

Remote Education Policy for Meadowside Primary School

Our curriculum is designed to give every child a life-long love of learning, to help them gain knowledge and acquire skills and ultimately help them succeed in life beyond Meadowside.

We have always strived to be creative, innovative and support our parents/children in the best way possible. Our strategy for remote learning continues this.

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school, through the use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum
- Support effective communication between the school and families and support attendance

When does this policy apply?

- If a child is absent because they have symptoms and are awaiting the result of a PCR test, they are required to self-isolate.
- If a child has tested positive and is required to self-isolate for 10 days.
- If a child's class is not permitted to attend school because there is an outbreak.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all.

Content and Tools to Deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry/ Microsoft Teams*) for communication and sharing of learning and outcomes
- Access to presentations used in the classroom to deliver key concepts
- Use of recorded/live lessons for instructional purposes and assemblies
- Phone/Teams calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Spelling Shed, Phonics Play, ePlatform, Times Table Rockstars and Numbots.

Further detail and resources to deliver this policy can be found here:

Home learning flowchart

Code of Conduct Policy

Online Safety Policy

End User Agreements for Microsoft Teams

Home and School Partnership

Meadowside Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning may look different for different families in order to suit their individual needs.

For children isolating at home, some sessions will involve live video calls via Microsoft Teams. Children in school may be included in these sessions in order to enhance the learning experience of the child(ren) accessing the session from home.

All children have received guidance on how to use Microsoft Teams during computing sessions. A video tutorial can be accessed via our school website.

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

We encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, supporting pupils with work, encouraging them to apply good levels of concentration. Parents are encouraged to contact school if they require additional electronic devices to help with home learning.

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-by-case basis.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. It can be found here: <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

All children sign an *Acceptable Use Charter* at school which includes e-safety rules and this applies when children are working on computers at home.

Roles and responsibilities

*To note: the responsibilities below relate to where a **whole class** is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

Teachers

When providing remote learning, teacher's work hours will be agreed in consultation with the Headteacher.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, 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 in line with the home learning flowchart.
 - The work set should follow the usual activities for the class had they been in school, wherever possible
 - Weekly/daily work will be shared via Microsoft Teams or Tapestry
- Providing feedback on work:

- Through written comments on Microsoft Teams
- Through class or group sessions and discussions via Teams
- 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, parents should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@meadowsideprimary.co.uk)
 - 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

When providing remote learning, TA work hours will be agreed in consultation with the Headteacher.

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 working from home, TAs are responsible for:

- Providing feedback on work:
 - Through written comments on Microsoft Teams
 - Through class or group sessions via Teams
- 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 access whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@meadowsideprimary.co.uk)
 - 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

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular staff meetings, reviewing work set and seeking 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. Vulnerable children will be contacted regularly during time at home and this will be carried from the school premises. All contacts with vulnerable pupils will be logged on CPOMS (online child safety software). For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

- Ensuring that 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

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it via Teams
- Alert teachers if they are unable to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it – the starting point for this will be the *Support and Advice* page on our school website
- Be respectful when raising concerns

Governors

The governors are 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
- Ensuring expectations are manageable for staff

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 Policy
- End User Agreements for Microsoft Teams

*The school will not be responsible for providing access to the internet of the school premises and will not be responsible for providing online safety for online safety software, for example anti-virus software, on devices not owned by the school.