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Remote Learning Policy

Contents Pages

Policy Statement

Banstead Preparatory School (BPS) is a co-educational day school and nursery for girls and boys aged 2 -11.

In the event of Banstead Preparatory School being required by the relevant authorities to adopt a remote learning environment, the following educational provision will be implemented for all pupils. For clarity, individual pupils who are required to be at home due to restrictions from authorities will be included in this policy. Children who are absent for other reasons will not be included.

BPS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy.

This policy applies to the whole school including those in our EYFS setting should there be a major incident.

This policy will be reviewed annually or if legislation changes. The next review will be July 2024

Introduction

A change from an in-person learning environment to a remote online learning environment will only be considered in exceptional circumstances. Online working requires patience and flexibility as staff and parents try to balance their home life commitments. All members of BPS will do their utmost to provide the best service they can at this time.

Aims

The purpose of this policy is to ensure the following:

- Ensure consistency with the school's remote learning response
- Set expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for GDPR
- Reduce disruption to the children's education and the delivery of the curriculum, so that every pupil has access to high quality learning resources
- Ensure that safeguarding measures are continued during remote learning
- Ensure that all pupils have the provision they need to complete their work to the best of their ability and to support the emotional, social and health wellbeing during periods of remote learning

Roles and Responsibilities within Remote Learning

The Headteacher and Deputy Head teacher are responsible for:

- Ensuring that staff, parents, and pupils adhere to the relevant policies at all times
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning
- Ensuring there are arrangements in place for monitoring incidents associated with remote learning
- Ensuring the school has the resources necessary to action the procedures in this policy
- Reviewing the policy on an annual basis
- Arranging any additional training staff may require
- Conducting weekly reviews to ensure standards are high and the children's education is not suffering, feeding back to staff where necessary

The IT manager is responsible for:

- Ensuring that all school owned electronic devices used for remote learning have adequate anti-virus software and malware protection
- Ensuring that all computer programmes used for remote learning are compliant with GDPR and the Data Protection Act 2018
- Fixing issues with systems used to set and collect work

The DSL is responsible for:

- Identifying vulnerable pupils who may be at risk during periods of online learning
- Liaising with relevant individuals to ensure that vulnerable pupils receive the support required and that all safeguarding incidents are logged adequately
- Liaising with IT to ensure all online resources/software are appropriate and will protect the children online
- Ensuring child protection plans are enforced during the remote learning period, liaising with the Headteacher and other authorities as appropriate.
- Being available to staff online or via telephone during school hours

The SENCo is responsible for:

- Coordinating the provision for pupils with SEND across the school in line with the SEN policy
- Lead the liaison for children with SEND and their families
- Liaise with school staff regarding pupil needs, feedback from parents etc
- Support staff with planning and resources for SEND pupils

Teaching Staff are responsible for:

- Adhering to the policy at all times of remote learning
- Reporting any Safeguarding, Wellbeing, GDPR, behaviour Health and Safety incidents to the relevant party or use CPOMs where appropriate
- Take part in training to understand software when necessary
- Feedback other issues to the Deputy Head to help improve the provision
- Checking e-mails each morning to check for any briefing notices
- Ensuring they are available during their normal working hours
- Setting work for all groups and classes they teach based on subject and quantity agreed by SLT. Teachers should not set work that needs printing
- Feeding back on work in a timely manner
- Teach virtual live lessons, where appropriate, following a set timetable
- Contact children not attending lessons and keep a record of those contacted.
- Dressing appropriately if taking part in a virtual meeting

- Ensuring data is not breeched by using non-secure tools and methods
- Take appropriate steps to keep devices secure and not sharing devices with family members

Parents are responsible for:

- Adhering to the policy at all times of remote learning
- Ensuring their child is available to learn at the appropriate times where possible
- Reporting any technical issues as soon as they arise
- Ensuring their child has access to the materials they need to participate in the lesson and they have a quiet place to work
- Report absence
- Ensuring their child is using the equipment as intended
- Ensuring they allow their child/ren to complete the work alone as much as possible
- Ensuring their child is appropriately dressed for form times, live lessons and not attending meetings in their bedroom
- Ensuring that complaints or concerns are put forward in a respectful manner
- Must not record or take screenshots of any virtual live lesson, nor send or post on the internet or via social media any images arising from remote learning.

Pupils are responsible for:

- Ensuring they are ready and available to learn at the times set by the school, where possible
- Report any technical issues to their teacher as soon as possible and ensuring they advise an adult if they cannot access material
- Ensuring they use equipment as intended
- Completing work individually
- Adhering to the behaviour and acceptable use of ICT policies
- Being appropriately dressed when attending meetings and lessons online
- Have their cameras switched on when engaging in virtual live lessons to enable school staff to see them and assess their engagement in the lesson.
- Alert their teacher if they have issues completing the work set
- Must not record or take screenshots of any virtual live lesson, nor send or post on the internet or via social media any images arising from remote learning.

Delivering a remote education at Banstead Prep School

Class/School Isolation

If a full class or the whole school require remote learning, then the school will deliver the learning provision using Teams,Seesaw and Tapestry. Rec – Y6 have a log in to Teams and SeeSaw and parents in Nursery have a log in to Tapestry, many year groups currently have homework set using the software.

Teachers will teach live lessons via Teams where appropriate, following set timetables. Lessons can be recorded and reviewed and work may be uploaded to Teams. Seesaw has the capability for children to be set lessons and complete them online, teachers can send links to videos or Powerpoints, explaining the lesson if required. Children can complete work directly on the app, upload photos, videos or documents of work completed. Teachers will be able to comment on the work via Seesaw either in writing or verbally.

Teachers will also use other software, including Doodlemaths, Hegarty Maths, Spelling Shed, Scratch, Pearsons, Purple Mash, Code.org and Linguascope to support the online provision.

Tapestry is used for Nursery, a weekly grid is provided with suggested activities. Parents are encouraged to upload completed activities; staff will provide feedback.

Whole school assemblies will be live via Teams. A full timetable will be set each day which children are able to follow. We will aim to offer a curriculum and activities that resemble normal teaching as much as possible. Pupils will be able to carry out the task assigned by the teachers independently, including accessing material. Staff will provide feedback.

Parents are able to access a remote learning page on the school website bansteadprep.com/remote-learning/

Individual Pupils Requiring Remote Learning

In the case where an individual child requires a remote education, the school will offer an online provision. The School Office will provide a list each day to all teachers to advise them of any children requiring remote education.

Work will be set via Teams, Seesaw, or e-mail, as well as the other software listed above where it is being used in a lesson or for homework.

Children are not expected to complete work if they are unwell and parents should advise the form teacher if this is the case. Work will not be set for children who are off school due to illness.

Teachers will teach live lessons via Teams where appropriate. Children joining a 'live' lesson via Teams is not always an effective option as primary school teachers move around the classroom a lot, it would also impact the learning of the children in school as the teacher tries to communicate to two different groups at once.

Individual Teachers Isolating

Should a teacher be required to self isolate, and they are not unwell, they will be setting work for their lessons. This will either be via sharing files on TEAMS, or they may pre-record a lesson or they may be able to join their class via a live link to classroom, if the lesson is such that it would be an effective option.

Absence

Absence should be reported to the School Office via e-mail, telephone or via the Parent Portal (PC only), the School Office will advise the teaching staff so they know not to expect work to be submitted.

Staff should report absence as set out in the Staff Handbook.

Contact

Parents will be able to contact the form teacher as normal through their e-mail address, any other queries should be sent to the School Office.

This policy is to be read in conjunction with:

Acceptable Use of Technology Policy

Attendance Policy

GDPR 'Online Safety Policy

Safeguarding Policy

Staff Handbook

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Remote Learning Guidance for Parents

Introduction to See Saw for Parents

Supporting your Child's Learning at Home

bansteadprep.com/remote-learning/