



Worlingham CEVC Primary School

REMOTE EDUCATION POLICY

This policy was developed during Covid-19 lockdowns. If the situation was to change, and government advice was to work from home, then the principles of this policy would be reviewed.

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date Approved	Approved by	Co. Chair of Committee	Chair Signature
29.11.22	Full Governing Body	Mr Peter Hobbs	



Community, Responsibility, Endeavour, Confidence, Curiosity, Grace

Massive Minds, Huge Hearts, Guided by God

"Like a tree, planted by streams of water, in all that we do, we will prosper"



Worlingham CEVC Primary School

REMOTE EDUCATION POLICY

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 for members of the school community with regards to delivery of 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, Monitoring and Parent/Teacher interaction)
- Support effective communication between the school and families and support attendance and engagement.

Who is this policy applicable to? Any child where

- A child (and potentially any siblings) 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.
- Government guidelines require children to remain at home due to Covid-19.

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 Classroom; Class Dojo; Zoom*), as well as for staff CPD and parents sessions.
- Use of Recorded video for instructional videos and potentially assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy and other website/school subscribed services (these are listed on our school website)

Home and School Partnership

Worlingham CEVC 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. We will provide log on instructions through our school website, and offer support for families who struggle to access them. We

have used 'Google Classroom' and 'Tapestry' in different ways since September 2020 to enable parents, children and teachers to gain practice of accessing and using these platforms if they were not already familiar.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Worlingham CEVC Primary School would recommend that each 'school day' maintains structure, and will provide a 'model' timetable for each class/year group.

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 within their own personal circumstances, and also should they be teaching in school. 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.

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

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.

It is also important to note that in more of a wider lockdown situation, some staff will be required to teach children of Key Workers and vulnerable children; and/or have their own children at home and balancing those situations is reflected in the 'as far as possible' statements below.

Worlingham CEVC Primary School will provide ongoing training sessions and induction for new staff on how to use Google Classroom. In this, we are supported through the West Suffolk Computing Hub.

When providing remote learning, teachers must be available as far as possible in normal teaching 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.

When providing remote learning, teachers are responsible for:

- Setting work:
- Teachers will set work for the pupils in their phases and year groups. In the event of a wider lockdown it is assumed teamworking will be utilised to the maximum extent.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly or daily work will be shared, depending on what is most relevant to learning.
- Teachers in EYFS will be setting work on *Tapestry*
- Teachers in Year 1 to 6 will be setting work on *Google Classroom*; with 'Class Dojo' also available as a back up option.

- Providing feedback on work:
 - As far as is possible, feedback expectations will follow the same expectations as that in class. Teachers should consider setting a deadline for work to be submitted (eg by 1pm for English/Maths work for feedback by the next day)
 - 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 should be contacted via phone to assess whether school intervention can assist engagement. This contact should be very regular to ensure children do not fall behind – as an absolute minimum, weekly (where issues are illness related), and ideally daily.
 - All parent/carer emails should come through the school admin account (office@wcevcps.org) or direct contact through Google Classroom, Tapestry or Class Dojo (where used)
 - 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 as far as possible in 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. This is likely to be supporting the class teacher by being available to support children remotely.

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 – i.e. 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 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

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 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

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.