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# Northwood Park Primary School

## Remote Learning Policy

<b>Policy Type</b>	Statutory School Policy
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<b>Approved By</b>	Headteacher
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<b>Date of next review</b>	June 2027
<b>Description of changes</b>	To provide clarity of remote learning procedure for all stakeholders.

### Introduction

Children accessing online learning is increasing as research suggests that it has been shown to increase retention of information whilst taking less time to facilitate. Children often prefer to access learning through games-based learning approaches and Northwood Park Primary are eager to be at the forefront of child selected approaches to aid learning. Children of today are citizens of a digital world. In their daily lives the use of the internet and digital technologies represents a seamless extension of the physical world. Their emotional lives and their development are bound up in the use of these technologies. As online content, social networking and instant messaging increase in the lives of our children with age, we understand how education plays a crucial factor in keeping children safe.

During the COVID-19 crisis the experience gained will further prepare Northwood Park in case of any future school closures - either long or short in duration.

The implementation of online learning enables a school to work more closely with parents and their community to provide a blended learning approach combining online educational learning with traditional classroom methods. This enables the transfer of learning from school to home and vice versa.

We will look at **Remote Learning** in two aspects:

-Online Learning

-Remote Learning at Home

### **Remote Teaching**

Northwood Park Primary School offers children access to learning online through a range of portals. To support their mathematical development children in years Reception through the year 2 have access to Numbots and children from Year 2 through to Year 6 have access to TimesTables Rockstars. All children and parents have log in details to BoomReader that provides an electronic reading communication diary between school and home.

All pupils have access to Purple Mash that provides learning opportunities across all curriculum areas to support knowledge and skill development. Home learning opportunities may be set weekly or as part of Home Learning Grid opportunities. Pupils will also be able to access learning independently should they wish to do so. To access wider learning to either extend learning opportunities, or to access work due to ill health or school closure, pupils for short term closure (1-5 days) will be directed to use digital platforms that school currently subscribe to, and children are familiar with to support their learning across areas of the curriculum. This is through Purple Mash, TT Rockstars and Numbots. Children will be expected to read their school reading book and log reading daily onto the digital platform BoomReader. Teachers will provide feedback to parents and pupils through the digital portal. Children will have weekly spellings to learn as well as end of year spellings. Staff will, where appropriate, assign

'To Do' lists for children on Purple Mash to ensure they are covering a broad range of activities from across the curriculum.

Online work will be provided for children who are unable to attend school due to medical needs but are able to access learning. This will be considered on individual needs and circumstances, becoming active after 5 consecutive days absence. Learning provided may be a mixture of online platforms that the children are familiar with, as well as hard copy material. All will be provided by the child's class teacher.

In the event of a longer period of school closure (6-10 days), staff will use the termly Learning Grids to direct the children to complete tasks set from all curriculum areas. Marvellous Me will be used to communicate home learning for English and Maths with work for children complete onto paper.

In the event of children not having access to writing material and paper, school will provide opportunities for parents to collect resources from an identified place or will be delivered to homes. This includes work packs if required. Teachers will provide supportive material for parents and pupils to review their own learning with class teacher gaining an overview once children return to school.

If the school is unable to open for a period of time greater than 10 days, school will provide remote learning through Microsoft Teams and Microsoft OneNote. This will enable teachers to provide live feedback for pupils and opportunities to interact with pupils daily.

EYFS will have a range of learning activities that will take less than 3 hours per day to complete.

KS1 children will be provided with learning activities for approximately 3 hours per day to be completed remotely.

KS2 children will be provided with learning activities for approximately 4 hours per day to be completed remotely.

These timings may be adjusted by classteacher for groups or individual learners.

## **Aims**

- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Provide children with access to work on familiar online platforms and APP use to limit pupils from searching the internet.
- Minimise the disruption to pupils' education and the delivery of the curriculum by using platforms regularly used in school to compliment learning.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused by using respectable online portals.

- Enable robust safeguarding measures are in place and educate pupils in school about online safety.
- Ensure all pupils have access to what they need to complete work by having open and clear communication channels with parents.
- To support all pupils to remain happy, healthy, and supported during periods of remote learning.

### **Online Safety**

At Northwood Park we understand the value of the Internet and how it is a part of everyday life for our pupils. In order to keep our children safe whilst navigating the internet, we invest in the education of our pupils at all year groups levels. During ICT lessons and class discussions children are informed about keeping safe online. The Computing Lead monitors content delivery in classes and ensure internet safety is covered in class as well as hosting regular Online Safety assemblies.

Northwood Park also invests in additional external support from Online Behaviours (currently under discussion) who work with pupils, parents and staff to educate all stake holder about up-to-date online dangers and preventatives.

This policy has due regard to national guidance including, but not limited to, the following:

**DfE 'Keeping children safe in education'**

**DfE 'Working together to improve school attendance'**

**DfE 'Special educational needs and disability code of practice: 0 to 25 years'**

**DfE 'Health and safety: responsibilities and duties for schools'**

**DfE 'Health and safety for school children'**

**DfE 'Children missing education'**

This policy operates in conjunction with the following school policies:

**Child Protection and Safeguarding Policy**

**Data Protection Policy**

**Special Educational Needs and Disabilities (SEND) Policy**

**Behaviour Policy**

**Accessibility Policy**

**Marking and Feedback Policy**

**Curriculum Policy**

**Assessment Policy**

**Online Safety Policy and Protocols**

**Health and Safety Policy**

**Attendance Policy**

**ICT Acceptable Use Policy**

**Staff Code of Conduct**

**Children Missing Education Policy**

**Keeping Children Safe in Education**

### **Safeguarding**

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

### **School Procedures**

- The Computing Lead is the appointed person to co-ordinate e-Safety.
- The Remote Learning and Online Safety Policy has been agreed by senior management and approved by governors.
- The Online Safety Policy and Protocols and its implementation will be reviewed annually.
- Ongoing staff Online Safety training (making staff aware of the different social networks and the appropriate terminology.)
- Online Safety is covered in staff meetings, parent workshops, IT lessons and assemblies.
- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Northwood use Lightspeed, market leaders in

this area. Alerts are sent automatically to our IT providers and A. Poultney, IT Lead in school, if trigger words or images are searched or appear on the screen. Reports on filtering are sent each week to the Headteacher. This enables Northwood to look at trends and ensure the curriculum and education undertaken tackles these areas

### **Roles and Responsibilities**

The **Governing Board** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

The **Headteacher** is responsible for:

- Ensuring that all stake holders, staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Identify staff training needed to support pupils during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure pupils' education does not suffer.

The **Health and Safety Officer** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

The **Computing Lead** is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

The **DSL** and **Online Safety Leads** are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced during the period of learning remotely, liaise with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk.

Ensuring all safeguarding incidents are adequately recorded and reported.

The **SENCO** is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaise with other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs this may be through regular phone calls.

**Staff Members** are Responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL/Online Safety Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Adhering to the Staff Code of Conduct at all times.

**Subject Leads** will need to consider whether any aspects of the subject they coordinate need to change or adapt to enable learning to happen remotely. This will need to be communicated with the wider staff as well as further guidance and links to supporting lesson delivery and lesson assessment.

**Parents** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any issues to the school as soon as possible.
- Reporting any absence in line with the terms set out in this policy and the school's attendance policy.
- Adhering to the Parent Code of Conduct at all times.

**Pupils** are Responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and complete their schoolwork to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Displaying positive learning behaviours at all times.

## **Resources**

In order to communicate effectively with parents and pupils, Northwood Park may make use of the following:

School website

Learning Grids

Email

Past and mock exam papers

Current online learning APPS and platforms

Online educational resources recognised by school and pupils

Reading tasks

Live webinars

Pre-recorded video or audio lessons

## TEAMS

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Northwood Park will have staff and teachers available to support parents and pupils between 8:30am and 3:30pm for each day school is closed. This support will be via school email.

If staff are unable to work during remote periods, then they must follow established procedures of notify Headteacher in the first instance followed by a member of the Senior Leadership Team in her absence. This also includes teachers having time off to look after their own children due to illness.

## Costs and Expenses

The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

The school will not reimburse any costs for travel between pupils' homes and the school premises.

The school will not reimburse any costs for childcare.

Free school Meals will be organised for eligible families.

## Online Safety

In the event of Teams being used for learning purposes, all staff and pupils using video communication must:

- Communicate in groups with two staff members present - one-to-one sessions are not permitted.
- Wear suitable clothing - this includes others in their household.

- Be situated in a suitable 'public' living area within the home with an appropriate background - 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language - this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Attend meeting with camera on to ensure teaching staff know who is on the call

#### Audio Communication:

All staff and pupils using Teams for learning communication must:

- Use appropriate language - this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

Northwood Park will maintain high levels of communication with parents to provide reminders about children staying safe online and will hold parent webinars. Northwood Park will share any updates that they are made aware of regarding unsafe content material with parents.

Regular screen breaks will be advised to parents as well as a drink, snack and free time between learning activities. Northwood Park understand that working parents may need to adjust school learning hours to suit the needs of working life however parents must facilitate suitable time for their children to complete work set.

#### **Monitoring and review**

This policy will be reviewed on a two-year cycle basis by the Headteacher.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

