

# Wales Primary School Policy for Remote Learning

Date of Policy Approval: March 2023

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## Aims

- To ensure consistency in the approach to remote learning for those children who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

## Roles and Responsibilities

### Role of Senior Leaders

Senior leaders are responsible for the following:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

### Role of Teachers

There are two different situations where remote learning work will be set. The first is when one child or a group of children in a class have to self isolate. The second is when a whole class bubble has to self isolate.

### When one or more children have to self isolate from a class bubble but rest of the class remain in school

When a child has to self isolate for a period of days then the class teacher will email the parent with information about remote learning at their earliest convenience that same day. In the email, there will be a link to the child's purple mash log in where their child can access a range of learning linked to all subject areas appropriate to that child's year group.

## **When the whole class have to self isolate**

When providing remote learning in the event that the whole bubble has to self isolate, teachers must be available between 9am-3pm on their working days. 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.

When providing remote learning, teachers are responsible for the following:

- Setting work – teachers will provide learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus a range of foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
- The work will be set on a weekly basis.
- Teachers will upload weekly learning packs on the school website and relevant links to videos/resources.
- Teachers will outline the work daily via their class page based on the week's learning.
- Pupils can email work to their class teachers and all work submitted will be acknowledged by the class teacher and feedback given where relevant.
- In order to keep in touch with families, in the event of the closure of schools due to a national or local lockdown, teachers will call children/parents every 3 weeks. Vulnerable families will be called weekly by SENDCO/DSL. Any concerns should be recorded and Head teacher alerted. In the event of a self/class bubble isolation, communication will be via email. If there has been no communication from either a parent or child via by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4. Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 24 hours.

## **Role of Teaching Assistants**

When assisting with remote learning, teaching assistants 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 using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for the following:

- Supporting pupils who aren't in school with learning remotely through liaising with class teachers to support planning and resourcing differentiated learning

## **Pupils and Parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3pm: although they may not always be in front of a device the entire time.
- Seek help if they need it from teachers or teaching assistants
- Inform teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- We expect that remote education (including remote teaching and independent work) will broadly take between 2-4 hours to complete per day.
- Contact school either via the school office or class teacher if you do not have suitable online access at home for us to provide online support or an alternative approach.

### **Governing Board**

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