

SIXPENNY HANDLEY FIRST SCHOOL

Remote Education Policy

November 2020



Remote Education Policy

1. Statement of School Philosophy

Sixpenny Handley First School has always strived to be creative, innovative and to 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 are not in school through use of quality online and offline resources
- Provide clear expectations for members of the school community with regards to delivery of high quality remote learning
- Include continuous delivery of the school curriculum
- Consider continued education for staff and parents (e.g. CPD, Supervision and class updates)
- 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 Sixpenny Handley First School*) who 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 only be shared with families when they are absent due to Covid related reasons.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 (*Tapestry, Oxford Owl*)
- Use of Recorded video (*or Live Video if used*) for instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of online learning tools including: BBC Bitesize, Oak Academy, TT Rockstars, Spellingframe.

5. Home and School Partnership

Sixpenny Handley First 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Sixpenny Handley First School would recommend that children follow a 'school day' in order to maintain 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 by 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.

6. Roles and responsibilities

Teachers

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.

When providing remote learning, teachers must be available between 8am – 4pm.

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:
 - The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Providing feedback on work:
 - All completed work submitted to receive acknowledgement or feedback.
- Keeping in touch with pupils who are not in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
 - Parent/carer emails should come through the school email accounts (*name of class*@sixpennyhandley.dorset.sch.uk).

- Any complaints or concerns shared by parents or pupils should be reported to the headteacher– for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available between their contracted 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 the class teacher or 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 meetings with teachers.
- 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 (Trailblaze) 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

The SENCO

- 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.
- Identifying the level of support required.

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, via the class emails or the office
- 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 cannot 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

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
- Online Code of Conduct for Zoom calls

Dated November 2020

Signed _____

Headteacher

Review date: September 2021