

**Temple Ewell  
Church of  
England Primary  
School**

**Remote Learning  
Policy**

<b>Approved by:</b>	Local Governing Body	<b>Date:</b> January 2021
<b>Last reviewed on:</b>	January 2021	
<b>Next review due by:</b>	December 2021	

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

In addition to their in-school work, teachers from Temple Ewell Church of England Primary School will continue to support children that are unable to attend in the event of Self Isolation Bubble, local or national Lockdown. Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through tasks for home learners. Any resources used, including websites and worksheets, where possible, will be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home. Staff will respond, within reason, promptly to requests for support from families at home. Staff and parents will communicate via email through the [headteacher@temple-ewell.kent.sch.uk](mailto:headteacher@temple-ewell.kent.sch.uk) address or their class address (acorns@, willows@ etc).

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

When providing remote learning, teachers must be available between 8.40am-3.15pm.

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.

When providing remote learning, teachers are responsible for:

#### **Setting work**

- For their own class
- A daily piece of English, maths and topic work.
- 3 hours of learning will be provided for KS1 and 4 hours for KS2.
- The work will be set weekly and available from the Monday morning.
- Work will be emailed to parents via Parentmail.

#### **Providing Feedback**

- Work from students can be emailed to their teachers via their class email.
- Feedback will be completed when tasks are submitted. Feedback should be the same day as work received as would be good practice in the classroom.

#### **Keeping in touch with pupils who aren't in school and their parents**

- Class Zoom sessions for all pupils on Mondays and Fridays every week.
- Weekly 'focus session' via zoom for each class.
- Weekly contact will be made via emails or phone calls.
- Staff will only be expected to respond to emails within working hours of 8.40am-3.15pm.
- Any concerns shared by parents and pupils will be recorded on the online safeguarding system (Myconcern).

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their scheduled 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.

When assisting with remote learning, teaching assistants will be guided by the class teacher on resourcing learning, ensuring that work has feedback if they have additional intervention responsibilities.

## **2.3 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any concerns known to staff.