



January 2022

Remote Learning Policy

Rationale

West Thurrock Academy are committed to providing high quality remote education in the event of an individual, class, group, or a small number of pupils requiring to self-isolate or due a local lockdown which requires pupils to remain at home as a result of Covid-19. This policy clarifies the school's commitment to provide high quality remote learning, within school or at home, during self-isolation or lockdown times.

Aims

This policy aims to:

- ❖ Ensure consistency in the approach to remote learning for pupils during self-isolation or lockdown
- ❖ Set out expectations for all members of the school community with regards to remote learning
- ❖ Provide appropriate guidelines for data protection

The Remote Curriculum

West Thurrock Academy will aim to teach the same curriculum remotely as taught in school wherever possible and appropriate. However, there may be some adaptations in subjects. For example, age appropriate skills and knowledge will be taught as expected; however, themes or content within each subject may differ to the school's published curriculum. Some subjects may not be taught, or may be taught less frequently.

West Thurrock Academy will set work that:

- ❖ is meaningful and ambitious
- ❖ is well-sequenced so that knowledge and skills can be built incrementally
- ❖ suits the needs of different abilities
- ❖ is clearly explained

- ❖ is of equivalent length to the core teaching of Phonics, English, Maths, PE, Science and PSHE
- ❖ is timetabled to be completed on each day, Monday to Friday
- ❖ will be checked by the teacher in order to see how well pupils are progressing through the curriculum

The First Two Days of Remote Learning

A pupil's first day or two of being educated remotely may differ from the school's standard approach, while all necessary actions are taken to prepare for a longer period of remote teaching.

In the first instance, pupils may be provided with workbooks or worksheets to complete independently.

Resources

West Thurrock Academy may plan tasks and activities that take place all online, take place all offline or are a mixture of both.

Teaching approaches may include:

- ❖ recorded teaching (e.g. Oak National Academy lessons)
- ❖ printed paper packs (e.g. workbooks, worksheets)
- ❖ textbooks and reading books pupils have at home
- ❖ commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

The expectation is that pupils will access their work online and parents will receive daily plans via email. In exceptional circumstances, parents that do not have access to the internet will be provided with printed offline tasks.

Online resources are defined as activities that can be accessed and completed online without the need to be printed. Examples of online activities include videos from Oak Academy, My Maths tasks, Oxford Reading Buddy tasks, TT Rock star games, Purple Mash activities, online educational games and videos etc.

Offline resources are defined as activities that can be completed without a device with internet access. Examples of offline activities include times tables practice, number bonds, writing activities and tasks, guided reading tasks, practical experiments etc.

Some activities planned for pupils may require both online and offline resources. Some tasks can be viewed online but completed on paper, rather than being printed off. For example, a set of math's questions can be viewed online but the questions can be completed on paper.

West Thurrock Academy use reliably sourced teaching video resources from a number of platforms; for example, White Rose Maths, Oak Academy, BBCbitesize etc. These teacher led videos are used as a way of teaching pupils new concepts where they can see explanations demonstrated visually. Teaching video resources support a range of subjects and enhance each pupil's home learning experience.

Support

West Thurrock Academy will support pupils by:

- ❖❖ Teaching lessons in school that will prepare them to navigate online resources such as Purple Mash and My Maths effectively.
- ❖❖ Supply pupils who are unable to access online learning with printed packs equivalent to the online learning resources that have been created.
- ❖❖ Teaching pupils about Online Safety (see Online Safety Policy).
- ❖❖ Informing pupils about how to keep themselves safe and how to report any concerns.

West Thurrock Academy will support parents by:

- ❖❖ Sending emails of the timetabled daily work and required resources to the child's Purple Mash account.
- ❖❖ Informing parents of ways to support their pupil in the completion of tasks online and offline within the daily pack timetable.
- ❖❖ Responding to questions from parents either by school email, phone or via the Purple Mash email platform.

West Thurrock Academy will support accessibility by:

- ❖❖ Proactively contacting parents to assess the availability of devices within the family
- ❖❖ Issuing or lending laptops to pupils, where available
- ❖❖ Supporting parents who have identified a difficulty in accessing online learning.

Roles and Responsibilities:

The Senior Leadership Team will:

- ❖❖ develop, monitor and evaluate the whole school strategy for remote learning;
- ❖❖ communicate with, and provide support to staff, pupils and parents, to ensure effective implementation of remote learning;

- ❖❖ provide opportunities for appropriate CPD training to ensure that staff are able to deliver remote learning effectively;
- ❖❖ ensure accountability of the remote learning process, through staff self-evaluation and support.
- ❖❖ lead and support staff in the design and development of high-quality remote learning experiences for pupils, by ensuring that planning is fit for purpose and audience;
- ❖❖ monitor and evaluate the provision of remote learning.

Teachers will:

- ❖❖ continue to strive to deliver consistently excellent lessons in accordance with the teaching standards of West Thurrock Academy;
- ❖❖ engage with CPD training to ensure proficiency in delivering effective remote learning;
- ❖❖ collaborate with colleagues to design and develop high-quality remote learning experiences for pupils;
- ❖❖ plan and deliver high quality remote learning experiences for all pupils, including those with additional learning needs, taking into account personalised learning plans ensuring that pupils' needs are fully catered for and those pupils who do have access to devices;
- ❖❖ communicate with, and provide timely feedback to pupils;
- ❖❖ carefully monitor pupils' work completion and deadline compliance and where there is a concern regarding the amount of work completed, parents will be contacted.

The SENCo will:

- ❖❖ support teachers in planning for pupils with special needs;
- ❖❖ support all staff who are delivering the provision for pupils with SEND;
- ❖❖ along with the Safeguarding Lead, ensure welfare checks are made regularly for pupils with EHCPs and other vulnerable pupils;
- ❖❖ make phone calls home to targeted individual pupils;
- ❖❖ in the case of sensitive or safeguarding concerns shared by a pupil or parent, the Safeguarding Lead will be informed – refer to Safeguarding section below.

Support Staff will:

- ❖❖ provide teaching and learning support for key worker and vulnerable pupils who are attending school;
- ❖❖ report any concerns regarding key worker or vulnerable pupils to a member of the Senior Leadership Team on the day they are in school. In the case of sensitive or safeguarding concerns shared by a pupil or parent, the Safeguarding Lead will be informed;
- ❖❖ be available to attend school to provide cover in the event of staff absence.

Pupils will:

- ❖❖ dedicate appropriate time to remote learning, in order to complete the tasks set;
- ❖❖ where possible, identify a comfortable and quiet space to learn;
- ❖❖ submit work on the Purple Mash platform when requested.

Parents will support their child by:

- ❖❖ providing an environment conducive to learning as much as is possible;
- ❖❖ engaging in conversations about resources and tasks provided;
- ❖❖ monitoring time spent engaging in online and offline learning;
- ❖❖ helping to provide emotional balance through ensuring ample room and time for reflection, physical activity, conversation, rest and play.

Governors will:

- ❖❖ monitor the school's approach to providing remote learning to ensure education remains as high quality as possible.

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- ❖❖ Connect to the school network using only a school remote connection.
- ❖❖ Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address.
- ❖❖ Use the Purple Mash platform or the school email accounts to communicate with parents.

Processing personal data

Staff members do not need to collect and/or share personal data such as emails, phone number as part of the remote learning system.

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)

- ❖ 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 for a period of time
- ❖ Not sharing the device among family or friends
- ❖ Keeping operating systems up to date – always install the latest updates

Safeguarding

At West Thurrock Academy the safety and wellbeing of pupils and staff are a priority.

Pupils identified as vulnerable will be contacted via telephone at least once during any two-week isolation period.

While delivering online learning, staff must follow the Child Protection Policy and the Safeguarding Policy as well as the Online Safety Policy. If any concerns arise regarding a pupil working from home, this will be recorded and the Safeguarding Lead will be contacted.