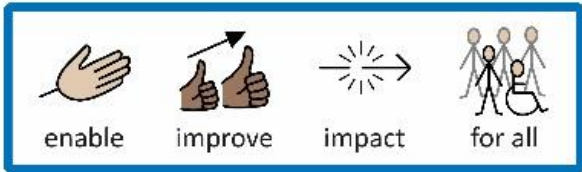


LADY ZIA WERNHER SCHOOL



Remote Learning Policy

Statutory Policy: Yes	Reviewed by the Curriculum Committee:	06.11.2023
Source: LZW	Ratified by the Full Governing Body:	20.11.23
Policy to go on website: Yes	Review Cycle/ Next Review:	Bi Annual/ Autumn 25

Amended by	Date	Amendment & Comments
Veronica Short	15.01.26	School email updated. Spelling and other grammatical issues resolved.

Policy aims:

To provide guidance for staff and parents during the time that pupils are not present at school for extended periods.

To outline what protocols, strategies and technology will be used to maintain teaching and learning for pupils, while differentiating the approach for the differing needs of families.

1. A flexible approach:

Every family has different home circumstances, whether one or more child requires education, parents working from home or full-time carers and whether technology devices/ access has to be shared or not. The level of support and expertise for delivering teaching and learning will vary from home to home.

Therefore, a pragmatic approach to remote learning is required when delivering the school curriculum. We will be offering sessions that will cover key elements of the curriculum, many that are pre-recorded so families can access at times that are best suited to home life.

2. Prior to lockdown/ closure:

School ensures verification of parents' valid email address & consent for online learning via virtual (See appendix 1&2)
School ascertains access to IT at home: Wi-Fi, devices, PC, laptop, iPad, printer
Those without access to IT may be able to access school laptop could borrow school device - parents arrange collection from school and complete agreement forms (arranged through office)
Class teacher will be in contact to set up appropriate learning formats
Parents return the laptop once returned to school or left school

2. Remote learning expectations:

Classes	Expectations
Buds Pre-formal/ PMLD curriculum cohorts	<p>A bank of learning videos for pupils to complete at home to include, but not limited to:</p> <ul style="list-style-type: none"> Sensology – 1 per week (potentially every day) Music based lesson (potentially 1 per week) Touch & communication (potentially 1 per week) Ritual Bamboozle style session (potentially 1 per week) Movement session (rhythm kids, massage, individual plans) potentially 1 per week Sensory story with accompanying suggested activities. Potentially 2 per week (ensure the sensory list is a simple list of resources parents can source from their own homes so that they can join in at home) <p>To create a bank of online links for parents/carers.</p>
Blossoms Learning on the move curriculum cohorts	<p>A bank of learning videos for pupils to complete at home to include, but not limited to:</p> <ul style="list-style-type: none"> Dough disco - potentially 2 per week Attention skills - potentially 2 per week Touch & communication (potentially 1 per week) Story / sensory story with accompanying suggested activities. Potentially 2 per week (ensure the sensory list is a simple list of resources parents can source from their own homes so that they can join in at home) Maths activities - potentially 1 per week Creative arts (dance, art skills, music) – potentially 1 per week Sensory circuits – potentially 1 per week <p>To create a bank of online links for parents/carers.</p>
Blooms Semi-formal/ SLD curriculum cohorts	<p>A bank of learning videos for pupils to complete at home to include, but not limited to:</p> <ul style="list-style-type: none"> Maths videos & activities - potentially 2 per week Phonics Videos - potentially 2 per week Reading a story with resources emailed or posted home - potentially 1 per week PSHE activities - potentially 3 per week

	<p>Communication activities (games, cooking, show & tell) – potentially 1 per week Creative arts (dance, art skills, music) – potentially 1 per week</p> <p>To create a bank of online links for parents/carers.</p>
Classroom staff & admin staff	<p>If families engage in virtual that is classed as weekly contact, however if families don't/ can't access virtual, then phone families/carers once a week, update individual pupil's records with details of attempts and successful communications</p> <p>Only contact parents/ staff during school hours</p> <p>Block personal phone numbers (pre-arranged phone calls with parents where possible)</p> <p>Online safety concerns to be reported via CPOMS</p> <p>Ensure class learning page is up to date</p> <p>Videos are recorded in an appropriate room, appropriate clothing worn, language is professional and appropriate for the audience.</p> <p>Sessions will last no longer than 30 minutes</p> <p>Record virtual meeting (therefore it is available to review should any concerns arise)</p> <p>Check email throughout the day</p> <p>To complete all training as per instructed</p> <p>Maintain regular contact with team to support wellbeing, using appropriate methods for different teams</p> <p><i>Suggestion of fortnightly teacher department meetings, weekly for class meetings, SLT weekly, admin team weekly, safeguarding team weekly, whole school briefing twice weekly and whole school meeting weekly, teachers meeting weekly</i></p>
Parent/ carers	<p>Will receive an invitation to join the virtual meeting at the scheduled time, at the email address you have provided to the school</p> <p>Will be present during online learning in order to safeguard staff and students</p> <p>Will consider the security of cameras and microphones. Ensure the latest software updates are in place and school devices are kept safe</p>

3. Safeguarding:

With the increased use of digital technologies that come with remote learning, safeguarding implications need careful consideration.

As appropriate, parents/ carers are advised to spend some time talking about online safety and reminding child of the importance of reporting to an adult anything that makes them feel

uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

The following websites offer useful support:

- <https://www.childline.org.uk/>
- <https://www.saferinternet.org.uk/>
- www.ceop.police.uk/safety-centre

4. Celebrating success:

Parents may want to share videos and or photos of the pupil's home learning with school. To ensure we are safeguarding all parties the following needs to be adhered to:

- Children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be appropriate, including any family members in the background.

5. Keeping devices secure when working from home:

- The school's online safety policy and acceptable use agreements apply at this time.

6. Links with other policies:

- KCSIE
- Safeguarding & child protection policy
- Staff & parent code of conduct
- Internet & E-mail Acceptable use policy
- Curriculum policies

Appendix 1:

Consent to participate in online learning via virtual

Dear Parents and Carers,

We are committed to provide your child with access to excellent learning opportunities when at school. Due to the current situation it may be necessary to revert to learning from home.

We ask that you read about how learning over virtual will take place, and then sign to give consent for your child to participate with learning in this way.

How will online learning take place?

- Online sessions and any communications should take place within school hours
- Communication will be via virtual platform, hosted by the class teacher, with a password and waiting facility in place
- Share screen, video and audio facilities may be used within virtual sessions, some classes may also access 'break out rooms'
- Your child's teacher should share a clear aim for the session with you prior to the session starting, and each session will last no longer than 30 minutes
- The virtual meeting will be recorded by school staff and backed up to the school server. So that it is available to review should any concerns arise

Parental responsibilities during online learning

- You will receive an invitation to join the virtual meeting at the scheduled time, at the email address you have provided to the school
- You must be present during online learning in order to safeguard staff and students
- You should consider the security of cameras and microphones. Ensure you have the latest software updates, as they help to keep your devices safe

Please acknowledge that you have read this letter and consent to your child taking part in online learning by replying via e-mail to: **office@lzwschool.co.uk**

Appendix 2:

Dear Parent/Carer

In light of our previous communication, we require further information. We have asked all parents to complete a survey about virtual learning preferences so that we may move forwards in this area.

Please complete and return to school by xxx date

1. Child or children's full names

2. Do you have access to the internet at home?

Tick only one.

<input type="checkbox"/>	Yes, full broadband
<input type="checkbox"/>	Yes, as data through mobile phone package only
<input type="checkbox"/>	No

3. Does your child have access to any of the following internet connected devices at home?

Tick all that apply.

<input type="checkbox"/>	Personal laptop/computer
<input type="checkbox"/>	Shared family laptop/computer
<input type="checkbox"/>	Personal tablet
<input type="checkbox"/>	Shared family tablet
<input type="checkbox"/>	Parents smartphone
<input type="checkbox"/>	Switch activated resources
<input type="checkbox"/>	Other:
<input type="checkbox"/>	No device

