Stokesay Primary School

Distance Learning Policy

RATIFICATION: Autumn 2024
DATE OF NEXT REVIEW: Autumn 2025
REVIEWED BY: Executive Headteacher
APPROVED BY: Local Governing Body

Distance Learning Policy

Aims and Objectives

- To ensure consistency in approach to distance learning for pupils who are not in school
- To set out expectations for all members of the school community with regards to distance learning
- To provide guidelines for data protection
- To ensure safeguarding measures are upheld

Roles and responsibilities

Teachers

- To be available between 8.45am and 3.15pm, unless they are unable to work due to sickness, in which case classes would be covered in the usual way
- To set work
- To share work on Tapestry
- Use Virtual Learning Platforms such as Bug Club, TTRockStars, Purple Mash appropriately and in accordance with planned work
- To follow the planned curriculum, while taking into account resources which may be available in homes
- To provide short video clips with the teacher providing direct instruction
- To consider and use live streaming as necessary
- To provide feedback on work in a timely manner and in accordance with the school marking policy
- To keep in touch with learners who aren't in school
- To report any safeguarding concerns to the DSL

Teaching Assistants
- To be available to assist in learning between 8.45am and 3.15pm
- To support pupils via Tapestry
- To maintain other teaching commitments or support e.g. PPA cover or ELSA work

Senior Leaders
- To co-ordinate the distance learning across the school
- To monitor the effectiveness of distance learning
- To monitor the security of the learning platforms
- To frequently 'check in' on staff delivering distance learning

Designated Safeguarding Lead
- Maintaining appropriate contact with vulnerable learners and Children Looked After
- Ensuring that staff are aware of the process to follow should they have concern
- Responding to any safeguarding issues raised in accordance to the schools safeguarding policy

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help (via parental contact where necessary) if they need it, from teachers or teaching assistants
- Alert teachers (via parental contact where necessary) if they're 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 can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Contact staff if their child is struggling or needs further support

Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing distance learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that distance learning systems are appropriately secure, for both data protection and safeguarding reasons

Data Protection

- When accessing personal data for distance learning purposes, all staff members will: Contact the school office for any personal information required regarding learners and their families
- No personal data should be stored on unsecured devices
- Staff should not have access to personal data "at home"

Safeguarding

- If a child is absent for any reason for a reason unknown to the school, Parents or Carers must contact the school office before 10.00 am on the first day of absence
- A phone call will be made to the Parents/Carers of any child who is not in school, and school has not received a message about, via the school office
- During any extended period of time at home, staff will continue to be vigilant about safeguarding. Staff will be expected to contact the DSL and to report incidents on CPOMS