



Beaminster
St. Mary's Academy

Where children come first; belonging and building together
Respect † Trust † Kindness † Friendship † Responsibility

Remote Learning Policy

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Date reviewed: Autumn 2022

Introduction

During this period of long term closure, staff at Beaminster St Mary's will continue to provide education and support to our children using remote learning. All learning will be conducted using Tapestry and Microsoft Teams. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:-

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Staff will

- Share teaching and activities with their class through Tapestry and MS Teams
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through Tapestry and MS Teams
 - Reply to messages, set work and give feedback on activities during the normal teaching hours 8.40am – 3.30pm;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways; Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;

- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Tapestry and MS Teams during this time will not be undertaken until the teacher is fit to work

Children will:-

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;

Parents will:-

- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with Tapestry and MS Teams posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Tapestry or MS Teams
- Know they can continue to contact their class teacher as normal through Tapestry and MS Teams if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

For the learning overview, please refer to the `Remote Learning Information for Parents/Carers.

Completed Work

Assignments completed in Tapestry and Microsoft Teams can be submitted to the class teacher.

Feedback will vary from acknowledgement to more detailed notes on how to improve. Alternatively, work that children complete on paper should be kept safe and returned to school when safe to do so.

Contact with pupils/ parents

Parents are able to contact the school office via telephone or the school office email address for general enquiries. Additionally, teachers can be emailed through Tapestry and Microsoft Teams for clarification on learning (all staff, including the headteacher, have access to these accounts). A response can be expected within 1 working day.

Parents are reminded to respect teacher's wellbeing with the frequency of communication.

Where there is absence for a significant period of time for an individual, a weekly telephone call will take place to discuss home learning and provide support if needed.

Safeguarding

Please refer to Safeguarding and Child Protection Policy and Covid Addendum.

Data protection and Sharing Personal Data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, all data collection will be compliant with GDPR guidelines using GDPR compliant school systems (eg Teams and CPOMS). When accessing personal data, all staff members will only use their official school accounts.

Keeping devices secure and the loan of devices to families.

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date. Identified families will be provided with a loan of IT and internet devices. All families will need to sign a loan agreement upon collection.

Monitoring arrangements

This policy will be reviewed when government guidance for home learning provided by the government are updated or when necessary to ensure access to learning and staff wellbeing. Teaching staff are members of each class team to support and monitor.