



The Valley Partnership (TVP) Remote Learning Policy

Aims of the Policy

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be trying to work from home so access to technology as a family may be limited; Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation.
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

We will endeavour to support pupils, parents and staff throughout periods of closure in the best way that will enable pupils to continue their learning and reduce negative impact of home schooling.

Management of Expectation

We believe that it is in the best interests of our children that we continue to provide structured support so that children do not miss out on teaching and learning opportunities. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching with the support of Administrative Staff will:

- Share teaching and activities with their class through a range of ways. These include schools' website, newsletters, letters to children through packs sent home and Microsoft TEAMS, where appropriate this will include direct teaching of a lesson by video or a website such as Oak Academy or BBC Bitesize.
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this.



- Keep in contact with children through a range of methods: TEAMS live session, newsletters, children's letters, emails, and phone calls if needed.
- Reply to messages, set work, and give feedback on the sent in activities and online efforts for work in the learning programmes.
- Check the online programmes to ensure pupils engagement and log this
- Alert members of the Senior Leadership Team if there seem to be difficulties with home learning engagement so that they can contact the parents to support
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways.
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Subject Leadership roles.
- Ensure that content and links uploaded to the required platform by staff have been checked to ensure that they are appropriate.
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages from remote learning during this time may not be undertaken until the teacher is fit to work.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise, and maintain a reasonable balance between online engagement and offline activities.
- Keep their passwords private and ensure that it is only used by themselves or their parents (class codes should also not be shared).
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Be on ready to work on the tasks set at 9.00am ready for the beginning of each school day, if possible, as usual.
- Complete the work during the allocated lesson time as far as it is possible, although school recognises that there may be reasons why work can't be completed until later.
- When they work in live sessions, use courtesy together with standard English and the correct spelling, punctuation, and grammar (as far as the pupil is able), if required to make a comment on the stream.
- Complete work to the standard that they would do in the classroom;
- Let a member of staff know if they need help with anything via the response sheet in the timetable or by asking parents to phone/email to get help.
- Refrain from using emails to contact teachers. Teachers will not enter into email dialogue with pupils;
- Ask parents to help with submitting their completed work as needed and their weekly dairy with their comments.
- Read daily, either independently or with an adult.
- Access daily the special maths and spelling/phonic/reading programmes for the short bursts as directed on the weekly plan.

Parents will:

- Check regularly, their filters and settings at home before allowing their children to access the internet on any devices. Direct supervision of their use may also be advisable, particularly for younger pupils;
- Support their child's learning to the best of their ability; ensure that their children engage in learning for all lessons provided.
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform.



- Know they can continue to contact their class teacher, or other staff as normal through the admin email or telephone through the school office if they require support of any kind; let school know if there are any reasons why their child is unable to access work and ask school for support.
- Let school know if they have major difficulties at home so that school can try to support them. This could be learning or otherwise, for example a family bereavement, financial difficulties as well as IT access issues
- Make the school aware if they themselves their child is sick or otherwise can't complete work.
- Check their child's completed work each day and encourage the progress that is being made.
- Be respectful when raising any questions or concerns with any member of staff.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax; monitor the amount of time children are spending on screen and follow guidance provided.

Remote Learning Access Information

Home learning will be provided via the website in the form of weekly planning. The resources will also be there for parents to download to support learning and the weblinks on the planning so you can click and go.

Parents should submit their child's timetable work and other work requested by teachers via email to enable teachers to check this work and give feedback, as appropriate. Parents must be aware that work submitted after a deadline may not be marked. The TVP will endeavour to get other staff members to cover respond to learning in the event the child's usual class teacher is not available to do this.

Email messages sent can be seen by admin staff, the SLT and the teacher with access to a class, but not by other staff. All classes have a monitoring system. Please use email where possible to communicate with teachers about online learning and we will do our best to respond quickly.

If children haven't got access to a suitable device, such as tablet, phone, laptop or gaming console, school will do their best to provide hard copies of learning.

Where it is possible, TVP will try to provide a laptop for the child to borrow for the duration of isolation/lockdown-the priority is vulnerable pupils unable to be in school as determined by Government.

The TVP will use any Government funded schemes to support internet access as they are able.

TVP will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed but it may not have parental controls for access of some websites. There is a separate loan system that stipulates the requirements when using loaned equipment.

TVP will be in regular contact with parents/children throughout the period of isolation/lockdown in order to keep in touch, establish any difficulties with accessing work and provide assistance and support where necessary.

Should staff choose to communicate with children through videos of themselves/live streaming, **all staff, pupils and parents using video communication must:**

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.



- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.
- Follow instructions with regard to video/sound as directed by the staff member
- Leave the meeting if requested to do so.

INTERNET SAFETY and safeguarding concerns

Support is available from the following sources:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content



- [CEOP](#) - for advice on making a report about online abuse. This tool is on the front pages of our website



- **SWGfL WHISPER** - This is an anonymous reporting tool if you are worried and is on both schools' websites

This policy is linked to the following policies:

- Behaviour Policy
- Safeguarding Policy
- Online Safety Policy
- Data Protection Policy and Privacy Notices
- Acceptable Use Policy

POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
07/01/21	New policy	DE/RR/JW	07/01/21	Jan 22