Perryfields Junior School

Remote Learning Policy
For Unexpected School Closure

Perryfields Junior School

Adapted from:	The Key model policy
Reviewed date:	February 2024
Approved By:	PEAT Board
Approved Date:	8th February 2024
Review period:	Annually
Next Review Date:	February 2025
Communicated to Staff	By: Email Date: 8th February 2024
Published on:	PJS Website

SUMMARY OF CHANGES – FEBRUARY 2024	
Section	**Detail**
2	Use of remote learning - New Section
4	Additional wording; Issues with behaviour – talk to the Assistant Headteachers/SLT or Headteacher & Issues with IT – talk to IT Lead or the School Business Manager

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1. Aims

This remote learning policy aims to:

> Set out expectations of staff, students and parents during a short period of closure (for example, due to adverse weather).

> Ensure consistency in the approach to remote learning for pupils 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

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.
Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.
We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.
This might include:
> Occasions when we decide that opening our school is either:

  o Not possible to do safely

  o Contradictory to guidance from local or central government

> Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

  o They have an infectious illness

  o They are preparing for or recovering from some types of operation

  o They are recovering from injury and attendance in school may inhibit such recovery

  o Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.
In the limited circumstances when remote learning is used, we will:
> Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

> Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

> Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

> Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and Responsibilities

We will endeavour to have our remote education available from the fourth day of immediate remote education due to school closure. In the meantime (days 1 to 3), children are encouraged to practice core skills using Big Cat Collins e-Books, TT Rockstars, Spelling Shed, MyMaths and DB Primary. Parents will be directed to this provision via ParentMail on the first day of closure.

In the event of school closure for more than three days:

a. Teachers

Teachers must be contactable on DB Primary between 9am and 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 procedures. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Lessons:

> Video recordings and worksheets used in our English, Maths and Foundation lessons will be uploaded to the school website under the home learning tab. Work completed should be submitted on J2e for teacher feedback.

Homework:

> Spellings will be set as normal on Spelling Shed. Children are encouraged to read at least four times a week using Collins e-Books.

Additional:

> Children have access to Big Cat Collins e-Books, TT Rockstars, DB Primary, Spelling Shed and MyMaths; all of these sites can be accessed from the school website under 'Online Learning'.

Providing feedback on work:

> Pupils should submit any work completed on J2e (this can take the form of a photograph or an electronic document) and teachers will provide feedback.

> Reward points (on J2e:J2stars) will be given to children by class teachers for effort and achievement.

> Teachers should respond to any emails/work from parents/children within two working days.

Keeping in touch with pupils and parents:

> Emails received on DB Primary must be replied to promptly. Anyone can respond to year group enquiries; it does not have to be the actual class teacher.

b. Teaching assistants

Teaching assistants must be available during their working hours, Monday to Friday. During this time they are expected to check work emails and be available when called upon by the 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 are responsible for:

> Supporting pupils with learning remotely when requested by the SENCO.

> Communicating with SLT/SENCO as required.

> Undertaking online learning as directed by SLT.

> Completing tasks set by school/class teacher.

c. Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school.

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

> Providing printed resources or devices for pupils without suitable access to online learning (can be collected from school office).

d. Designated safeguarding lead (DSL)

The DSL is responsible for:

> Maintaining contact, collating, passing on information and responding to any concerns.

e. Pupils and parents/carers

Staff can expect pupils to:

> Be contactable during the hours of 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. Alert teachers if they are not able to complete work.

> Complete their school work on time and to the best of their ability.

> Submit any work completed using J2e for teacher feedback.

Staff can expect parents to:

> Seek help from the school if they need it – staff should refer parents to the 'Home Learning' tabs on our website.

> Support their children in their learning.

> Notify school if they require printed resources or a device if they do not have suitable access to online learning.

> Be vigilant about their child's online activity and to inform the school of any concerns they may have about their child in this respect.

4. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead/SENCO/SLT.

> Issues with their own workload or wellbeing – talk to their line manager/SLT.

> Issues with behaviour – talk to the Assistant Headteachers/SLT or Headteacher

> Issues with IT – talk to IT Lead or the School Business Manager

> Concerns about data protection – talk to the data protection officer (Business Manager).

> Concerns about safeguarding – talk to the DSL.

All staff can be contacted via the school email addresses.

5. Data protection

a. Accessing personal data

When accessing personal data:

> All staff have access to CPOMS to record any concerns about children, this is accessed via a secure portal. Ensure you log out after use. Do not allow access to the site to any third party.

> Teachers are able to access parent contact details via the school office/CPOMS. Do not share any details with third parties.

> SLT have the ability to locate personal details of families when required through securely accessing CPOMS.

> School laptops are the school's devices to be used when accessing any personal information on pupils.

b. Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes:

> 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).

> Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.

> Making sure the device locks if left inactive.

> Not sharing the device among family or friends.

> Installing antivirus and anti-spyware software.

> Keeping operating systems up-to-date – always install the latest updates.

> Complying with all school Data Protection/GDPR policies.

6. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

> **Child Protection Policy (February 2024)**

7. Monitoring arrangements

This policy will be reviewed by SLT and the Governing body annually.