St Saviour's C of E Primary school
Remote Learning Policy
Ratified: Autumn 2021
To be reviewed: Autumn 2024

Remote learning is the process of teaching and learning performed at a distance. Rather than having students and teachers coming together in person, remote learning means that students are distanced from their teacher and their peers. Effective remote learning attempts to provide an experience as close to the classroom environment, as possible when the student and teacher are in two different places.

This policy aims to ensure consistency in the approach to remote learning for pupils who are not in school (due to partial or whole school closures) and to set out expectations for all members of the school community with regards to remote learning.

Teaching staff:
When providing remote learning, teachers must be available between school directed 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. Teaching staff are expected to follow the guidance for remote learning set out in the documents below:

Live Online Lessons: Guidance for staff- General guidance
Teaching a Live Lesson: A 'How to' Guide for staff

Teaching support staff:
When assisting with remote learning, teaching assistants must be available between their directed 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. Support staff may be directed towards a range of tasks including - but not exclusive of - writing postcards, letters and making telephone calls to pupils and families, working with groups of pupils within live lessons, supporting teaching and learning during live lessons, uploading lesson materials onto Google classroom, assisting in the collating, printing and distribution of printed materials etc. Where support staff are involved in supporting live lessons, they are expected to have read and understood the guidance for remote learning set out in the documents below:

Live Online Lessons: Guidance for staff- General guidance
Teaching a Live Lesson: A 'How to' Guide for staff

Office and administrative staff:
Office and administrative staff will ensure that Google Classrooms and associated login information is available to families within 24 hours of a closure. Where families are unable to access online provision, administrative staff will work under the direction of senior leaders to ensure families have access to printed materials. Office and administrative staff are expected to have read and understood the following guidance:

The school and senior leaders:

The school will strive to ensure a continuous provision, accessible for all pupils, via the use of Google Suite for Education tools (and printed packs where this is not possible).

The school appreciates that not all staff have access to a device and will endeavour to ensure staff have appropriate equipment where and when needed.

Staff expected to deliver remote learning online will have been trained in the correct use of Google systems.

The school will ensure staff workload and directed hours are considered when planning for remote delivery and will keep this regularly under review.

Senior Leaders will coordinate the remote learning approach across the schools and monitor the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set on Google Classroom and collecting feedback from staff, pupils and parents. They will monitor the security of remote learning systems, including data protection and safeguarding considerations.

Pupils and parents:

Pupils learning remotely are expected to be contactable during the school day (although it is noted that they may not have access to a device or telephone all day).

They should complete work to the deadline set by teachers, seek help if they need it and alert teachers if they are not able to complete work.

Parents are expected to make the school aware if their child is sick or otherwise unable to complete the work and should be respectful when making any complaints or concerns known to staff.

Parents will have read and signed to acknowledge their understanding of the following documents before consenting to their children engaging in online remote learning:

1.   Internet Acceptable Use Policy (AUP)
2.   Parents' guide to safe online communication
3.   Live lesson information for parents and carers

Safeguarding
It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the school safeguarding policy and online safety policy, and where appropriate referrals should still be made to childrens' social