



Be the best you can be, every day.

Remote Education Policy for North Downs Primary School

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for Remote Education at North Downs Primary School.

IT WAS DEVELOPED through a process of consultation with teaching and non-teaching staff and Governors.

IT WAS APPROVED by the Governors in the Autumn Term 2020.

THIS POLICY WILL BE REVIEWED in the Summer Term 2021.

In developing the Remote Learning Policy and the underpinning plans to support it, we taken on board the views of staff, pupils and parents in the design of our offer for remote learning. We have also needed to consider factors such as:

- Digital access at home
- Skills of staff, families and children and immediate training that may be required
- Delivery of a blended model and how this works for individual children and/or a full bubble
- Appropriate guidelines for screen time (the digital diet), online safety and data protection
- Teacher workload, for example, the frequency of feedback and strategies to effectively use staff in the planning and expectations
- The need for flexibility from all

1. Statement of School Philosophy

North Downs has always strived to be creative and innovative and to support our parents/children in the best way possible to make learning purposeful and meaningful. At the heart of our strategy is our school vision to 'Be the best you can be, every day.'

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 videos
- Provide clear expectations for members of the school community with regards to delivering high quality, interactive, remote learning
- Include continuous delivery of a school curriculum, as well as promoting motivation, health and well-being, and supporting parents.
- Encompass continued education for staff and parents (for example CPD and Meet the Teacher)
- Maintain effective communication between the school and families and support attendance

3. This Policy is Applicable to:

- Children who are 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.
- Children whose 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 the week.

4. Content and Tools to Deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 & KS2 (for example: Tapestry/Teams/Streams) as well as for staff CPD and parents' sessions.
- Use of recorded video (*or Live Video if used*) for start of the day input and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Selected websites, e.g. BBC Bitesize, Oak Academy, Times Tables Rockstars, Purple Mash, Education City

5. Home and School Partnership

North Downs School is committed to working in close partnership with families. We recognise that each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

North Downs School will provide refresher training and induction for parents on how to use Teams, Streams and Tapestry as appropriate and, where feasible, provide personalised resources.

As far as possible, it is beneficial for young people to follow a regular and familiar routine. North Downs 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, help pupils with work, encouraging them to apply appropriate 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 to make alternative arrangements. These will be discussed on case-to-case basis.

All parent/carer emails should be sent straight to the class teachers. Email addresses can be found on the school website.

All children agree to an 'Acceptable Use Policy' at school, which includes e-safety rules, and this also applies when children are working on computers at home.

6. Roles and Responsibilities

Teachers

The responsibilities below relate to where a whole class/bubble is isolating. When fewer children are isolating and the majority of the class is in school work will be sent via email to the parent/carer.

When providing remote learning, teachers must be available between 8.30am and 3.30pm. 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.
 - Where practicable, the work set should follow the usual class timetable
 - Work will be set on a daily / weekly basis, as appropriate
 - Teachers in Reception will be setting work on Tapestry
 - Teachers in Years 1 - 6 will be setting work on MS Teams.
- Providing feedback on work:
 - English and Maths work: all completed work submitted by 1pm to be acknowledged / reviewed by 5pm.
 - All curriculum tasks submitted by 3pm to be acknowledged / reviewed 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, parents should be contacted via phone to assess / determine whether school intervention can assist engagement.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT. In the event of safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available during their normal 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 must complete tasks as directed by a member of the SLT.

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 contact with teachers and subject leaders and reviewing feedback from parents and pupils.
- 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 Team

The IT team are responsible for liaising with the Leadership Team to support the delivery of the remote offer by:

- 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 required

The Bursar

- 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 by the deadlines set by teachers
- Seek help from teachers if they need it
- 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 unable to complete work set because they are ill or otherwise incapacitated
- Seek help from the school if they need
- 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 policy
- Code of Conduct for Phone calls, Video conferencing and recorded video