of remote learning – 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

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. As per in school procedures, staff are to log any concerns on CPOMs and contact the DSL to follow up any concerns. For further information, please see the Safeguarding and Child Protection Policy.

### **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

### **The SENDCo**

- Liaising with the ICT 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 appropriate work set taking into account their needs, and liaising with the head of school and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs if it is not possible to meet their needs
- Identifying the level of support needed by pupils and staff
- Monitoring

### **The Finance Manager**

The Finance Manager is responsible for:

- 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.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the best of their abilities by the deadlines set by teachers
- Seek help from teachers, if they need it
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – including the use of the school website or contacting teachers
- Be respectful when making any complaints or concerns known to staff

### **Trust Board**

The Trust 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
- Ensuring workload is appropriate

## 12. Data protection

The system that the Trust uses to facilitate remote learning complies with the Data Protection Act 2018 and is in accordance with our Trust Data Protection Policy.

## 13. Links with other policies

This policy is linked to our:

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