



## Remote Learning Plan

### Aims

This remote learning plan for staff and parents aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning

Our remote learning plan is a contingency plan which will show our commitment to providing continuity of education to our learners, who may be absent due to Coronavirus related reasons. It will allow us to provide meaningful and ambitious work each day in a number of different subjects. It will ensure that pupils who are absent from school for an extended period of time will be able to access the same level of work as their peers in school.

Whilst learning is important, the communities' well-being is at the forefront. We understand that there may be times of illness, caring for the vulnerable and caring for other children within the home and this must be the priority for the community. However, we will endeavour to support our learners at this time and continue to learn and grow.

**This plan will be used to educate children in the case of a full school closure, a partial school closure or for individual children who may be absent from school for a substantial length of time, due to Coronavirus related reasons.**

In order to enable learning at home, we will support the pupils in a number of ways:

- Pupils in all year groups will be given a log-in and shown how to access Google Classrooms.
- The class teacher will set daily work through Google Classroom, which will be acknowledged and responded to.

- Maths work will be linked to the White Rose Maths Schemes of Learning and will include video link explanations and exercise to complete. Other resources may be used to supplement this.
- Reading work will be set predominantly from Literacy Shed Vipers in the form of pdf attachments.
- Other English and foundation subject work will include a range of resources.
- Work set will follow the same curriculum and same sequence as though the children were in school.
- The work set will include worksheets, videos, recordings, presentations or other links to educational resources.
- Teachers will be able to adjust the pace or difficulty of what is being taught in response to pupils' work.

For children who do not have access to the internet or a device, paper copies will be available for collection from school by a friend or relative. Alternatively, teachers will post work out. These children will also receive telephone support from teachers where necessary.

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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. If this is the case, the class will be set project work, which will be sent out via Parent Mail.

#### Data protection

4.1 Accessing personal data - When accessing personal data, all staff members will: Only use their official school email account and never use personal messaging systems; Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

4.2 Sharing personal data - Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure - All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to: Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol); Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device; Making sure the device locks if left inactive for a period of time; Not sharing the device among family or friends; Installing antivirus and anti-spyware software; Keeping operating systems up to date – always install the latest updates.