Remote Education Policy for Jeavons Wood Primary School

1. Statement of School Philosophy

Jeavons Wood always aims to provide the best curriculum teaching and learning to all children that is rich in key knowledge, teaches skills and supports the development of the child.

2. 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 use of quality Online and offline resources and teaching resources

➢ Provide clear expectations to 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 supporting children's development

➢ Consider continued education for staff and parents (e.g. CPD and supervision)

➢ Support effective communication between the school and families and support attendance (e.g. support for families, keeping in touch phonecalls etc)

3 .Who is this policy applicable to?

➢A child *(and their siblings if they are also attending Jeavons Wood Primary)* is absent because they are quarantining for fourteen days or having to isolate for longer than a day or two due to awaiting test results.

➢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.

➢The school is only open to key worker and vulnerable children and other children are not permitted to attend school

Remote learning will be shared with families when they are absent due to Covid related reasons and are able to access learning. If they are ill, remote learning will not be provided until they recover.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2

  These include all online resources usually accessible from home such as Rock Star tables, Spelling shed etc. It will also include the platform see-saw for accessing work and uploading work. Access to accelereader and Power Maths resources will be provided.

- Use of zoom for virtual assemblies and meetings as needed.

- Use of parent hub and email for communication

- Phone calls home

- Printed learning packs

- Physical materials such as story books, power maths work books and a book to record in.

- Use of BBC Bitesize, Oak Academy and other online resources.

The detailed remote learning planning and resources to deliver this policy will be found on the sea-saw platform under each year group.

All school policies apply to remote learning and contain appendices as appropriate.

Teachers are all safeguarding trained and will apply all safeguarding practices to remote learning.

5. Home and School Partnership

Jeavons Wood Primary School is committed to working in close partnership with families and recognises each family is unique with differing circumstances. Remote learning will look different for different families in order to suit their individual needs. The school promotes well-being of families and have set up remote learning to have some flexibility to suit the needs of the different families accessing it and for the different circumstances of the staff delivering it.

Jeavons Wood Primary School will support all parents with access where possible e.g. clear instructions, support with password issues.

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 can contact the assistant heads, deputy head and headteacher in the normal way if there are issues that cannot be resolved with the teacher.

The school is very aware of the dangers of too much time online and e-safety measures. They will provide a mixture of work to achieve balance to suit the age of the child.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers or any 1ct device at at home.

6. Roles and responsibilities

Teachers

The school will provide access to remote learning tools to support remote learning.

When providing remote learning, teachers must provide suitable learning for the age of the children and their needs.

The school is aware that teachers may be responsible for their own children in normal school hours

(in a lockdown situation etc) and will need to adapt the times of when they are available.

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:
    - o Teachers will set work for the children in their class.
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible
    - o Weekly/daily work will be shared via sea-saw and parent hub.

    - o Teachers will provide feedback on work submitted in line with our school policy.

- o Emails will be responded to within 48hrs.
- o Teachers may still be on site teaching a class bubble whilst also providing remote education to children learning from home, therefore communication with parents will need to be adapted around class contact hours.
- Keeping in touch with pupils who are not in school and their parents:
  - o If there is a concern around the level of engagement of a child, parents should be contacted via phone/email to access whether school intervention can assist engagement.
  - o All parent/carer emails should come through the school office account.
  - o Any complaints or concerns shared by parents or children should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

Teaching assistants should be available to work during normal school hours. If this is not possible due to caring for their own children (e.g. in a lockdown situation) then flexible working can be agreed.

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 assistant must complete tasks as directed by the teacher they work with or the assistant heads of inclusion/ Key Stage Assistant heads.

If there is any disagreement about what is being requested please escalate to the Assistant head of Key Stage if about a teacher or to the deputy/head if not resolved.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their school responsibility inc daily monitoing of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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.

The Safeguarding Lead will work with the deputies to co-ordinate virtual meetings with other agencies and support vulnerable children.

The school family and Inclusion worker will work with vulnerable families to offer support and check in with them and support any family who needs it. Referrals can come from teaching staff or the family themselves.

IT Technicians

IT technicians are 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

- Assisting pupils and parents with accessing the internet or devices

The SENCO

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 SBM

- 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.

Children and Parents

Staff can expect children 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
- Behaviour policy
- Child protection policy

- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct
- End User Agreements for seesaw

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Reviewed – As needed but at least annually