



REMOTE EDUCATION POLICY – REMOTE EDUCATION SUPPORT DURING THE COVID-19 PANDEMIC

Updated January 2022

Next review May 2022

This policy should be read in conjunction with the school policies for attendance, child protection and safeguarding, online safety, acceptable use agreements and statements for curriculum and teaching and learning.

Introduction

This policy sets out the remote education offer at Dowson Primary Academy and how it satisfies the DfE statutory obligations and expectations.

Where a class, group or small number of pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, the Department for Education (DfE) expects schools to have the capacity to offer immediate remote education. All such pupils, not physically unwell, should have access to remote education as soon as reasonably practicable, which may be the next school day.

Dowson views the education of our pupils to be most successful when a positive and effective partnership between home and school is developed and the overall aims for learning and the importance of this is communicated clearly. Our strategy for remote learning continues this.

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils, including those with special educational needs, who are not in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations to all members of the school community with regard to the part they are expected to play in either the delivery of high-quality remote learning or their participation and engagement in such.
- Include continuous delivery of the school curriculum wherever possible, as well as support for motivation, health and well-being and parent support.
- Emulate the characteristics of good teaching that can be seen in the 'live' classroom through clear explanations and instruction, supporting growth in confidence with new material through scaffolded practice, application of new knowledge or skills and enabling pupils to receive feedback on their achievements and how to progress.
- Support effective communication between the school and families and support attendance and engagement with the remote offer.

Who is this policy applicable to?

- All pupils, not physically unwell, should have access to remote education as soon as reasonably practicable, which may be the next school day. This includes pupils who are abroad, facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- The online tools of Class Dojo and Microsoft Teams as the main platforms for teaching and learning.
- Use of recorded support and informative or instructional videos for teaching; these could be recorded by school staff or be from a high-quality external source.



Dowson Primary Academy

- Physical materials, where appropriate such as storybooks and writing tools or equipment such as pencils and rulers where needed.
- Use of BBC Bitesize, Oak Academy, Espresso, Oxford Owl, Times Tables Rockstars / Numbots, Spelling Frame to supplement the offer
- Phone calls home where necessary
- Printed learning packs or textbooks where applicable e.g. for personalised SEN support or younger children
- Hardware to access the learning on where there are no devices in the home

Home and School Partnership

Dowson Academy is committed to working in close partnership with families and recognises each family is unique. Because of this remote learning will sometimes look different for different families in order to suit their individual needs and whilst we expect the majority of pupils to be able to access the remote learning in the way outlined in this plan, we will endeavour to adapt this, where home and school agree that this is appropriate.

School will provide regular reminders and practice sessions with the pupils on how to access, navigate and effectively use the platforms that their remote learning will be provided on. Parents will receive parent guides on how to log in, monitor and support their children's remote education via these platforms. They will be offered a phone call to provide technical support to resolve issues they may be having with technology or their platform use so that these can be resolved quickly and children's continued education is impacted as little as possible.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Because of this, school would recommend to parents that each 'school day' maintains its usual structure where possible and teachers will provide a timetable of the day and the lessons that will be provided within this.

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 work with good levels of concentration and produce work of a good standard.

Every effort will be made by staff to ensure that work is set promptly. This will usually be ready for the first full school day after that which a pupil / pupils are required to isolate. Should accessing work be an issue, parents should contact school promptly.

Whilst we recognise that the very nature of a remote education, impacts on the pupils' 'digital diet' in terms of increased screen time, we are committed to ensuring that the teaching resources that necessitate the children watching the device, are balanced with tasks which relieve them of this. Therefore, just as in school, children will be required to record their learning and complete tasks on paper or in books, continue their daily reading and complete other non-screen activities and lessons such as p.e. lessons. Where tasks are completed in their books, this will be uploaded for feedback in the form of a photograph.

All pupils sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home for the purpose of remote education.

ROLES AND RESPONSIBILITIES

Dowson Academy is adopting a staged approach to the remote education that it will provide. This is because of the capacity it has, in particular teachers' capacity, to provide this in the different scenarios that we may face. Where a whole class / bubble or school is isolating, we will be able to provide a full remote offer with support. Although this offer may be reduced when fewer numbers of pupils are isolating and the teachers are continuing an in-school offer for the majority, we aim to ensure that children returning from isolation are equipped with the skills and knowledge required to quickly reintegrate into their class and learning journey through the curriculum.



Dowson Primary Academy

Teachers

School will provide a refresher training session and induction for new staff on how to use Class Dojo and Microsoft Teams.

Teachers are not expected to provide remote education for pupils who are unwell in line with the attendance and homework policies. This will also be the case whilst a pupil is absent for the purposes of Covid-19 testing for themselves.

Teachers are expected to provide the remote education offer in line with the relevant stage their pupils are facing.

Remote Education Staged Approach			
Aspect	Stage 1 one or small number of pupils isolating for 10 days	Stage 2 full bubble closure for a fixed isolation period	Stage 3 partial or whole-school closure for an indefinite amount of time
What curriculum will pupils receive?	A week's worth of learning uploaded in one go which emulates the in-school offer as far as practically possible. Pupils can also access all of the other digital learning resources that are available through school licensing: log in details are inside the homework book covers.	A full timetable and curriculum offer, uploaded on a daily basis. Work for the following day will be uploaded after 3pm in readiness for the next day. Pupils can also access all of the other digital learning resources that are available through school licensing: log in details are inside the homework book covers. Teachers will be available between 9am and 3pm. If they're 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.	
What access to a teacher will pupils have for support?	Teachers will endeavour to upload enough support materials for independence or ease of parent support. They will check the learning platform twice daily to respond to any queries. They will offer feedback on any work uploaded.	Teachers will upload lesson materials on a daily basis. They will do this after 3pm each day for the following day's learning. Teachers will be available online from 9am-3pm to support and guide learning and feedback on pupils' work as this is uploaded to portfolios. Pupils are expected to reply to their feedback where necessary. Teachers may offer parent support by phone where needed.	
What other support will be offered?	Teachers will respond to requests for support. Teachers may provide telephone support where school feel this is necessary or agree with home reasons for this being needed. In stage 1, parents must understand that this will be at a convenient time for school due to class commitments.		Teachers will make a catch up phone call to each pupil on at least a two weekly basis. The pastoral team in school will take up the safeguarding duties for remote education.
How will school ensure engagement with the remote offer?	School has a duty of care to ensure children attend their education setting; this is still the case when the setting is off the school site and, in the case of this policy, is at home. Continued, uninterrupted education is vital for the learning and progress of pupils and therefore engagement with the remote offer is expected. Engagement in the remote education offer by uploading work to the learning platforms is classed in the same way as an attendance mark. As a result, school will follow up with parents where there is not sufficient engagement. In the first instance – after 48 hours with no engagement - teachers will send a reminder via the platform.		



Dowson Primary Academy

	<p>After a further 24 hours, teachers will follow this up with a phone call. Where there are large numbers, the pastoral team can support this from school.</p> <p>After a further 24 hours, a member of Senior Leadership or Pastoral Team will make a phone call to the parents.</p> <p>Once the stage of a phone call is reached because a reminder on the platform has not been seen or remedied the situation, this will be recorded on our CPOMS system.</p>
<p>How will school operate their safeguarding duty of care during this time?</p>	<p>In line with the above measure for the engagement in remote education, where contact cannot be made, school may conduct a home visit and then leave / post a letter asking for the family to make contact with school.</p> <p>School may then refer this to CSC as a safeguarding concern.</p> <p>Where pupils who are vulnerable are isolating, the relevant agencies will be notified i.e. LA SEND team, Virtual School or Social Worker.</p> <p>In Stage 3, where the isolation period is ongoing and maybe prolonged, the Pastoral Team and teachers will conduct weekly or more regular phone calls to vulnerable children or those identified as needing this for any reason. All other children will at least have phone call contact with their teacher or a member of their year group teaching team every three weeks.</p>

When providing remote learning, teachers are responsible for:

- ✓ Considering pupils' age, stage of development or special educational needs when planning their remote education provision.
- ✓ Setting a timetable of lessons that is the equivalent length to the core teaching that pupils would receive in school (3 hours in KS1 and 4 hours in KS2).
- ✓ Planning a coherent and progressive curriculum with the opportunities to gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks.
- ✓ Adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- ✓ Creating the teaching instruction and activities for each lesson, in line with the relevant stage of the plan.
- ✓ Monitoring the platform in line with the relevant stage identified above.
- ✓ Providing feedback on the same day as submission where submission is by 3pm. Submission after 3pm should still receive feedback but this can be on the following working day.
- ✓ Directing the Teaching Assistants within their team to support the offer in any way they see fit.
- ✓ Liaising with the SEND team for pupils for whom they need a more bespoke offer.
- ✓ Liaising with the Pastoral Team and / or SLT where further support is needed for engagement and / or safeguarding concerns.
- ✓ Continuing to keep the CPOMS records updated with any relevant information shared by families, or where there are concerns or actions taken by the school as outlined in this policy.
- ✓ Referring safeguarding concerns immediately to the DSL or a deputy DSL.
- ✓ Where live lessons are provided and there is only one adult present, these lessons should be recorded for safeguarding reasons.
- ✓ When recording videos or providing 'live' education, staff should adhere to the school's dress code and ensure an appropriate level of background noise and suitable location.

Teaching Assistants

- ✓ Teaching assistants must be available between 9am and 3pm to work at the direction of the teacher and / or the SLT in school. If they're 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. They may be asked to perform tasks to support the team that remains in school as well as supporting the remote education offer.



Dowson Primary Academy

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- ✓ Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- ✓ Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- ✓ Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- ✓ Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- ✓ Alerting teachers to resources they can use to teach their subject remotely

Senior Leaders

- ✓ Co-ordinating and supporting the remote learning approach across the school, including the monitoring of engagement.
- ✓ Monitoring the effectiveness of remote learning, evaluating the impact of the offer and adapting and improving where necessary. They should act upon feedback both from teachers who are providing the offer and parents and pupils who are accessing and navigating this.
- ✓ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- ✓ Publish information for pupils, parents and carers about the remote education provision.

Designated safeguarding lead

- ✓ Managing and dealing with all safeguarding concerns with support from the deputy DSLs. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

- ✓ Fixing issues with systems used to set and collect work
- ✓ Helping staff with any technical issues they're experiencing
- ✓ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- ✓ Helping the school where possible to advise and guide parents and pupils to get online and access systems used for remote learning
- ✓ Assisting pupils and parents with accessing the internet or devices

The SENCO

- ✓ 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 where appropriate
- ✓ Identifying the level of support individuals on the SEND register will need in the event of having to isolate and access remote education and set out a plan for how this will happen.
- ✓ Organising the members of the SEND team to plan for and resource this support either in preparation for a closure or at the point that this happens.
- ✓ Coordinating members of the team to support the offer during the isolation period as relevant and necessary to the individual cases.
- ✓ Liaising with teachers in regard to the plan for these individuals so that they are aware of the provision they will need to put in place and what support and resources they can expect from members of the team in each case.



Dowson Primary Academy

- ✓ Liaising with parents of these pupils either to pre-empt and diffuse any anxiety about impending closures so that they are reassured beforehand of the support they will receive, or at the point of the isolation to inform them of what to expect and answer any questions.
- ✓ Informing the LA SEN team of any children on an EHCP who are having to isolate and request support where required.

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.
- ✓ Preparing and exercising lease agreements for the loan of school devices where there are none in the home to access the offer

Pupils and parents

Staff can expect pupils learning remotely to:

- ✓ Be contactable during the school day— although consider they may not always be in front of a device the entire time
- ✓ Complete work set by teachers and upload it to their portfolio for feedback
- ✓ Seek help if they need it from teachers or teaching assistants
- ✓ Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- ✓ Ensure their children engage with all learning activities set by the teacher
- ✓ Make the school aware if their child is sick or otherwise can't complete work for any reason
- ✓ Seek help from the school if they need it both in terms of accessing the offer and supporting their child to complete work
- ✓ Be respectful when making any complaints or concerns known to staff

The Academy Improvement Committee (Governance)

- ✓ 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

Accessing personal data

Data will be used in accordance to the Trust Privacy Notice.

Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

Staff should manage devices in line with the Enquire Learning trust Information Governance Policy to ensure that they remain secure.



Dowson Primary Academy

Provision of Remote Learning when teachers are absent

Wherever possible, pupils will receive remote learning from their class teacher. If the class teacher is fit to work then remote learning approaches will continue as normal.

In some cases, the class teacher will not be able to deliver remote learning. If this is the case the senior leaders will make the decision to

- Continue provision by another member of staff.

OR

- If this is not possible, schools should access pre-planned materials such as those from the Oak Academy.