

# Remote Education Policy for Haughton St. Giles C.E. Primary Academy



## 1. Statement of School Philosophy

*Haughton St. Giles C.E. Primary Academy strives 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 for 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 Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Parents' Eve)
- 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 Haughton St. Giles*) 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 at start of week wherever possible.

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Oak National Academy, BBC Bitesize, Purple Mash, TT Rockstars, Class email accounts*), as well as *Zoom/MSTeams* for staff CPD and parent sessions if required.
- Phone calls home
- Emailed weekly learning from the class email address in the event of whole class isolation.
- Oak National Academy in the event of individual pupil isolation.
- Staff will direct parents/pupils to appropriate websites on a weekly basis in the event of lockdown or whole class isolation.

## 5. Home and School Partnership

Haughton St. Giles C.E Primary Academy is committed to working in close partnership with families and recognises each family and pupil is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Parents will be informed of the remote learning structure via the school newsletter and will be reminded of the class email addresses in the events of whole school lockdown or whole class isolation.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains some learning 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.

Parents should support the school in ensuring that work set is completed by pupils and where required, returned to school for feedback.

All families 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**

*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.*

### **Teachers**

Haughton St. Giles C.E Primary Academy will provide a refresher training session and induction for new staff on how to use MS Teams and how to prepare weekly learning via class email addresses.

When providing remote learning, teachers must be available during the normal school day 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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes and include answer sheets if possible.
  - The work set should follow the usual timetabled subjects for the class had they been in school, wherever possible.
  - Weekly work will be shared
  - Teachers will inform families via email of the expectations in returning work where relevant.
- Providing feedback on work:

- Reading, writing and maths work (where relevant) must be submitted for short feedback responses via email
- All curriculum tasks submitted by 3.30pm and teachers will comment 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/email to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the class email addresses in the event of full lockdown or whole class isolation. OR via the school office email address in the event of individual pupil isolation.
  - 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

## **Teaching Assistants**

Teaching assistants must be available during the normal school day 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, teaching assistants must complete tasks as directed by a member of the SLT or class teachers.

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning 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 (contactable by school only) are responsible for:

- Fixing issues with school/staff 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

## **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

- Support staff and parents remotely in preparing and completing learning tasks from home.
- Liaising with families of SEND pupils to offer well-being support.

### **Pupils and Parents**

Staff can expect **pupils** (with parent support) who are learning remotely to:

- Complete work weekly 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.
- Encourage and support the school and their child/children to complete the work set and return work to the class teacher via email (where required) for feedback.
- 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
- End User Agreements for online learning platforms