

Remote Learning Policy

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| **Policy Title:** | **Remote Learning Policy** |
| **Policy Author:** | **RDG** |
| **Date Approved by Governing Body:** | **Spring 2025** |
| **Review Due:** | **Spring 2027** |
| **Date of Review** | **Description of amendments (if applicable)** |
| **Reviewed** | **At least biennially subject to legislative changes** |

**Green Lane’s Approach to Home Learning**

We believe that children learn best when they are taught in a teacher led meaningful and purposeful way and have opportunities to actively engage in rich and varied learning experiences. Teachers will ensure that learning will continue at home if children are unable to attend school for a specific reason. Teacher led sessions will be either live lessons, pre-recorded lessons or lessons delivered with teacher input using resources such as Microsoft PowerPoint or SWAY. Work can also be set and uploaded via the school’s Weduc messaging service if Teams or other online learning platforms are not available/suitable.

Remote learning will be structured using the principle of explain, apply and review (EAR).

**Explain:** *the teacher will deliver key teaching points for a lesson*

**Apply:** *the children will have the opportunity to practise these new skills*

**Review:** *children will share what they have achieved and get feedback*

Within our Early Years provision staff know that children learn best through play and actively engaging with the world around them, through exploring and participating in challenging experiences and when their levels of wellbeing and involvement are high. The home learning will provide opportunities to gain experience through play using everyday resources, mirroring the practice within the continuous provision in school. Play is the best way for children to learn during their time at home your communication and interactions with them will help them thrive and feel secure during these uncertain times.

**Microsoft Teams and Weduc messaging**

If a whole class is required to be absent from school they can access remote learning through the Microsoft Teams account set up for each child or via Weduc if this is not available. It is essential that parents have Microsoft Teams and/or their Weduc messaging accounts ready to use on a suitable device, all lessons, all work and all communications with teachers will be delivered through one of these mediums.

In extreme circumstances where parents are unable to access Microsoft Teams or Weduc messaging it may be possible to provide parents with access to printed packs of work, but access to the teaching sessions is vital for pupils to be able to access the explanation and teaching elements of any sessions.

Parents struggling to access Microsoft Teams or Weduc messaging are directed to contact the school so that support and advice can be given.

**In the event of a child being absent from school when rest of class is in school**

When preparing their planning and resources for the following week Teachers will put any resources, PowerPoints, worksheets, etc. into a word file together with some brief instructions; this file can be uploaded onto the Microsoft Teams account of any child who is unable to attend school or sent via Weduc. A printed pack can be provided on request if absolutely necessary.

**Preparing and planning for remote learning**

• Most work that is planned for the children to complete is done so in a way by teachers so that the children do not need access to a printer at home. Pupils can use paper they have at home and take a picture of the work or complete tasks in Microsoft word etc. so that it can be uploaded onto Teams or Weduc for teachers to view.

• Teachers will inform parents which option of home learning is available to them during day 1 of a class being absent from school. Day 1 will be an opportunity for teachers and parents to get everything ready before remote learning commences from day 2.

• Parents and pupils will be invited to access a Microsoft Team session later on day 1 delivered by a member of the leadership team and / or the class teacher so that procedures and protocols can be explained and the Remote Learning Charter discussed; pupils and parents must agree to this charter before sessions start on day 2 of the whole class being absent from school. If this is not possible class teachers will contact parents/children via Weduc messaging.

• Work will be differentiated in whichever way the teacher feels is appropriate to meet the needs of the child.

If a teacher is at home due to sickness, then a Higher-Level Teaching Assistant may provide a level of support to the class, or a supply teacher may be brought in to deliver the sessions.

**Providing feedback on work:**

• Whilst a whole class is working remotely teaching staff will give feedback via Teams Chat or an end of day live plenary where work can be shared by pupils, or via Weduc messaging if Teams is unavailable.

• Any work completed can be uploaded via Teams or Weduc that day, the teacher can use this to help plan next steps for the child / class. If pupils have had to use paper and pencil then work can be brought in at the end of the absent from school period for feedback to be given.

**Attending virtual lessons or meetings with staff, parents and pupils**

• Home or school backgrounds should be neutral wherever possible (e.g. avoid areas with background noise, nothing inappropriate in the background) or use audio only during meetings. Parents and pupils will need to respect the fact that lessons are being delivered at a teacher’s home and understand that this means the environment will not be the same as it is in school. See our Remote Learning Charter in Appendix 1.

**Keeping in touch with pupils who aren’t in school and their parents:**

• During the period of absence parents/ carers can contact school via telephone, Weduc or email if they need any help with work or pastoral support is needed.

• Any safeguarding concerns raised by parents, staff or pupils absent from school should be directed to Mrs Linsley or Mr Goffee.

**Teaching staff**

When providing remote learning, teaching staff will be available between 8.55am - 3.15pm and remote learning lessons will be uploaded between these hours.

When assisting with remote learning, teaching assistants will be available between their usual contracted working hours. They will support the class during lessons, perhaps monitoring pupil comments, producing resources or instructing a group via Microsoft Teams if agreed with the teacher. They may also identify additional online activities to support remote learning; collate and/or prepare resources for physical resource packs (phonics games etc.).

If staff are unable to work, for example due to sickness or caring for a dependent, they will report this using the normal absence procedure. Staff may decide to work outside of normal working hours if sharing the caring responsibilities with other members of their family.

**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 through regular contact with class teaching staff.

• Monitoring the security of remote learning systems, including data protection and safeguarding concerns.

**Staff can expect pupils learning remotely to:**

• Be contactable during the school day, the teacher will take a register of those present at the start of each day via Teams or Weduc.

• Complete work to the deadline set by teachers.

• Seek help if they need it, from teachers or teaching assistants through Microsoft Teams, Weduc, phone call or email to school.

**Staff can expect parents with children learning remotely to:**

• Make the school aware via Teams, Weduc or a phone call if their child is sick or otherwise can’t complete work as teaching staff will keep a daily register of who is accessing the learning through Microsoft Teams or Weduc.

• Green Lane’s Remote Learning Charter - see Appendix 1 – sets out the expectations the school has for how children will behave and interact when taking part in online learning sessions – it will be shared with pupils and parents on day 1 of the absent from school period and will also be uploaded with this policy onto the class Teams page or via Weduc. It is an expectation that parents and pupils will have read the charter and agreed with its contents prior to remote learning beginning on day 2.

**Academy Council is responsible for:**

• Consult with the Headteacher and senior leaders to ensure the school’s approach to remote learning remains as high quality as possible.

• Ensuring that the leadership team has made certain that staff know what remote learning systems are being used and what security steps they can take, for both data protection and safeguarding reasons.

**Data protection**

All staff members will:

• Use Microsoft Teams classroom which is on a secure cloud service through Durham County Council or Weduc.

**Personal data**

• Staff members may need to collect and/or share personal data such as parent’s Teams email account or Weduc as part of the remote learning system. As long as this processing is necessary for the school’s official functions, individuals won’t need to give permission for this to happen.

• However, staff are reminded to collect and/or share as little personal data as possible online. Staff should not share personal data beyond internal colleagues without permission.

Communications with teaching staff must take place through Microsoft Chat; parents can also phone or email the school at [dgladmin@greenlanecofe.org.uk](mailto:dgladmin@greenlanecofe.org.uk) please do not use teaching staff’s individual school email accounts.

**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 – 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 is locked if left inactive for a period of time.

• Not sharing the device among family or friends.

**Safeguarding**

Safeguarding concerns to be reported to Mrs Linsley or Mr Goffee as soon as appropriate by staff, parents or pupils via the school phone.

**Appendix 1**

**Green Lane Remote Learning Charter**

**Here at Green Lane we are proud of our strong relationships with pupils, parents and carers and we want this to continue when we are learning remotely. Therefore, we have designed this charter to enable pupils, parents, carers and teachers to continue to learn and communicate in a respectful manner and to ensure all parties understand clear guidelines.**

**Pupil and parent agreement regarding technology:**

* I will only use school technology for school purposes as directed by my teacher.
* I will only take part in live streaming if an adult knows that I am doing it.
* I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other interactive applications or Weduc), this includes the resources I access and the language I use.
* I will make sure that all of my communication with peers, teachers or others using technology is responsible and sensible.
* I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or parent.
* I will not share resources or videos created by my teacher with anyone who is not a pupil or member of staff at Green Lane School.
* I will not record or take photographs/screen shots of my classmates or teachers during a face-to-face session.
* I will not share any school content on social media platforms.
* I understand that when using Microsoft Teams, Weduc and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
* If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who has missed the live conferencing or for safeguarding reasons.
* I will continue to follow the rules regarding my use of technology as outlined in the school’s Pupil Acceptable User Agreement.
* I understand that these rules are designed to help keep me and my family safe and that if they are not followed, we will be contacted by a member of the Senior Leadership team.
* Communications with teaching staff must take place through Microsoft Chat; parents can also phone or email the school at [dgladmin@greenlanecofe.org.uk](mailto:dgladmin@greenlanecofe.org.uk) please do not use teaching staff’s individual school email accounts.

**When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:**

* Be on time for your interactive session.
* Be dressed appropriately for learning (e.g. no pyjamas)
* Remain attentive during sessions.
* Interact patiently and respectfully with your teachers and peers.
* Video conference from an environment that is quiet, safe, public and free from distractions. Please note avoid using a bedroom for video conferencing.
* You MUST NOT record each other’s online interactions. If the lesson is to be recorded this will be done by the teacher.
* Only use the chat bar when directed by the teacher. The teacher may ask you to ask or answer questions. Do not use it to chat to your peers. Always use positive language when using the chat bar.
* Any questions that you or your parents may have that are not related to the teaching session taking place please contact the teacher using Weduc or the schools direct telephone line. This is to ensure optimum use of teaching time.
* Please keep your microphone on mute unless directed by the teacher.
* When using the raise hand option only unmute yourself to speak when the teacher directs.
* Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.
* Communications with teaching staff must take place through Microsoft Chat; parents can also phone or email the school at [dgladmin@greenlanecofe.org.uk](mailto:dgladmin@greenlanecofe.org.uk) please do not use teaching staff’s individual school email accounts.

**Thank you for your understanding we hope this will help you to enjoy your remote learning experience more.**