



# Remote Education Policy

Policy Leader / DSL / HT/DHT*	<b>Katy Stringer</b>
Last Updated	November 2022
Approved by the Governing Body	4 <sup>th</sup> November 2022
Date of Review	November 2023

### **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 who is absent from school due to medical reasons and requires high levels of medical care that is unable to be administered within the school setting.

And, in the event of another lockdown or restrictions being reintroduced:

When:

A child is absent because they have tested positive for Covid-19 and are required to remain at home for the first 3 days. The rest of their school peers are attending school and being taught as normal.

Or when:

Significantly reduced staffing numbers would make it unsafe to attend school. Remote learning will be shared with families when they are absent due to any of the reasons highlighted above.

#### **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, unsafe staffing number or due to Covid-19 and would be reduced when fewer children are required to remain at home and the majority of the class are in school.

\*When a child is absent from school due to medical reasons, a multidisciplinary meeting will be held to identify how much educational provision the pupil to be able to access. Each offer will be individual and will be formally agreed with the Local Authority, school, families, social workers and other medical professionals prior to commencing.

When providing remote learning, teachers must be available between 8.55am – 3.15pm (typical school hours)

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 day when reduced bubbles are accessing school or 3 sessions should a full lockdown be required in the future.

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 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 (Katy Stringer) and recorded on CPOMS, alerting all relevant members of SLT and nursing staff.

### **Teaching Assistants**

Teaching assistants must be available between 8.55-3.15pm

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, Katy Stringer 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 and Child protection policy

Social, emotional and mental health support policy

Data protection policy and privacy notices

Online safety acceptable use policy