King Athelstan Primary School

Remote Education Policy

King Athelstan Primary School – Inspiring Excellence

We believe in the relentless pursuit of excellence to achieve high standards.

We are driven to inspire our school community to be aspirational, ambitious and to "dream big."

We empower children with choices which prepare them for a life of opportunity.

We teach children that hard work delivers success; we encourage children to take risks and ask brilliant questions in order to inspire a love and passion for learning.

We teach children to think.

We put children's happiness and welfare at the heart of everything we do.

We value friendship, kindness and respect.

We celebrate the excellence in each individual.

We expect families to work with us to form a strong team around every child.

We teach children to be good citizens.

We are proud of our school: Come as you are and leave us great.

Responsibility: Deputy Headteacher

Date reviewed: October 2020   **Next review date: October 2023**

<u>**Remote Education Policy**</u>

King Athelstan Primary School always strives to be creative, innovative and support parents/carers in the best way possible to make learning purposeful and memorable. Our strategy for remote learning reflects this.

Aims:

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including those with SEND) who cannot attend school due to self-isolation or local/national lockdown measures, through the use of quality online and offline resources
- Provide clear expectations for members of the school community with regards to the delivery of high quality, interactive remote learning
- Include continuous delivery of the school curriculum, as well as health and well-being support
- Consider continued opportunities for staff and parents e.g. staff CPD, 'Meet the Teacher' and parent/carer workshops
- Support effective communication between the school and families and support participation or access?

This policy is applicable to:

- An individual child *(and their siblings if they are also attending King Athelstan Primary School)* who is absent because they (or a household member) are experiencing symptoms of coronavirus and/or awaiting COVID-19 test results and the household is therefore required to self-isolate. The child may also be self-isolating, under the direct of Test and Trace, having been identified as a close contact of a confirmed case. The rest of their school bubble are attending school and being taught as normal.
- A wider group of children, e.g. a whole bubble, who are not permitted to attend school because they are close contacts of someone within the school community who has tested positive for COVID-19.

Remote learning will only be shared with families when they are absent due to COVID-19 related reasons and the child is well enough to access the online material.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for children (*Google Classroom, J2E, TTRockstars, Numbots, Zoom*), as well as for staff CPD and parents sessions (*Zoom, Google Meet, Schoolcloud*).

- Use of recorded video for instructional videos and assemblies (*Zoom or YouTube*)

- Phone/video calls home (*wherever possible, in line with safeguarding protocol*)

- Printed learning packs for those who cannot access our online offer

- Physical materials such as story books and writing tools

- Use of national online resources, e.g. BBC Bitesize, Oak National Academy, White Rose Maths.

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

- Remote learning guidance for parents

- Curriculum resources

- Zoom protocol (Teacher Code of Conduct for Phone calls, Video Conferencing and Pre-Recorded Video)

- Agreements for Google Classroom

Home and School Partnership

King Athelstan Primary School is committed to working in close partnership with families. We recognise each family is unique and, because of this, remote learning will look different for different families in order to suit their individual needs.

King Athelstan Primary School will provide step by step induction for parents/carers on how to access and use Google Classroom.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. King Athelstan Primary School would recommend that each 'school day' at home maintains structure.

We would encourage parents/carers to support their children's learning, including finding an appropriate place to work and, to the best of their ability, support children with tasks, encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set at 9am each morning. Should accessing work be an issue, parents/carers should contact school promptly and alternative solutions may be available. These will be discussed on a 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.

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.

King Athelstan Primary School will provide training session for all staff and induction for new staff on how to use Google Classroom.

When providing remote learning for the whole class, teachers must be available online between 9am and 3pm. 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. Families may choose for their children to complete the learning tasks outside of these hours.

When providing remote learning, teachers are responsible for:

Setting work:

- o Teachers will set differentiated work for the pupils in their classes. This includes those responsible for streamed groups in Year 6

- o The work set should follow the usual timetable for the class had they been in school, wherever possible

- o Daily work will be shared to the class at 9am

- o Teachers from Nursery – Year 6 will be setting learning via *Google Classroom.*

Providing feedback on work:

- o Reading, writing and maths work, all completed work submitted by 3pm to be guaranteed teacher response and comments by 9am the next day.

- o All curriculum tasks will be commented by the teacher by the end of the week.

Keeping in touch with pupils who aren't in school and their parents:

- o If there is a concern around the level of engagement of a pupil/s, parents/carers should be contacted via phone to assess whether school can assist with engagement.

- o All parent/carer emails should come through the school admin account (admin@...)

- o Any concerns shared by parents/carers or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

Teaching assistants must be available between 9am and 3pm.

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 a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- o Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and gathering feedback from children and parents
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding leads

The DSLs are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

- o Liaising with the class teachers to ensure that the technology used for remote learning is accessible to all children and that reasonable adjustments are made where required.
- o Ensuring that pupils with EHC plans continue to have their needs met, as far as possible, while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

The SBM

- o Ensuring value for money when arranging the procurement of equipment or technology.
- o Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- o Complete work to the deadline set by teachers
- o Seek help from their teachers if they need it
- o Alert teachers if they're not able to complete work

Staff can expect parents/carers with children learning remotely to:

- o Support their children in accessing work online
- o Make the school aware if their child is sick or otherwise can't complete work
- o Seek help from the school if they need it

Governing Body

The Governing Body is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o 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:

- o Safeguarding
- o Behaviour policy
- o Child protection policy
- o Data protection policy and privacy notices
- o Online safety acceptable use policy
- o Code of Conduct for Phone calls, Video conferencing and pre-recorded video
- o End User Agreements for Google classroom