Whittingham C of E Primary School
Policy for Remote Education
Autumn 2020.

Introduction

This policy was reviewed during Autumn Term 2020
It will be approved by the governing body policy committee in the Autumn Term 2020 and it will be reviewed in Autumn Term 2021
A schedule for the review of this, and all other policy documents is set out in the school's five-year cycle of policy reviews.

Our School Vision
The children know these as the 3R's:
'Hand in hand together we will become *resilient*, *respectful* and *responsible* citizens of our community and the wider world.'

Our School Aims and Values

• To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.

• To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.

• To care for each pupils' safety, happiness and well-being.

• To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.

• To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.

• To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.

• To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.

• To provide a broad and balanced curriculum, setting realistic targets for each pupil.

• To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.

• To develop and maintain a mutually supportive partnership between home and school.

Rationale

Whittingham C. of E. Primary School 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.

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 Motivation, Health and Well-Being and Parent support

- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families and support attendance

Who is this policy applicable to?

- A child *(and their siblings if they are also attending Whittingham C of E 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.

Remote learning will be shared with families when they are absent due to Covid related reasons immediately as there is a remote learning section of the school website which clearly sets out learning resources and expectations

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 *Tapestry Google, School 360 and Class Dojo as well as links to tutorial videos on You Tube, Oak National Academy and White Rose Math.*

- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies

- Phone calls home

- Printed learning packs

- Physical materials such as story books and writing tools

- Use of BBC Bitesize, Oak Academy, White Rose Math, School 360, Class Dojo, Tapestry, Sumdog and Accelerated Reader

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

  https://whittingham.eschools.co.uk/website/home_school_learning/505507

On this section of the school website there is:

- Downloadable Printable Documents

- Model Timetable and structure for remote learning

- Curriculum resources

- 14 day Isolation Pack

As a Policy Committee and School Staff we have also considered a:

- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

  - End User Agreements for Google classroom, School and Class Dojo are all recorded within our GDPR agreement. We employ a DPO, from Northumberland County Council, Enid Scott and further details can be found on our school website. https://whittingham.eschools.co.uk/website/gdpr_1/370977

Home and School Partnership

Whittingham C of E 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.

Whittingham C of E Primary School will provide a refresher online training session and induction for parents on how to use Google Classroom, Classdojo, School 360, Sumdog, Oak National Academy as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Whittingham C of E Primary School would recommend that each 'school day' maintains structure and there are suggested timetables for EY, KS 1 and 2 on the home learning section of the school website.

https://whittingham.eschools.co.uk/website/reception_class_suggested_daily_timetable/514102

https://whittingham.eschools.co.uk/website/remote_and_blended_learning_daily_timetable_for_ks_1_and_2_-_updated_november_2020/518682

Please check this page for any updates as we may adapt and improve our timetable.

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.

In line with our schools broad and balanced curriculum we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

https://www.childrenscommissioner.gov.uk/2017/08/06/how-a-digital-5-a-day-can-help-children-lead-healthy-online-lives/

https://app-t1pp-cco.azurewebsites.net/our-work/digital/5-a-day/

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

Roles and responsibilities

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

School staff will support families and each other in the delivery of remote learning provide and if necessary, provide refresher training session and induction for new staff on how to use Google Classroom, Sumdog, School 360, Class Dojo, Tapestry etc.

In the case of school being closed or a class bubble being sent home when providing remote learning, teachers must be available between 8.55 and 3.15

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.

  - The work set should follow the usual timetable for the class had they been in school, wherever possible (see timetable link in this policy)

  - Weekly/daily work will be shared

  - Teachers in Nursery and Reception will be setting work on *Tapestry as well as the Home Learning Section of our school website.*

  - Teachers in Years 1- 6 will be setting work on their preferred method ; *Google Classroom, School 360 and/ or Class Dojo*. Parents are already aware of this method as it is currently being used in school for communication and homework.

- Providing feedback on work:

  - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm.

- All curriculum tasks submitted by 3.30pm and teachers will comment at 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/s parents/carers 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@whittingham.northumberland.sch.uk or Tapestry for EY and Class Dojo for KS 1 and KS 2

  - Any complaints or concerns shared by parents or pupils should follow the complaints procedure https://whittingham.eschools.co.uk/website/complaints/222087. For any safeguarding concerns, refer immediately to the Designated Safeguarding Lead, Mrs Athey or in her absence our DeputyDSL, Mrs Kennedy.

Teaching Assistants

Teaching assistants must be available between 9.00- 3.15 (unless working hours are different)

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 including daily monitoring 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 (Mrs Athey) is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

We employ a technician from NCC. 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 SENDCO

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 Office Manager

- 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 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 Body

The governing body 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection policy
- Behaviour and Anti Bullying policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google classroom, Tapestry, Class Dojo etc