Remote Teaching and Learning Policy
September 2022

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Due for Review: Autumn Term 2023

Policy Title	IKB Remote Teaching and Learning Policy
Function	For information and guidance. It forms part of the portfolio of policies designed to keep children safe in education and links to guidance for all staff.
Status	Awaiting approval from Governors.
Audience	Children, parents, carers, headteacher, teachers, support staff, governors, The Castle Partnership Trust.
Ownership/ Implementation	The IKB headteacher has overall responsibility for ensuring that this policy is implemented.
Implementation Date	September 2020.
Review Period Last Reviewed	Autumn term 2023. September 2022.

1. **Introductory Statement**
   This policy is to ensure the ongoing education of IKB children under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness, epidemic, extreme weather, power loss, etc. It also covers the ongoing education of children who cannot be in school but are able to continue with their education when the school remains open.

2. **Aims**
   This remote education policy aims to:
   - Ensure consistency in approach to remote learning for all children who aren't in school through the use of quality online and offline resources and teaching videos.
   - Provide clear expectations to members of the school community with regards to delivery of high quality, interactive, remote learning.
   - Include continuous delivery of the IKB curriculum as well as support the mental health and well-being of all children.
   - Support effective communication between the school and families and support safeguarding and positive attendance to remote learning as well as upon returning to the physical school.

3. **Preparing for Remote Learning**
   We would expect that many of the steps below should already be in place with most staff within IKB. We would expect that there will be future benefits to putting these plans into place.

   IKB Primary School and the IKB team will be proactive
   in ensuring that:
   - Staff have access to Microsoft Outlook, SIMS, CPOMS, Seesaw and other online platforms as necessary for each individual.
   - Children within classes have access to Seesaw and other learning platforms as applicable to IKB.

   - Children and parents/ carers will receive support in accessing IT systems and platforms where possible, including refreshers and reminders on how to log on, how to reset passwords and who to contact for support.
   - Staff are familiar with the main functions of all our online platforms.
   - Staff have the ability to upload lessons and learning to Seesaw, Tapestry and other sites as applicable.
   - Staff laptops all have a function on which helps monitor each child's activity.
   - Parents/ Carers and children are made aware in advance of the arrangements in place for the continuity of education.
   - Children, parents and carers are aware that general safeguarding contact and well-being check-ins have been set up to allow them to contact the IKB team should they need to.

   IKB should ensure that staff are supported in the development of the above framework by:
   - Using staff meetings or setting aside professional development time.
   - Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period if possible.

Staff should ensure that:
- They have received appropriate training required in order to support remote learning. This training is likely to be ongoing.
- They have read and understood the guidance outlined in the trust Data Protection policy and the Information Security policy and they do not download and store personal data on home devices.
- Their computer-based teaching resources are available outside of the school (on OneDrive and Sharepoint).
- They have access to key resources not available online at home e.g. key textbooks, resources, etc.
- They have access to a suitable device for home use and, if not, they should alert the headteacher.
- They apply the same data protection and confidentiality safeguards as they would when working on site within their school.

4. **Continuity of Education in the Event of a Closure**
   IKB will make provision for remote contact with children on a daily basis in two forms:
   - Children will have access to learning that allows them to continue progress while at home.
   - Children will have the opportunity for interaction with their class teacher on a regular basis, in as far as is possible.

   IKB should attempt to replicate the timetable that children follow through the course of a normal school day, whilst recognising that distance learning, supported by families, may not follow the typical routines. Teachers will need to make themselves available as part of the distance learning strategy during their normal working hours.

   We are mindful of the challenges of operating in an unfamiliar environment in that:
   - Online learning operates on a very different dynamic.
   - Some subjects and activities do not lend themselves well to remote learning.

5. **Remote Learning Practice and Principles**
   We recognise that different schools will use different platforms for remote learning interactions dependant on their contexts, the age of the children, their locality, etc.

   At IKB remote learning interactions will take the format of video lessons, in which teachers pre-record and upload lessons/ learning to children via Seesaw. Teachers are therefore unable to see children and children are unable to see each other. Remote learning interactions must be approved by the headteacher and safeguarding team.

   Principles:
   - Staff must wear suitable clothing and should be the only individual in the video.
   - Any computers used should be in appropriate areas; for example, located in appropriate and suitable spaces, and where possible, be against a neutral background.
   - Any requests to produce videos should be sent to the headteacher where details of how to sign in to the learning video will be shared with the senior leadership team and the safeguarding team.
   - Any videos should be recorded and backed up safely and securely, so that if any issues were to arise, the video can be reviewed. These videos can then be made available to children who may have been unable to view the contents until a future date and time.

- The video should be kept to a reasonable length of time (approximately normal classroom input time).
- Language must be professional and appropriate.
- Any teaching/ learning software and/ or platforms are suitable and raise no privacy issues; or use cases against the provider's terms and conditions (for example, no business use of consumer products).

We are mindful that if remote working/ learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. It is due to this that IKB have chosen to create lesson/ learning videos so that children and parents can access them at any time to carry out home learning.

The IKB team have carried out parent/ carer surveys regarding Internet access and use of devices at home. Our records show that for the most part families have access to both. For those who do not have access to a device IKB will be running a loan system where a family can loan a device from IKB. For those without Internet access IKB will provide hard copies of learning content and resources to ensure these children too can carry out home learning.

IKB teachers, teaching assistants and support staff must be available during their normal working hours.

Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning across the school including daily monitoring and engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing learning set, reviewing the quality of output/ feedback received from learners and by collating and analysing data.
- Monitoring the security of the remote learning systems, including data protection and safeguarding considerations.

6. Information for parents
Parents/ carers will find the following useful information on our private IKB Facebook group as well as having received the information via Parent Mail:
- Log-in and access details to Seesaw.
- Information on work set.
- Up to date information on IKB closure, well-being check-ins and safeguarding procedures.

7. Summary
The primary purpose of this policy is the continuity of education for all children at IKB. Using existing IKB systems means this provision can be put into place quickly and children only need their login details to Seesaw for their content.