

**SHERINGDALE PRIMARY SCHOOL**

# **Remote Learning Policy**



Reviewed: Autumn 2025

Next review date: Autumn 2026

At Sheringdale, we understand the importance of delivering a high-quality education, including during periods of remote learning. This policy outlines the procedures that will be put in place in the eventuality of prolonged school closure.

- **Safeguarding**

The school has a responsibility for safeguarding both students and staff. The Acceptable Use Agreement (Page 5) has been put in place to ensure that children will be responsible users and stay safe whilst using the internet and other digital platforms.

- **Curriculum coverage**

We will ensure that work provided during periods of remote education is of high quality, meaningful, ambitious and covers all subjects across the curriculum. We will also consider the needs of individual pupils, such as those with SEND or other additional needs.

In the case of remote learning, this could include:

- Zoom meetings
- Online learning through resources (Seesaw or alternative websites)
- Physical resources (textbooks, books etc.)

- **EYFS**

#### **Weekly topic maps**

Activities will be assigned in the form of weekly topic maps created by individual year groups. Teachers will endeavour to create child-led plans. Teachers will provide plans ahead of the Monday morning wellbeing session. Teachers may also direct pupils to complete work on alternative online platforms. The eight curriculum areas that the lessons will cover are: Personal, Social and Emotional Development, Physical Development, Listening and Attention, Literacy, Maths, Understanding the World, Expressive Arts and Design, and Phonics.

- **KS1 and KS2**

#### **Daily timetables**

Teachers will release daily timetables and foundation subject lessons to ensure full curriculum coverage. Class timetables will mirror that which would normally be taken in school as much as possible.

#### **Zoom wellbeing check-ins**

Zoom links will be shared with parents. Year 2-6 will all participate in daily morning collective sessions between 9:00am- 10:30am. Each year group is scheduled at a different time to avoid any

sibling clashes. The purpose of these morning sessions is for teachers to explain the learning timetable for the day and is a chance to share whole-class messages and feedback.

Year 1 class teachers will provide a Monday morning whole-class wellbeing session. Throughout the week, Year 1 class teachers will lead individual ten-minute weekly wellbeing sessions from Tuesday to Friday between 9:00am-10:30am. Parents will be notified when their child's wellbeing session is scheduled for in advance.

Friday morning collective sessions will be an opportunity for children to share what they have achieved. Teachers will commence their wellbeing check-ins between 9:00-10:30am. These sessions will be of a similar duration to the rest of the week. Families experiencing technical difficulties will be directed to the office.

### **Mute function**

After 5 participants have signed into the Zoom meeting subsequent participants will be automatically muted. Teachers are encouraged to mute **all** participants. Please note all participants are able to unmute themselves. Class teachers will need to explain the rules around children unmuting and speaking during the wellbeing sessions. As per the classroom setting, not all pupils' questions will be answered and teachers will need to manage this as necessary during the morning sessions. Further guidance will be sent to parents explaining the protocol of the wellbeing check-ins when applicable.

### **Daily core lessons**

Teachers will create daily core lesson input videos in English and Maths in line with the usual school day. Teacher input lessons will be approximately **15 minutes**. Teachers will share the learning objectives and provide their input via Seesaw. All other lessons will be uploaded to Seesaw and input videos where appropriate. Teachers will also upload any worksheets and/or tasks to accompany their input video on Seesaw. Teachers will direct children to complete set Maths work either online through PowerMaths (via Active Learn), through their workbooks or other suitable methods.

### **Seesaw**

Children will be encouraged to upload work onto Seesaw daily.

### **Feedback**

Teachers will provide feedback on Seesaw. Teacher feedback will cease every day at 3:30pm. Teachers will not be permitted to provide feedback on evenings/weekends/half terms and during INSET days. Where possible, teachers will feedback to each pupil at least once a day.



### **Parent queries**

Parents will be directed to the office email should they have any queries. Queries will be sent to the class teacher for response.

**Depending on the nature of the school closure, the schedule above may be subject to change.**

## Acceptable Use Agreement

### **This Acceptable Use Policy is intended to ensure:**

1. That young people will be responsible users and stay safe while using the internet and other digital technologies and platforms.
2. That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **Pupils**

#### **For my own personal safety:**

1. I understand that the school will monitor my use of the systems, devices and digital communications.
2. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
3. I will be aware of "stranger danger", when I am communicating on-line.
4. I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
5. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
6. I will not post or comment anything inappropriate or bullying in nature.

#### **I will act as I expect others to act toward me:**

1. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
2. I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
3. I will not take or distribute images of anyone without their permission.

**When providing online lessons or communication to students, teachers will:**

- Sit against a neutral background.
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background).
- Dress how they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.
- Ask pupils to also be in a shared space in their house, rather than in their bedroom. Children should be appropriately dressed (eg: no pyjamas).
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

**ACCEPTABLE USE PERMISSION: PARENTS**

I am aware that my child has received, or will receive, e-safety education to help him/her understand the importance and safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.