St John's CE Primary School

Remote Education Policy

Review period: 1 year
Date policy last reviewed: Sept 2020
Person Responsible for Policy: Miss. A. Johnston

Remote Education Policy

Statement of intent

At St John's CE Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual child, group or whole class. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parental support
- Consider continued education for staff (e.g online training, zoom meetings, CPD)
- Support effective communication between the school and families and support attendance

Who is this policy applicable to?

- A child *(and their siblings if they are also attending St John's)* 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.
- Remote learning will be shared with families when they are absent due to Covid-19 related reasons.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 *(Tapestry for EYFS/KS1, Google classroom and Class Dojo for KS2), as well as for staff CPD and parents sessions.*
- Use of Recorded video for instructional videos on school website
- Phone calls home
- Learning packs (weekly for children self-isolating, full learning pack if a class bubble is sent home)
- CGP Workbooks
- Physical materials such as reading books, writing tools and exercise books

Home and School Partnership

St John's 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.

St John's School will invite parents to use Tapestry (EYFS/KS1) and Classdojo (KS2) as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St John's 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 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 a case-to-case basis.

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

Online Safety:

All staff and pupils using audio communication must:

- Use appropriate language
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable internet connection to avoid disruption to lessons.

The school will communicate to parents via text message, school Facebook page about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what the children are being asked to do, e.g sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software e.g anti-virus software.

Roles and responsibilities

Teachers

St John's School will provide training sessions and induction for new staff on how to use Tapestry, Google Classroom and ClassDojo.

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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:

- Class teachers will set work for the children in their classes.
- 3 Video lessons daily (1 English, 1 Maths, 1 other curriculum subject e.g Science)
- Daily videos to be e-mailed to the Deputy Head and added to the class area of the school website
- EYFS/KS1 teachers will also set work on *Tapestry*
- KS2 teachers will also set work on *Google Classroom*.

Providing feedback on work:

- Children to complete work in exercise books at home and bring in the exercise books for the teachers to mark.
- Parents can take photographs of their child's work and e-mail to school e-mail address.
- Teachers can send individual feedback to children via Tapestry and Classdojo.

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/s parents will be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school info e-mail address (info@st-john.blackpool.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Support Staff

Support staff must be available their normal working hours.

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, support staff must complete tasks as directed by a member of the SLT.

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'll 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.

IT Support (Comptech)

IT support are responsible for:

- Fixing issues with systems used by the children at home for remote learning
- Helping staff with any technical issues they're experiencing
- Liaising with the Deputy Head on a weekly basis
- 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

SENCO/Assistant Senco

Liaising with SLT/ICT support 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.

St John's 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 via Tapestry or Classdojo
- Ask their teachers if they're 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 cannot complete work
- Seek help from the school if they need it via a phone call, e-mail or contact class teacher through Tapestry/Classdojo
- 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Children and Parent ICT User Agreements