Fletching Church of England Primary School

Remote Education Policy

Approved by:	Gemma White/ Jenny Barnard-Langston	Date: October 2020
Signature:		
Last reviewed on:	30th March 2020	
Next review due by:	September 2021	

'A small school with big ideas growing in the love of God.
We are an inclusive family that promotes a love of learning in a safe, happy environment.'

Remote Education Policy for Fletching CE Primary School

1. Statement of School Philosophy

Fletching CE 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.

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

2. Content and Tools to Deliver This Remote Education Plan

In the event of a whole class, group or a small number of pupils having to self-isolate, Fletching CE School will offer immediate remote education. There will be access to high quality online and offline resources linked to the school's curriculum expectations. We will provide printed resources for those who do not have online access.

Each day pupils will have activities in a number of subjects. There will be clear explanations of new content delivered either by the class teacher or through high quality videos. Teachers will upload videos or share links of videos via Microsoft Teams Classroom.

Pupils will be asked to complete an activity or 'Assignment' based on the teaching input. Feedback will be given by the class teacher through Microsoft Teams Classroom in either small groups or as a whole class.

Pupils will be able to complete the work electronically, or they can upload written work via Microsoft Teams Classroom.

Fletching CE School will only use a quality assured list of remote education resources provided by the DfE.

These could include lessons from:
· Oak National Academy
· NCETM
· BBC Bitesize
· Jigsaw
· PE Hub
· White Rose
· Spelling Shed/Literacy Shed/Maths Shed
· Timestables Rockstars

Microsoft Teams Classroom

The remote learning platform used by Fletching CE School will be Microsoft Teams Classroom.

All staff have been trained in the use of Microsoft Teams. Teachers will share individual logins with the children and will demonstrate how the children can use Microsoft Teams to access daily learning.

3. Home and School Partnership

Fletching CE 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. Fletching CE Primary School will provide a help sheet for parents on how to use Teams. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Fletching CE Primary School would recommend that each 'school day' maintains structured 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.

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. 4. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.45am-4.00pm. 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: If a teacher is 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:

- The planning and delivery of learning for their own year group. A timetable must be issued detailing lessons to be taught throughout the day.
- Feedback and assessment for activities provided.
- Daily interaction with their classes. (Please refer to the safeguarding policy and Covid Addendum for further guidance on this)
- Attending virtual meetings with colleagues.
- 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. 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 or Deputy DSLs.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If the Teaching Assistant is 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 assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely. Class teachers will advise:

o Which pupils they will need to support

o How they should provide support

Attending virtual meetings with colleagues.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school.

Monitoring the effectiveness of remote learning.

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.

DSL – Mrs Jenni Orwin

Deputy DSL- Mrs Gemma White

Deputy DSL- Mrs Petrina Ferris

The SENCO – Mrs Sue Minter

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
- 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 cannot complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are 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

5. 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 for Phone calls, Video conferencing and recorded video