



LATCHMERE
ACADEMY TRUST

Remote learning policy

Status	
Review Cycle	Annual
Date written/ last review	Updated September 2022
Date of next review	September 2023

NB: Throughout this document Latchmere Academy Trust may be abbreviated to "LAT"

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1. Aims

This remote learning policy 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
- Provide appropriate guidelines for data protection

Remote learning will be available for pupils during periods of self-isolation where they are well enough to complete work.

Should local or national lockdowns be required in the future, this policy will be reviewed and updated accordingly.

2. Available Remote Learning

Self-isolating pupils have access to a range of online programmes which they should access as soon as they are well enough. Alongside this, pupils are expected to continue with daily reading expectations and the homework grid activities provided at the start of the term.

Where pupils need access to a computer, their parent may collect a laptop from the school, having requested one via the school office when they report their child's absence.

Remote Learning Links			
R	<p>Oak Academy videos for Understanding the World</p> <p>Understanding the World lessons for Early Years Foundation Stage students - Oak National Academy (thenational.academy)</p>	<p>White Rose Maths</p> <p>Maths home learning Home learning White Rose Maths</p>	<p>Little Wandle Letters & Sounds</p> <p>Letters and Sounds for Home and School - YouTube</p>
1	<p>All subjects - Year 1 - Oak National Academy (thenational.academy)</p>	<p>Numbots</p> <p>https://numbots.com/</p>	<p>Home learning grid</p>
2	<p>https://classroom.thenational.academy/subjects-by-year/year-2</p>	<p>Numbots</p> <p>https://numbots.com/</p>	<p>Home learning grid</p>

		TTRS https://trockstars.com/	
3	Century CENTURY	TTRS https://trockstars.com/ SPELL ZONE Log in to Spellzone	Home learning grid
4	Century CENTURY	TTRS https://trockstars.com/ SPELL ZONE Log in to Spellzone	Home learning grid
5	Century CENTURY	TTRS https://trockstars.com/ SPELL ZONE Log in to Spellzone	Home learning grid
6	Century CENTURY	TTRS https://trockstars.com/ SPELL ZONE Log in to Spellzone	Home learning grid

Teachers will provide additional work for pupils via Teams if a child's absence is extended beyond the current recommendation **and** when a parent has requested it during an absence call/email. The teacher should discuss with the Senior Leadership Team any additional support that is required.

When providing remote learning for pupils self-isolating for an extended period, teachers will upload the work and teaching tools being used in class that week.

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

- Parents should contact staff via email through the school office
- Staff should respond to parent emails within 48 hours where possible
- Complaints should be addressed in line with the Complaints Policy and the Leadership Team must be informed
- Any safeguarding concerns should be discussed with the DSL or filed on a CFC form. In emergencies, or for additional support, teacher should contact the DSL as detailed in the Safeguarding Policy. To view the responsibilities of the DSL please see the Safeguarding policy: <https://lmat.promoteyourschool.co.uk/policies/>
- Concerns about E-Safety should be reported to the E-Safety Co Ordinator. It may also be appropriate to inform the Safeguarding Lead

Staff can expect parents with children learning remotely to:

- Make the school aware if their child needs to self-isolate
- Make the school aware if their child needs to self-isolate for an extended period of time
- Inform the school if resources such as a laptop is required
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3. Who to contact

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

- › Issues in setting work – Phase/Year Leader, Leadership Team, Inclusion Lead, EAL Co Ordinator
- › Issues with behaviour – Phase/Year Leader, Leadership Team, Inclusion Lead, Safeguarding Lead
- › Issues with IT – IT staff
- › Issues with their own workload or wellbeing – Phase/Year Leader, Leadership Team
- › Concerns about data protection – Head of School
- › Concerns about safeguarding – Safeguarding Lead

4. Data protection

Office and IT staff may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

5. Safeguarding

Staff should follow the schools Safeguarding policy which can be found online at:

<https://lmat.promoteyourschool.co.uk/policies/>

Any safeguarding concerns should be emailed to the DSL using a CFC form. In emergencies, or for additional support, teacher should phone the DSL as detailed in the Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed annually by the Head of School.

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
- › ICT and internet acceptable use policy
 - › Online safety policy