



# **LANCASTER STEINER SCHOOL**

## **REMOTE LEARNING POLICY**

VERSION DATE: OCTOBER 2020

DOCUMENT REVIEW PERIOD: AUGUST - OCTOBER 2022



## 1) SPECIFIC AIMS

- To outline Lancaster Steiner School’s approach for pupils that, from September 1<sup>st</sup> 2020, will not be attending school as a result of government guidance or due to continued shielding.
- To outline Lancaster Steiner School’s expectations for staff that, from September 1<sup>st</sup> 2020, will not be attending school due to self-isolation or government guidance but that are otherwise fit and healthy and able to continue supporting with the planning, teaching, and assessment for pupils.
- Other extenuating circumstances as outlined in appendix 1

## 2) WHO IS THE POLICY APPLICABLE TO?

This policy is applicable to pupils, staff and families

### CRITERIA

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8 Celsius
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

## 3) REMOTE LEARNING FOR PUPILS THAT ARE NOT ABLE TO ATTEND SCHOOL DUE TO SELF-ISOLATION OR IN LINE WITH GOVERNMENT GUIDELINES

Lancaster Steiner School will provide remote learning (online and via set work) for pupils that are not able to attend school so that no-one need be disadvantaged.

In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

While during previous school closures due to national lockdown work set was not compulsory, the Department for Education has set clear expectations around progress, feedback and engagement (Daily update 04/01/2021):

**“When teaching pupils remotely, we expect schools to:**

set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects

- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:



- primary: 3 hours a day, on average, across the school cohort
- secondary: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate

enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding"

We value well being and families must prioritise this while ensuring their child/ren engage with the learning set by the school. We will work with families where there are difficulties with engagement so that children continue to make progress.

#### **4) FAMILY (PUPIL/PARENT/GUARDIAN) ROLE**

Where possible, it is beneficial for children to maintain a regular and familiar routine.

Lancaster Steiner School would recommend that each 'school day' maintains some form of daily rhythm.

Each week, on Friday, work for the week, for Main Lesson, practice sessions and some sessional learning will be sent via email. Families should view this together, and then make appropriate plans to complete the work.

Main lessons will be shortened from 2 hours to 1 hour, and this hour will be a live lesson available to both children in school and at home simultaneously via Zoom. There is the facility to record these sessions, however this will only be done at the specific request of a family.

Should anything be unclear in the work that is set, parents can communicate with class teachers via their school email addresses.

Work that children complete at home should be kept safe, ideally in their home learning book, and can be brought back to school when safe to do so. Parents should also share learning by emailing photographs etc. to the class teacher's school email address only every Thursday (this is to safeguard both families and staff by having a clear and recoverable line of correspondence available to the DSL and Trustees). The work of the children who attended in person will be collected by staff for teachers to review. Feedback will be given to all children via email using the feedback template and include specific next steps and recognition of achievements. To attempt to make use of the resources shared with them,



we would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices.

Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available. These will be discussed on case-to-case basis.

## **5) TEACHER EXPECTATIONS**

In addition to their in-school work, teachers from LSS will continue to support children that are unable to attend.

Teachers should plan learning that is relevant to the curriculum focus for that class and endeavour to replicate this through video clips and tasks for home learners.

Teachers should create videos for key teaching points of circle time activities and Practice Sessions where possible and send these via email to parents.

Any resources used, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.

Teachers will respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via class teacher email addresses.

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school.

## **6) REMOTE LEARNING FOR CHILDREN WHO ARE SELF-ISOLATING**

In the event of any student needing to self isolate, teachers will recorded (via audio) the new learning/story from the main lesson that day and send it electronically to the parents along with a description of the task the children in school will be completing. Parents are then expected to photograph and send evidence electronically of the completion of the task, so teachers can provide feedback within 24 hours.

## **7) REMOTE TEACHING FOR STAFF WHO ARE SELF-ISOLATING**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.



- Following contact with school, School Manager, may set up a referral to Occupational Health to support that individual. School also suggest, that if needed, staff can contact the Croner HR individually. Details of this can be obtained from the School Manager.
- School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the School Governance Team and will be allocated on a case-by-case basis. Staff may also be asked to support the online learning provision for classes they teach.

## **8) TEACHING ASSISTANTS AND SESSIONAL TEACHERS**

Associate staff at Lancaster Steiner School play an integral part to the success of teaching and learning and are bound by the same professional code of conduct, attendance and commitment.

They will be expected to contribute to the remote learning of children unable to attend by liaising with The College of Teachers and individual class teachers to prepare materials and/or deliver specific aspects via the appropriate platform (email, video, WhatsApp).

If associate staff need to self isolate for the reasons already stated within the policy, they must report this in line with normal planned absence reporting.

If they are able to do so, they will be expected to continue to support learning in their respective area of expertise and/or contribute to an area of school improvement as directed by the SGT.

## **9) BOARD OF TRUSTEES**

The Board of Trustees 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.



## 10) WHO TO CONTACT

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

- Issues in setting work – Relevant subject lead, College of Teachers or SENDCO
- Issues with behaviour – SENDCO
- Issues with IT – School Manager
- Issues with their own workload or wellbeing – Line manager/Chair of Trustees
- Concerns about data protection – School Manager
- Concerns about safeguarding – DSL

## 11) DATA PROTECTION

### Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access the data from the secure school server.
- Staff will use school devices wherever possible but have ensured their personal devices are adequately protected having consulted the school's Data protection and Acceptable Use policies (see below).

### Processing personal data

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

### Keeping devices secure

Staff will talk to the School Manager if they are unsure on how to put these measures in place.

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

## 12) SAFEGUARDING

Please refer to the Safeguarding Policy and [Safeguarding Policy Addendum – Interim Safeguarding Arrangements during Covid-19 Pandemic](#), which has been written using guidance from the Schools Safeguarding Team at Lancashire County Council.

This can be found in the school office and on the school website.

## 13) MONITORING ARRANGEMENTS

This policy will be reviewed termly under the current national circumstances by The College of Teachers and trustee with responsibility for Teaching and Learning. After every review, it will be approved by the Board of Trustees.

## 14) LINKS WITH OTHER POLICIES

- Behaviour policy
- Safeguarding Policy and Covid-19 Addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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**ABSENCE DUE TO OTHER EXTENUATING CIRCUMSTANCES WHICH PREVENT STAFF OR PUPILS ATTENDING SCHOOL FOR EXAMPLE DUE TO FUEL SHORTAGES AND/OR SICKNESS OF PARENTS/CARERS.**

In these circumstances, School must be informed as soon as possible and will assist where possible.

**Students**

If students are unable to attend for any unforeseen circumstances a "C" mark will be given (authorized absence) and the School will provide remote learning as in sections 3 and 5.

**Teaching Staff**

Teachers, Teaching Assistants and Sessional Teachers who are unable to attend school are expected to work from home as in section 7 & 8.

In the unlikely event we have to close the school, the Remote Learning Policy will be fully activated and in the event of lack of ICT equipment, we will make sure each child has access to home learning and work to complete.