

St John's C of E Primary School



Policy
For
Remote Education

Revised September 2020 AM

1. Statement of School Philosophy

St John's 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 (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 delivering 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 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 related reasons and not to all at start of week

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Google//Teams/Class Dojo/Purple Mash, Big Maths online*), as well as for staff CPD and parents sessions.
- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs (*eg CGP materials*)
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, *Big Maths online, White Rose Maths, Linguascope, My On Reading, Accelerated Reading, Cornerstones, SATS Bootcamp*

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

- Model Timetable and structure for remote learning
- Downloadable Printable Documents – e.g. Islington Resources developed by School Improvement
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End User Agreements for Google classroom, and Classdojo (as appropriate)

5. 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 provide a refresher online training session and induction for parents on how to use Google Classroom and Classdojo as appropriate and where possible, provide personalised resources. Where practicable this training will be given to children prior to lock down.

Where possible, it is beneficial for our children to maintain a regular and familiar routine. We 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 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 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.

We will provide a refresher training session and induction for new staff on how to use Class dojo/ Google Classroom.

When providing remote learning, teachers must be available between 8-55 and 3-10 or their normal working hours if different

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
- Teachers will be setting work on *Google Classroom* and communicating via *Class dojo*

Providing feedback on work:

- Reading, writing and maths work will be responded to at the earliest convenient opportunity
- All other curriculum tasks will be commented upon by the end of the week.

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.
- *Class dojo* will be used as a reciprocal communication platform. The HT will make his email available for specific parental concerns

Any complaints or concerns shared by parents or pupils should be reported to the appropriate TLR– for any safeguarding concerns, refer immediately to the DSL

We will provide a remote education that includes either recorded or live direct teaching and should be of equivalent length to the core teaching pupils would receive in school.

As a minimum that is:

- 3 hours a day for Key Stage 1 (years 1 and 2 when pupils are aged between 5 and 7)
- 4 hours a day for KS2 (years 3-6 when children are aged between 7 and 11)

Those hours include both direct teaching and time for pupils to complete tasks or assignments independently.

Every endeavour will be made for all children to be able to access all remote learning. This will include providing devices and/or SIM cards to any family struggling to access all the learning for all of their children. Paper packs will still be made available to any who request them.

Teaching Assistants

Teaching assistants must be available for work

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.

Teaching Assistants to liaise with HT/TLRs for any tasks

Senior/Team Leaders

Alongside any teaching responsibilities, senior and team 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.

The SENCO

- 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

- **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 – if you know of any resources staff should point parents towards if they're struggling, include those here
 - 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