

# Remote Education Policy



Inspiring a love of learning through  
the bonds of **family, faith and friendship.**

**Date: October 2020**

**Review date: October 2022**

## **1. Statement of School Philosophy**

Folksworth Church of England Primary School strives to be creative, innovative and supportive of our parents/children to make learning purposeful and holistic. Our strategy for remote learning is based upon these principles.

## **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 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 offering parental support
- Consider continued education for staff and parents (e.g. CPD and teacher consultations)
- 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 Folksworth Church of England Primary School) who 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 the start of week.

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

Resources to deliver this Remote Education Plan include:

- Microsoft Teams Assignments and communication facilities.
- Microsoft Sway
- Microsoft OneNote
- Microsoft Forms (to support assessment)
- Use of Recorded video, instructional videos and assemblies
- Video conferencing to offer support or to deliver live lessons
- Phone calls home
- Use of BBC Bitesize, Oak Academy and Times Table Rockstars.

## **5. Home and School Partnership**

Folksworth Church of England 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.

Support with the access and use of Microsoft Teams can be found inside each child's Home Learning Journal. Where additional support is required this is offered by the school on an individual basis.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Folksworth Church of England 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 sign an 'Acceptable Use Policy' at school and a copy can be found inside their Home Learning Journals which includes online safety rules and this applies when children are working on computers at home.

## **6. Access to Devices**

Where there is no access to an electronic device that can facilitate the use of Microsoft Teams Folksworth Church of England Primary School will endeavour to loan pupils a laptop. This laptop remains the property of the school and must only be used for remote learning.

Parents/ Carers are responsible for ensuring that the laptop is returned promptly when the child is able to return to school.

Loaned laptops should be carefully looked after and returned in good condition. Where there is damage a fee may be applied.

## **7. 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.*

Folksworth Church of England Primary School will provide a refresher training session and induction for new staff on how to use Microsoft Teams.

When providing remote learning, teachers must be available between 8:30am and 4pm.

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 include at least one piece of English, Maths and Topic. Activities may be open ended where appropriate.
  - Work will be allocated daily using the assignments feature of Microsoft Teams.
- Providing feedback on work:

- Work should be submitted by the end of the school day (3:15pm). Teachers will respond with feedback within 24 hours wherever 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.
  - Parents/ Carers can contact teachers directly using their school email addresses. These can be accessed on the staff page of the school website.
  - Any complaints or concerns shared by parents or pupils should be reported to the Headteacher. This includes any safeguarding concerns that you may wish to raise.

### **Teaching Assistants**

Teaching assistants must be available between their normal contracted 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 class teacher or the senior leadership team.

### **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 through regular meetings with teachers and subject leaders, reviewing work set, reaching out for feedback from pupils and parents and monitoring the quality and the quantity of work set.
- 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 and addendum.

### **IT Technicians**

Support from the ICT Service can be accessed by staff where and IT technician is required. This includes:

- 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 SENDCO**

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 IHPs
- Identifying the level of support

## **The Finance Manager**

- 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

## **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital Strategy
- End User Agreements for Microsoft Teams