



REMOTE LEARNING POLICY

Approved by: Governing Body

Date: 2nd February 2021

Last reviewed on:

Who is this policy applicable to;

Learners attending Heritage House School will be provided with remote (online) learning (due to the reasons listed below) in order to ensure that learners do not fall far behind. Remote learning will be provided when;

- A learner is not able to come to school as they have a medical letter stating that they need to shield
- A learner is at home following guidelines to self-isolate
- A learner has been identified as a close contact to a confirmed case of Covid-19 and is required to stay at home
- Local lockdown
- National Lockdown
- School risk assessment

During local and national lockdowns, Heritage House School will use its best endeavours to continue to offer onsite learning. Heritage House School may encounter circumstances where we cannot provide our usual interventions and provision at adequate staffing ratios or with staff with specialist training. Remote learning will be available on days where learners are not able to attend school.

1. Aims

This remote learning policy aims to;

- Recognise that each family situation is unique
- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for safeguarding
- Provide appropriate guidelines for data protection

2. Role and responsibilities

School staff must inform the School Business Manager if they do not have access (either occasional or ongoing) to the technology required to facilitate home learning.

All home learning is dependent on having functioning technology and the school cannot be held responsible if the schools technology fails. Every endeavour will be made to rectify the problem as soon as possible.

2.1 Role and responsibilities

Teachers ideally are available Monday- Friday during usual working hours. However, there may be specific circumstances which require flexibility. If they are unable to work for any reason during this time, they should report this using the normal absence procedure. At this stage class, other school staff may take over the responsibility for home learning.

Where learners are attending onsite school provision:

- Learners will be offered remote learning on the days where they are not in school
 - Activities set may be in the form of a video with brief instructions and the modelling of the activity to be completed. Videos will be uploaded to the Heritage House YouTube channel/ website
 - Activities may be in the form of a paper copy sent home with the learner (these are also available on the school website)
 - It is expected that activities will be repeatable and linked to personalised plans.
 - Activities where possible should be hands on, practical, fun.
 - Personalised plans have been shared with families and families have been provided with observation and assessment sheets to record home learning activities.
 - A list of websites and home learning activities are also available on the school's website.

Where learners are not accessing any onsite school provision the following is provided in addition:

- Two live sessions a week via Microsoft teams are offered. It is expected that parents/ carers will be present in the room to supervise these sessions as a safeguarding measure. If parents/ carers will be

unavailable, this should be discussed with a member of staff. Another family member may join the session to support learning or in circumstances where a learner has increased independence skills, a second member of staff will support. These sessions will focus on the learning foci in the learners personalised plans.

Considerations:

- Where possible, teachers will carry out remote learning sessions from within school.
- When broadcasting a session or making a recording from home, staff will find a quiet or private room/ area and will consider what will be in the background. Please refer to Child Protection Policy Addendum March 2020.
- Work must be shared with the phase leaders and Assistant Head for monitoring purposes.
- Class teachers will monitor, record and report to Phase Leaders which learners are not appearing to access online work, particularly those that have been provided with Laptops or devices
- Assistant Head will co-ordinate with other teachers to ensure consistency of approach and to try to ensure that learners with limited access to computers/devices can still complete work.

Responding as appropriate to parents;

- For learners attending onsite provision, daily contact will continue via communication books on the days where the learners are in school.
- Regular (weekly) contact via Teams, email or telephone is expected for learners who are not attending any onsite provision.
- Parents are actively encouraged to keep in contact with class teachers.
- Parents who share observations of learners' activities should receive acknowledgement and praise from the class teacher or other school staff.
- Parents should note that the government does not expect them to perform as teachers nor expect a schools offer of remote learning activities to be "Education as normal but from home." While it is ideal for children and young people to remain engaged with their learning and particularly rewarding if they can share this with those they live with, it is recognised that families will all cope in different way and face different challenges, therefore there is no expectation that children and young people will engage or produce work to the standard that would normally be expected in school.
- Respond appropriately to parental concerns of either their own well-being or their child's well-being either by offering support themselves or by referring them on to other agencies

Attending virtual meetings with colleague or professionals

- Teachers will be expected to attend virtual meetings with school professionals, MDT meetings, teachers meetings and online training if and when appropriate.
- Teachers are not expected to attend CiN meetings for learners in their class as the schools' Family Advocate facilitates this. Teachers are expected to continue to provide an update report.
- Annual Reviews of EHCP's will continue as arranged

Remote teaching/ learner engagement for staff who are self-isolating

Teachers who are self-isolating but not experiencing symptoms e.g. a close contact with a positive case or following a holiday to a destination not on the exempt list, will be expected to work from home; planning for class, interacting with class via video messages or pre-recorded lesson introductions and attending virtual meetings.

Support staff may be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by Phase leaders and will be allocated on a case-by-case basis. Staff may also be asked to support with online learning provision or to engage with training/ CPD/ Personal development.

2.2 HLTA's

HLTA's should be available during their normal working hours on the days they are normally in school. 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.

HLTA's may;

- Cover teacher absence by setting work and communicating with parents as outlined above
- Work in school for specific tasks as required by the Head Teacher
- Produce resources and visuals for home learning packs or for use in the classroom
- Undertake remote and/or online CPD training
- Attend virtual meetings with phase teams weekly

2.3 Teaching assistants

Teaching assistants should be available during their normal working hours on the days they are normally in school. 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.

Teaching assistants may;

- Work in school for specific tasks as required by the Head Teacher
- Produce resources and visuals for home learning packs or for use in the classroom
- Undertake remote and/or online CPD training
- Attend virtual meetings with phase teams weekly

2.4 Leadership Team

Leaders are responsible for;

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning activities for example through contact with teachers and reviewing work set
- Identifying which families do not have access to internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery
- Oversee the ongoing well-being and CPD of staff

2.5 Designated Safeguarding Lead (DSL)

The DSL's responsibilities are identified within the schools child protection policy

2.6 Pupils and parents

Staff can expect learners to;

- Engage in offer of home learning activities
- Try their best to complete/ join in with/ show interest/ actively engage with in some of the activities set with support if necessary
- With support from an adult, complete/ join in with/ show interest/ actively engage with in some of the activities set
- Have fun

Staff can expect parents to;

- Establish routine and structure for each day, including times where learning activities can take place
- Support their child's well-being and have/ support a positive attitude to learning
- Replicate what the teacher models
- Encourage their child to engage with work set
- Be prepared to try again if the child does not engage with the work on the first or second try
- Support their child as best as they are able to given their own home circumstances, health and work commitments
- Acknowledge communication from teachers and where possible offer feedback by sharing observation sheets.
- Give their child praise for their efforts
- Be proactive about seeking help from the school if they need it
- Be respectful when making any complaints or concerns to staff

2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons

3 Who to contact

- If staff have any questions or concerns, they should contact the following individuals;
- Issues in setting work- Phase leader
- Issues with engagement- Phase leader
- Issues with IT- raise any IT matters via a ticket <http://helpdesk:9675/portal> or email the School Business Manager
- Issues with their own workload or well-being- Phase Leader/ Well-being Lead
- Concerns about data protection- School Business Manager
- Concerns about safeguarding- contact the DSLs as outlined in the Child Protection policy

4 Data Protection

When accessing personal data, all staff members will;

- Only use their official school email account and never use personal messaging systems
- Take care not to share contact details when emailing multiple people
- Connect to the school network using a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises

4.1 Sharing personal data

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.

4.2 Keeping devices secure

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

This policy should also be read in conjunction with the Safeguarding and GDPR policy as well as the Covid-19 annex for Safeguarding.

Appendix A:

Remote education provision: information for parents

This information is intended to provide clarity and transparency to learners and parents or carers about what to expect from remote education if local restrictions require groups of learners to remain at home.

Heritage House school will use its best endeavours to continue to offer onsite learning to all learners during local or national lockdowns. Heritage House School may encounter circumstances where we cannot provide our usual interventions and provision at adequate staffing ratios or with staff with vital specialist training. Remote learning will be available on days where learners are not able to attend school.

The remote curriculum: what is taught to pupils at home

- *The same curriculum is taught remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations.*
- *Activities will be set in the form of a video on the Heritage House YouTube channel with an activity that learners can do after and paper copies of activities will be share the on Heritage House Twitter account or sent home with learners.*
- *A list of websites and home learning activities are also available on the school's website -[Home learning and activities | Heritage House School \(heritage-house-school.co.uk\)](#)*
- *Where possible, activities will be hands on, practical, fun and not paper based, table top activities unless appropriate to the learner.*
- *Parents are encouraged to complete observation sheets of home learning and share these with the class teacher.*
- *For learners who are not attending any in school provision, two live sessions a week will be offered via Microsoft Teams. These sessions will focus on the learning foci in the learners personalised plans. It is expected that parents will be present for these sessions.*

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

It is recognized that younger children and some learners with Special Educational Needs and Disabilities (SEND) may not be able to access remote education without adult support. Heritage House School will work with families to deliver an ambitious curriculum appropriate for level of need.

Heritage House school will use its best endeavours to continue to offer onsite learning to all learners during local or national lockdowns. Remote learning will be take place on days that learners are not attending school.

- *Learner's personalised plans have been shared with families which supports home learning*
- *Learners will be provided with remote learning when not attending school via pre recorded videos posted on YouTube, activities shared on the Heritage House Twitter account (paper copies will also be available). There is also further information and links for home learning activities on the School website - [Home learning and activities | Heritage House School \(heritage-house-school.co.uk\)](https://www.heritage-house-school.co.uk)*
- *We acknowledge that the amount of time spent on remote learning will be dependent on each families circumstances.*
- *If families would like any further support with remote learning, they are asked to contact the class teacher.*
- *For learners not attending any in school provision, they will also be offered two live sessions a week via Microsoft Teams.*

Accessing remote education

How will my child access any online remote education you are providing?

Heritage House YouTube Channel for prerecorded sessions on days learners are not in school.

Activities posted on Heritage House Twitter Account (paper copies can be provided).

Microsoft Teams for live sessions for learners who are not accessing any onsite school provisions.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

In this section, please provide high-level information (where applicable, and ensuring parents know how to contact the school for further details) about:

- *School will issue laptops or tablets to learners as required, accompanied by a user agreement. Parents/ carers are asked to contact the school office if this is required.*
- *Paper copies of printed resources will be made available as required.*
- *If families do not have internet connection, they are asked to contact the school office.*