

Remote Education Policy



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1. Statement of School Philosophy

Acorns Primary School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality Online (including Zoom or Microsoft teams) and offline resources and teaching videos

Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning

Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support

Consider continued education for staff and parents (e.g. CPD, Supervision and Parents evening)

Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

A child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19 or due to significantly reduced staffing numbers which would make it unsafe to attend.

Remote learning will be shared with families when they are absent due to Covid related reasons.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

Online tools, including You Tube, as well as for staff CPD

Use of Recorded video (or Live Video if used) for Start Day registration, instructional videos and assemblies

Telephone calls home

Printed learning packs

Physical materials such as story books and writing tools

Use of BBC Bitesize, Oak Academy

Model Timetable and structure for remote learning

Downloadable Printable Documents – e.g. worksheets

Curriculum resources

Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

5. Home and School Partnership

Acorns Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different and require a variety of approaches for different families in order to suit their individual needs. Acorns Primary School will provide personalised resources. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Acorns Primary School would recommend that each 'school day' maintains structure. 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 take sensory breaks where needed.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

6. Roles and responsibilities

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available between 9am - 3pm

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

Teachers will set work for the pupils in their classes on at least a weekly basis and will hold a minimum of 1 zoom/Microsoft teams virtual lesson per week when reduced bubbles are accessing school or 3 sessions if in full lockdown

The work set should follow the usual timetable for the class had they been in school, wherever possible

Weekly/daily work will be shared with SLT

Work packs are to be provided to all families that are isolating and where the child is well enough to complete tasks.

Providing feedback on work:

All curriculum tasks submitted to the class teacher will be commented on at the end of the week and evidence added to Evidence for Learning (EFL).

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

If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assess whether school intervention can assist engagement.

All parent/carer emails should come through their individual class teacher and be kept on record using CPOMS.

Any complaints or concerns shared by parents or pupils should be reported to a member of SLT

Any safeguarding concerns should be referred immediately to the DSL and recorded on CPOMS.

Teaching Assistants

Teaching assistants must be available between 9-3pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their class teacher or by a member of the SLT.

Completed tasks are to be shared with class teacher/SLT upon completion (task completion will be monitored)

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school including daily monitoring of engagement.

Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Monitor the frequency of tasks set by teachers for pupils and staff and the completion of tasks by TA's/Pupils

Where there is a concern regarding a staff members level of engagement the SLT will act upon the concern following the processes and procedures already in place and report to the governing body if required.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technician

IT technicians are responsible for:

Fixing issues with systems used to set and collect work

Helping staff with any technical issues they are experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches

Assisting pupils and parents with accessing the internet or devices

The SBM

Ensuring value for money when arranging the procurement of equipment or technology.

Ensuring that the school has adequate insurance to cover all remote working arrangements.

Office Support

To provide additional support in the production of remote learning materials.

To support in the distribution of electronic materials

To upload shared materials to the website.

To communicate whole school messages with parents via parent call, Facebook and website updates.

To support SBM/SLT as required.

Pupils and parents

Staff can expect pupils learning remotely to:

Complete work to the deadline set by teachers

Seek help if they need it, from teachers

Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise unable to complete work

Seek help from the school if they need it

Be respectful when making any complaints or concerns known to staff

Governing Board

The governing board 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

7. Links with other policies and development plans

This policy is linked to our:

Safeguarding

Social, emotional and mental health support policy

Child protection policy

Data protection policy and privacy notices

Online safety acceptable use policy