Remote Education Policy



**1. Statement of School Philosophy**

*Urmston Primary School illustrates its values of kindness, happiness, pride, respect, responsibility and resilience in all it does. In the current circumstances, there is every chance that remote or blended learning will be needed should there be any school or ‘bubble’ closures. Should this happen, UPS will deliver home learning that adheres to its core values.*

# 2. Aims

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 to 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 parent support
* Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
* Support effective communication between the school and families and support attendance

# 3. Who is this policy applicable to?

* A child *(and their siblings if they are also attending Urmston Primary)* 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.
* The situation where a member of staff has to work at home because their child has been sent home from school as a result of a track and trace contact. Only if it becomes unmanageable for another teacher to cover in school, we will facilitate teacher support from home led by the teacher with TA supervising the class, with SLT members on hand.
* **4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS, KS1, KS2 *(Seesaw and occasional Google Classroom contact as well as for staff CPD and parent’s sessions)*
* Use of Recorded video for start of day registration, end of day feedback instructional videos, and assemblies
* Phone calls home
* Printed learning packs where needed
* Physical materials such as story books and writing tools where needed
* Use of TimesTables Rockstars, Bug Club Online, White Rose resources

The detailed remote learning planning and resources to deliver this policy can be found here:

* Class Seesaw pages: see individual QR codes
* Google Classroom: see individual logins
* White Rose Learning: https://whiterosemaths.com/homelearning/
* Bug Club: https://www.activelearnprimary.co.uk/login?c=0
* Timestables Rockstars: <https://ttrockstars.com/>

# 5. Home and School Partnership

# Urmston 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 for different families in order to suit their individual needs. UPS will provide a refresher online training session and induction for parents on how to use Google Classroom and Seesaw as appropriate and, where possible, provide personalised resources. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Urmston 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 children and staff sign an ‘Acceptable Use Agreement’ at school which includes e-safety rules and this applies when children and staff are working on computers at home.

# 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.***

Urmston Primary School will provide a refresher training session where needed for staff.

When providing remote learning, teachers must be available between 9am to 3.30pm for parents and children as per their contract.

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 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
  + Weekly/daily work will be shared via Seesaw with introduction to the day at 9am and video input to support high quality learning and where a task needs explanation.
  + Work will be uploaded on to Seesaw. It will include daily instructional videos for English and Maths work, including White Rose resources, will include spelling and writing activities, as well as signposting to regular practice on Bug Club Reading and Timestables Rockstars. It will also include curriculum tasks which may be completed daily or over a longer period of time set by the class teacher.
* Providing feedback on work:
  + Work should be completed by 3pm where possible and uploaded on to Seesaw. Teachers will provide whole class video feedback so that children can self- mark and evaluate their understanding. Parent support will be needed here, especially for younger ages.
  + All curriculum tasks should submitted by 3.30pm and teachers will comment at the end of the week, via live Google Classroom sessions where possible.
* 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 should be contacted via phone to assess whether school intervention can assist engagement.
  + Parent/carer emails should come through the school admin account ([admin@urmstonprimaryschool.com](mailto:admin@urmstonprimaryschool.com)) if required, or, if appropriate with any query relating directly to teaching and learning, they can contact the class teacher’s individual email address.
  + Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, they should refer immediately to the Headteacher/DSL.  
    **Teaching Assistants**

Teaching assistants may be asked to supervise a class engagement with the remote learning directed by the teacher.

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 should complete tasks if 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 Technicians

IT technicians are responsible for:

* 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
* 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 IHCPs
* Identifying the level of support

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.

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’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 can’t 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
* Behaviour policy
* Child protection policy
* Data protection policy and privacy notices
* Online safety acceptable use policy
* Code of Conduct for Phone calls, Video conferencing and recorded video
* End User Agreements for Seesaw and Google Classroom.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_