



Remote Education Policy

Version 2.0

Date: 17th January 2022

Date ratified by Governing Body: 25th January 2022

Remote Education Policy for Ightham Primary School

1. Statement of School Philosophy

Ightham Primary School has always strived to be creative, innovative and support our parents/carers and children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning is based on this philosophy.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND), who aren't in school, through the use of quality online and offline resources and teaching videos;
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning;
- Provide continuous delivery of the school curriculum;
- Support pupil motivation, health and well-being, as well as provide support for parents/carers;
- Support effective communication between the school and families;
- Support attendance.

3. Who is this policy applicable to?

- A child's whole bubble is not permitted or able to attend school. Staff shortages may be an example of when this is applicable.
- All children are not permitted to attend school, with the exception of vulnerable children and Key Worker children, due to Government advice.

4. Who is this policy not applicable to?

- This policy is not applicable to children who are not attending school, which is otherwise in session, due to symptomatic illness with covid.
- This policy is not applicable to children who are absent from school when the school has been notified the child is unwell and is therefore unable to attend school.
- This policy is not applicable to children where the child is unable to attend school due to quarantine, travel or holiday arrangements made by the family.

4. Content and tools to deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools such as Tapestry, Zoom and Teams;
- Use of recorded video or live video for start of the day registration, instructional videos and assemblies;
- Phone calls home;
- Printed learning packs;
- School website;
- Physical materials such as story books and writing tools;

- Use of BBC Bitesize, Oak Academy, Mathletics, Times Tables Rockstars, Purple Mash, Spelling Shed, Sir Linkalot. This list is not exhaustive.

5. Home and School Partnership

Ightham Primary School is committed to working in close partnership with families and recognises each family is unique. Remote learning may, therefore, look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Ightham 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. This includes 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' (AUP) at school which includes online safety rules and this applies when children are working on computers/tablets or other internet-enabled technology at home.

Parents/carers, pupils and staff must sign a remote learning AUP before online tools such as Zoom and TEAMS can be used.

6. Roles and responsibilities

Teachers

1. *When the whole Bubble is unable to attend school (but the majority of the other Bubbles continue to attend)...*

Ightham Primary School will provide a refresher training session and induction for new staff on how to use the relevant online tools.

When providing remote learning, teachers must be available between 8.30am and 4.00pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they must 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.
 - Work will be uploaded to TEAMS by 6pm the day before the work is due to be completed.
 - Reading, phonics/spelling, English, Maths and one foundation subject must be set per each day
 - Where possible, parents/carers should also be given access to the answers.
 - Tasks should be differentiated when appropriate following the 1, 2 and 3 star approach used in school

- Arranging zoom or TEAMS meetings with the class:
 - Zoom or TEAMS invitations will be sent to parents and will be recurring meetings. HT and DHT will be b'ccd into the invitations;
 - The teacher must have read and signed a remote learning AUP;
 - A register of children attending each session must be kept. This will then be sent to the HT and DHT every Friday by the end of the school day;
 - These sessions will allow teachers to keep in contact with their class and monitor wellbeing;
 - Sessions will also be used to explain tasks and check on the progress the pupils are making.
- Providing feedback on work:
 - Reading, writing and maths work - all completed work submitted by 1pm will be guaranteed a teacher response by 5pm.
 - All foundation subject tasks should be submitted by 3.30pm and teachers will comment within one week of submission.
- 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, the parents/carers of the child will be contacted via telephone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@ightham.kent.sch.uk).
 - Any safeguarding concerns must be referred immediately to the DSL.

2. When the whole school is locked down or the majority of Bubbles are not able to be in school...

Arrangements will be the same as for section 2, other than:

- A teacher will set work for the class but this may not be the usual class teacher.
- Onsite educational provision will be provided for children of Key Workers and those that are identified as vulnerable only (for example, if the pupil has an EHCP). Parents may be requested to provide evidence that they are Key Workers.
- Teachers will prepare the work for one week which can be used if the teacher is ill. This work will be a separate unit of work and will not follow the sequence of lessons previously set. Teachers will utilise resources available to them when planning this set of work including: Talk for Writing Booklets for English, BBC Bitesize lessons and Oak National Academy lessons.
- If a teacher is ill, the class email account will be monitored by another teacher and replies sent to questions or concerns. In this instance, work will be marked within one week of submission and this will be clearly communicated to parents/carers.

SEND Pupils

Pupils on the SEND register and in-school monitoring list relating to SEND will be invited to attend 1:1 remote sessions with a teacher or teaching assistant. These sessions will only be offered to pupils who are not eligible to be in school.

Communication with Parents / Carers

- Staff will use school email addresses to communicate with parents / carers;

- Staff will withhold their personal phone numbers when phoning parents / carers if they are using a personal device;
- Staff will not share their personal phone numbers / email addresses with parents / carers;
- Staff will be aware of GDPR regulations and not share parent email addresses with other parents;
- Phone calls to parents will only be made during school hours (8.30am – 6pm);
- Staff will only respond to emails to the class email address between 8.30am – 6pm.

Teaching Assistants and other Support Staff

Teaching assistants must be available during their usual working 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 and other support staff must complete tasks as directed by a member of the SLT.

Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning. This may be through 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 (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy. In the absence of the DSL, a Deputy DSL will carry out this duty.

IT Technician

Our IT Technician is responsible for:

- 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

SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaising with the Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Liaising with the IT Technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Identifying the level of support required by the family through meetings/phone calls as necessary.

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.
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

7. Links with other policies

This policy is linked to our:

- Behaviour Policy;
- Child Protection Policy;
- Child Protection Policy Addendum;
- Data Protection Policy and privacy notices;
- Online Safety Policy;
- Online safety acceptable use policies (AUPs);
- End User Agreements for software and websites used to support remote learning.