



**BURTON  
BOROUGH  
SCHOOL**

# **Remote Education Policy**

<b>Policy Reviewer</b>	Dan Boden	<b>Date of Review</b>	December 2021
<b>Date Presented to Governors</b>	24 January 2022	<b>Date of next Review</b>	Spring 2023

## 1. Statement of School Philosophy

Burton Borough School has always strived to be creative and innovative, supporting our families/students/community 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 (inc. SEND) who are not in school through use of quality online and offline resources
- 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 wellbeing and family support where appropriate
- Consider continued education for staff, students, and families in the use of remote learning tools
- Support effective communication between the school and families and support attendance

## 3. Who is this policy applicable to?

- A student who 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 student whose bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for COVID-19.
- A child whose reason for absence from school is any other than COVID-19 related

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online communication and collaboration tool *Microsoft Teams*, (*this will be used for staff CPD and parents'/carers' sessions as well*)
  - Where appropriate live lesson sessions will be made available to students in line with their normal timetabled lesson slots
  - Work may also be posted to the Team/Channel posts thread. It will be clearly marked as work to be completed that lesson.
- Use of Pre-Recorded video or lesson materials posted to Team/Channel Thread
- Phone calls home
- If required, printed learning packs
- Use of other digital/online learning resources such as Hegarty Maths, Code.org, and Seneca Learning.

## 5. Home and School Partnership

Burton Borough 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 for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Burton Borough School would recommend that each 'remote school day' maintains a similar structure to how a normal scheduled day of lessons would run.

We would encourage families 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 work with good levels of concentration.

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.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

To note: the suggested responsibilities below relate to situations outlined in Section 3 of this document.

Burton Borough School will provide training sessions and induction for new staff on how to use Microsoft Teams.

When providing remote learning, teachers must be available between 8:50am and 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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set appropriate work for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers of all year groups will be setting work on *Microsoft Teams*.
  - If appropriate or available a Live Lesson will be arranged at the start of the lesson time in line with their normal timetable slot. Students can join this lesson using Microsoft Teams at the required time. These lessons will not appear in the students' calendar.
  - Work may also be posted to the Team/Channel posts thread. It will be clearly marked as work to be completed that lesson.

- Task may be set on other online learning platforms as appropriate.
- Providing feedback on work:

The purpose of feedback is to inform students of how they can progress in their learning. During this period of remote learning teachers will provide a minimum of one piece of feedback to each student on a weekly basis.

We are constantly thinking of different methods to provide effective feedback to our students. The methods of feedback that you may already see are:

- Feedback in the chat function during a live lesson
- 1-1 verbal feedback in a breakout room
- Whole class feedback via a starter task or re-teach opportunity.
- Written feedback on assignment tasks.
- Feedback via another website/ piece of software (e.g. OneNote, Hegarty Maths, Kahoot, SMHW etc.)

During this period of remote learning students may be asked to self-assess their own learning, this will not replace staff feedback. If additional feedback is required, teachers will follow their usual department policy.

- Keeping in touch with pupils who are not in school and their parents:
  - If there is a concern around the level of engagement of a pupil, families should be contacted via phone or email to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the main school email account [main.bbs@taw.org.uk](mailto:main.bbs@taw.org.uk)
  - Any complaints or concerns shared by parents or pupils should be reported to their child's small school. For any safeguarding concerns, refer immediately to one of the designated safeguarding leads using this email address:
  - [main.bbs@taw.org.uk](mailto:main.bbs@taw.org.uk)

## 7. Staff Responsibilities

### Teaching Assistants

Teaching assistants will be available during their usual working hours. These times will depend on the students they support.

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 the SENDCO.

## 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

## 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.

The Designated Safeguarding Leads (Mr Ben Morgan, Mr Chandler, Mrs Cousins and Miss Beddow) can be contacted through: [taw700safeguarding@taw.org.uk](mailto:taw700safeguarding@taw.org.uk)

## IT Technicians

IT technicians are responsible for:

- Fixing issues with school 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 to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices where appropriate

## The SENDCO

**Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.**

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support required

## School Business Manager

- 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.

## Students and Families

Staff can expect students 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
- Alert teachers if they are not able to access the work

Staff can expect families with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff.

### **Governing Body**

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.

## **8. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Attendance Policy
- Special Education Needs & Disabilities Policy
- Data Protection Policy and Privacy Notices
- Teaching and Learning Policy
- Online safety acceptable use policy
- Concerns and Complaints Policy