



# Buckingham Park

Church of England Primary School

Excellence, through God who strengthens us

Jubilee Square, Buckingham Park.  
Aylesbury, Buckinghamshire. HP19 9DZ

**Email:** [office@buckinghampark.org](mailto:office@buckinghampark.org)

**Web:** [www.buckinghampark.org](http://www.buckinghampark.org)

# Remote Learning Policy

**Date Adopted by Full Governing board:**

**Last reviewed on:**

14/10/2020

**Next review due by:**

[Click here to enter a date.](#)

## 1. School Aims

At Buckingham Park Church of England Primary School it is important that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, built on a clear Christian foundation and rooted in Christian values. We aim to provide the highest quality all round education, for each and every child, in partnership with parents, within the context of a Christian community. In short, 'Excellence, through God who strengthens us'.

Buckingham Park Church of England Primary School is committed to creating a school community where exemplary behaviour is at the heart of productive learning. Everyone, staff, children and parents alike, are expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour, and encourage others to do the same.

All school policies are therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a set of values that are based on Jesus' Sermon on the Mount. These are a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. These values are displayed below:

We are kind, helpful and polite  
We do our best  
We are honest  
We share  
We are peacemakers  
We forgive others  
We take care of everything, and everyone

The school expects every member of the school community to behave in a considerate way towards others and by following these set of values

We treat all children fairly and apply this behaviour policy in a consistent way.

### School contacts

Position	Contact Details
Headteacher	Daniel Fell (01296 415687)
Designated Safeguarding Lead (DSL)	Daniel Fell (01296 415687)
Deputy Designated Safeguarding Lead(s)	Gwenda Forsdyke (01296 415687) Ann Whytewood (01296 415687) Bev Matthews (01296 415687)
Nominated Safeguarding Governor	Gordon Weston (01296 415687)
Chair of Governors	Gordon Weston (01296 415687)

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school relating to class 'bubbles' being sent home, year group 'bubbles' being sent home or in case of school closure.
- 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 the event of a class/year group or whole school closure, staff will be working together to ensure continuity of education for all groups. In the case of individuals being sent home, remote learning will, in the first instance, be provided for by directing parents to THE OAK ACADEMY LEARNING (<https://www.thenational.academy/>) Once this has loaded, choose the schedule button in the top right. Then choose the correct year group. On there, are video lessons and activities for him to complete each day. If you want extra resources, the subjects button at the top will let you access more content. We like the schedule page as the lessons from one day the next build upon each other sequentially as they would in school. In the case of a wider lockdown or closure, more learning will be available for the children.

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm from Monday to Friday. For part time staff, this will reflect their working pattern.

If staff member is 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. Ensure that details relating to sickness due to COVID are made clear.

When providing remote learning, teachers are responsible for:

Setting work:

- Class teachers will be responsible for setting work for their class group and/or year group depending on illness coverage.
- There will be 2 online videos and one non-video input per day. This will include a maths lesson, an English lesson and one other lesson. Videos should be shared via Google Meet on Google Classroom and posted by 8am on the day of the task. Videos should be no more than 15 minutes in length and have attached resources on Google Classroom where necessary. The videos must include clear modelling via a whiteboard or annotations and should include 'pauses' for the children to engage with some of the input content at home.
- Lessons should include 1 RE lesson per week, 1 PE lesson per week, 1 Humanities and 1 PSHE lesson per week (linked to Jigsaw) other afternoon lessons are at teachers discretion.
- Instructions for using Google Classroom and training are provided and staff can be supported with any queries for doing this if any staff are unfamiliar with the system.
- Teams will liaise with each other and share the work load where possible, especially if a staff member is ill. Teachers will be expected to coordinate with their teams, supported by Phase Leader and Senior Leadership Team about how to co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

Providing feedback on work:

- In the event of a national lockdown, one teacher will work in school and one from home. This will often be managed on a weekly rota basis, but this will be agreed by individual year groups depending on their circumstances and in agreement with their phase leader and SLT. In this circumstance, the teacher in school will mark the work of those in school and the teacher at home will provide feedback to the children at home, both in their class and their parallel. Where this workload is particularly unbalanced, the team in school can support online feedback where possible.

- KS1 and KS2 will send their work to their teaching staff via Google Classroom platform EYFS pupils will send their work through 2 Simple/Educate Me Platforms. (Feedback may need to be provided via email in some instances.)
- Teachers will provide feedback for the one English and one Maths session each day, when work is sent by 2pm deadline on the same day of receipt. If work is sent after 2pm, feedback will be provided the next day after 8.30. Teachers will indicate on the learning task that this task will be the learning that will receive feedback.
- Feedback will be written feedback in a private comment on the document submitted on Google Classroom.

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

- Teachers and Teaching Assistants who are not affected by illness will make regular contact either by email or telephone for feedback purposes. In addition to feedback, Teaching Assistants will do weekly calls to pupils under direction of the class teacher, this may be adjusted to two weekly in certain circumstances. Teaching Assistants should prioritise calling children who have not engaged with learning tasks set.
- Teachers will only be required to respond to parent emails or phone calls between the hours of 8.30am and 3.30pm. Teachers must be available for contact with parents and school during these hours. This will be clearly explained to parents. Further information can be found in the parent agreement.
- If there are any complaints or concerns shared by parents and pupils or any safeguarding concerns, please see section on Safeguarding below.
- Teachers will monitor who is not responding and/or who is failing to complete work. Barriers will be unpicked directly with parents and then communicated with Senior Leadership Team.

Attending virtual meetings with staff, parents and pupils:

- Ensure that dress code is professional, as it would be in the classroom.
- Ensure that location is conducive to children being able to hear the lesson effectively e.g. avoid areas with background noise, nothing inappropriate in the background, choose the most appropriate location in your house to record)

In situations where one year group teacher and class is not in school, there may be instances whereby the teacher still in school may need to film inputs for class who are working from home. If this situation arises, it will be dealt with on a case by case basis by SLT.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.

If staff member is 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. Ensure that details relating to sickness due to COVID are made clear.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely:

- Teaching Assistants will be directed by class teacher as to which pupils they'll need to support via phone.
- Teachers will also advise Teaching Assistants how they should provide support e.g. helping to prepare lesson materials, individual, tailored support for one to one children or additional video inputs.

Attending virtual meetings with staff, parents and pupils:

- Ensure that dress code is professional, as it would be in the classroom.
- Ensure that location is conducive to children being able to hear the lesson effectively (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school, they may be asked to provide support for children who are working from home by phone calls, replying to emails, giving feedback and liaising with class teachers, Phase leaders and Senior Leadership Team.

### 2.3 Senior and middle leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Supporting the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- SLT will be responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Senior and middle leaders will engage with the Google Classroom regularly with positive support for the children.

### 2.4 Designated safeguarding lead

The DSL Team is responsible for:

- Ensuring that any concerns about children who are not attending are followed up and Safe Guarding Policy is strictly adhered to.
- Maintaining central contact with vulnerable families
- Liaising with relevant agencies to support families.
- Providing food packages for those eligible for free school meals.

### 2.5 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing through liaising with Senior Leadership Team
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices through liaising with Senior Leadership Team

### 2.6 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 if they need it, from teachers or teaching assistants by emailing [office@buckinghampark.org](mailto:office@buckinghampark.org)
- Alert teachers 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
- To alert the school if any children or families members have symptoms of Covid
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- Follow our Parent Code of Conduct
- Should follow the school-home learning agreement in Appendix 1

### 2.7 SENCO

- Checking in with children who have SEN support and their parents as necessary
- Liaising with any professionals who may require online appointments with children/parents virtually

- Ensure Teaching Assistants are prioritizing SEN Support and EHCP students

## **2.8 Governing board**

The governing board is responsible for:

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

## **3. Who to contact**

If staff members have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to teachers within the Year group team, Phase Leaders, relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant phase leader or Senior Leadership Team
- Issues with IT – log any issues with JSL online support or speak to Headteacher
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to Headteacher
- Concerns about safeguarding – talk to any member of DSL and log through Behaviour watch Monitoring System

## **4. Data protection**

See separate data protection policy on school website

## **5. Safeguarding**

See separate safe guarding policy on school website

## **6. Monitoring arrangements**

This policy will be reviewed as necessary by the Headteacher. This will be reviewed annually by the Full Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- Parent Code of Conduct
- ICT and internet acceptable use policy
- Online safety policy

## **Appendix 1**

### **Home learning agreement**

Please be aware that by logging into the Buckingham Park Google Classroom you are agreeing to the following:

- Children should be supervised whilst they are working and submitting work on Google Classroom
- Children should follow our school values whilst using Google Classroom.
- Parents should ensure that their child's work and comments on Google Classroom are respectful
- If there are any issues with using the Google Classroom, please contact the school directly by email [office@buckinghampark.org](mailto:office@buckinghampark.org)