



*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

# REMOTE EDUCATION POLICY

Ratified By	FGB
Date	12/10/2020
Minute	12
Review Date	Autumn 2021 or sooner if required
<b>Policy Statement</b>	
What is the policy for?	All members of our school community to support with learning whilst unable to access school site
Who has devised and contributed to this policy?	All staff of Norwood Primary School have been consulted
How will this policy be communicated?	Website and 365
How will this policy be monitored?	By SLT
Which other policies are linked to this policy?	All teaching and learning policies

## 1. Statement of School Philosophy

Norwood Primary School has always strived to be creative, innovative and support our parents/carers and 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/links
- 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/carer support
- Consider continued education for staff and parents/carers
- 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 Norwood Primary School*) 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.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 – where learning will posted to each school day
  - *Tapestry - Daily overview and links to the learning for the day will be posted here – EYFS only*
  - *Seesaw – Daily overview and links to the learning for the day will be posted here – Year 1 to 6*
- Where reasonably possible, the use of recorded video (*or live video*) for 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
  - Mymaths
  - Teach Your Monster to Read
  - Read Theory
  - Bedrock
  - PiXL Apps
  - Oddizzi
  - Charanga

## 5. Home and School Partnership

Norwood 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.

Where possible, it is beneficial for children to maintain a regular and familiar routine. Norwood Primary School would recommend that each 'school day' maintains structure

We would encourage parents/carers 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/carers should contact school promptly and alternative solutions may be available. These will be discussed on 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.*

Norwood Primary School will provide a refresher training session and induction for new staff on how to use SeeSaw/ Tapestry where required.

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

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
  - Daily work will be shared via the agreed platform (Tapestry for EYFS and Seesaw for KS1 and KS2 classes)
- Feedback and assessment:
  - Teachers monitor the work being submitted via the platforms
  - Teacher will provide feedback based on content and support emotionally via praise
  - Where appropriate, teachers will use outcomes to inform assessment judgements, however we are aware that the conditions of learning are not clear and therefore more robust systems are utilised when children are on site
- 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 assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account (admin@norwoodschool.co.uk)
  - Any complaints or concerns shared by parents/carers or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL via MyConcern (<https://www.myconcern.education/Account/Login>).

### Teaching Assistants

Teaching assistants must be available for the hours of their timetable.

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, class teachers and support in feedback to children.

### Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- 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/carers
- 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**

Where there may be technical issues, these must be reported via Every (<https://www.every.education//Landing>) and 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

## **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 Finance 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/carers**

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/carers towards if they're struggling
- 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 and acceptable use policy
- Code of Conduct
- End User Agreements for platforms
- Use of virtual meetings platforms such as Zoom