



*But as for you, be strong and do not give up, for your work will be rewarded ~ 2 Chronicles 15:7*

## Remote Education Policy



**Weston St Mary  
CE Primary School**

Reviewed by:	Date:	Changes made:
GB	08.10.20	New Policy

Schools serving their communities through excellence,  
exploration and encouragement within the love of God

*I can do all things through him who strengthens me ~ Philippians 4:13*

# Remote Education Policy for Weston St Mary Church of England Primary School

## 1. Statement of School Philosophy

*Weston St Mary Church of England Primary has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.*

## 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 pupils' health and well-being.
- 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 Weston St Mary Church of England Primary) 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.
- The whole school in the event of a school closure.

Remote learning will be shared promptly with families when they are absent due to Covid related reasons. If a child is absent due to being symptomatic of Covid, we will provide remote learning support if the child is well enough to complete it.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry (EYFS only), Microsoft Teams, Padlet, Zoom*)
- Use of recorded instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Reading Eggs, Mathletics, TT Rockstars,

The detailed remote learning planning and resources to deliver this policy can be found here:

- Blended Learning Plan

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

Weston St Mary 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.

The school will provide a support guide for parents on how to use Microsoft Teams.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We therefore recommend that each 'school day' maintains a 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 and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with the School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on devices at home.

## **6. Roles and responsibilities**

### **Teachers**

Weston St Mary Church of England Primary School will provide training session for all staff on how to use Microsoft Teams.

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

If staff 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.
- School to provide daily inputs to class of up to 20 mins for Maths and English (Mon/Tues/ Thurs/ Fri) (These will be pre-recorded by the class teacher to allow ease of access for families with more than one sibling.)
- Over the course of a week, the teacher will also set the following as a minimum: one Connections session, one RE session, one MFL (for KS2) and one science session
- Work for EYFS will be set via Tapestry.
- Teachers from Y1 to Y6 will set work on *Padlet/ Microsoft Teams*.

#### ➤ Providing feedback on work:

- Reading, writing and maths work: all completed work should be submitted by 1pm to have a guaranteed teacher response by the end of the school day.
- All curriculum tasks for the day should be submitted by 3.30pm. Teachers will comment 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 access whether school intervention can assist engagement.
- All parent/carer emails should come through the school office account.

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- 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

Teaching assistants must be available between their specified 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 assistant 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 inc. daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – eg. reviewing learning tasks set, teacher feedback etc.
- 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 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 head teacher 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.

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- 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.
- 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
- Code of Conduct for Phone calls, Video conferencing and recorded video