Remote Education Policy

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Overview:
The coronavirus (COVID-19) pandemic is an unprecedented challenge for the school system, and the traditional approach to delivering education. The impact of the pandemic has necessitated many pupils being out of school, and this will continue to be the case for some pupils, in line with the legal requirements and guidance in place to tackle the virus. Schools have responded to this with a strong and proactive commitment to providing remote education, in challenging and uncertain circumstances.

The Government have set a [Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction](#). The Direction is to provide legal certainty for all involved in the education sector, including parents, teachers and schools themselves. It makes clear that schools have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). The Department for Education is providing further support for schools so that they are able to do so.

The Direction requires that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education.

The Direction was issued by the Secretary of State for Education on 30 September 2020 and will come into force on 22 October 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-__Explanatory_Note.pdf

1. Aims

This Remote Education Policy aims to:

- ensure consistency in the approach to remote learning for all pupils who are not in school through the use of quality online and offline resources linked to the school's curriculum expectations
- provide clear expectations to 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 revisiting previous learning and concepts for consolidation
- support of well-being and physical activity
- foster effective feedback between school, pupils and feedback

2. Who is this policy applicable to?

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer remote education.

1) If school closes to all pupils within a bubble we will provide:
    - Remote learning through a variety of online resources for children who have suitable online access and devices compatible with online learning
    - Remote learning through printed work packs and textbooks for those pupils who do not have suitable online access
2) If a parent keeps a child off school for self-isolation we will provide:

- Remote learning through a PDF work pack emailed to the parent or on request a printed work pack.

If a child tests positive for Covid-19 we will provide a printed work pack and the parent/carer can decide if the child are well enough to complete the work

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools such as *Teams, school You Tube page,*
- Use of recorded and live teaching session will be part of the remote learning timetable.
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, *list here school subscriptions for Timestable Rockstars, MyMaths, Phonics Play, Read Theory, Prodigy, Seneca, Num Bots*

The detailed remote learning planning and resources to deliver this policy can be found on MS Teams within the Class group pages and takes the form of

- Model Timetable on the calendar and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources

5. Home and School Partnership

Heathfield 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.

School will provide tuition in school for pupils on how to log in and navigate Teams as well as an induction for parents on how to use Teams

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Heathfield Primary School would recommend that each 'school day' maintains structure. At the beginning of the week the teacher will provide an overview of the week.

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 via the class email address 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.

5. Roles and responsibilities

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

Teachers

NB: 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 are responsible for:

- Setting work:
  - teachers will set work for the pupils in their classes or the groups which they lead
  - plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers (register time)
  - setting work that follows the usual timetable for the class had they been in school, wherever possible
  - setting work so that pupils have meaningful and ambitious work each day in a number of subjects
  - provide frequent, clear explanations of new content, delivered by the teacher school or through high-quality curriculum resources or videos
  - EYFS will use Evidence Me, Heathfield YouTube page, Teams
  - KS1 and KS2 will use Microsoft Teams
  - Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video - any concerns regarding lack of engagement to be put on MyConcern
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- Providing feedback on work:
  - English and Maths work: all completed work should to be submitted and feedback will be provided by the teacher to support the planning of future learning.
  - All tasks within the daily timetable should be submitted by the end of the day via teams or email
  - 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 access whether school intervention can assist engagement.
  - All parent/carer emails should come through the class email account or use Teams as a means of communication

- o 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

- When providing remote learning, teachers must be available for the contact hours of the school day (not including lunch break)
- 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.

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 – encouraging the engagement from the child or with the teaching content.
- Be respectful when making any complaints or concerns known to staff

The SENCOs

The Special Needs Co-ordinators are responsible for:

- Identifying the level of support necessary
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Executive headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

Teaching Assistants

- must be available between 8:30am and 3:30pm
- During these hours, TAs must complete tasks as directed by Phase Leaders/ Deputies.
- If a TA 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.

Phase Leaders

Alongside any teaching responsibilities, Phase Leaders are responsible for:

- selecting the online tools that will be consistently used across the phase in order to allow interaction, assessment and feedback
- Co-ordinating the remote learning approach across their phase including daily monitoring of engagement in the remote learning opportunities
- Monitoring the effectiveness of remote learning – through online parent questionnaires (using Microsoft forms/Google Forms) and through phase meetings

Senior Leaders

SLT are responsible for:

- providing suitable training for staff on how to use Teams as a portal for the remote teaching and learning
- monitoring the security of remote learning systems, including data protection and safeguarding considerations
- monitoring the quality of the remote learning experience
- gathering feedback from all stakeholders in regards to the remote learning experience
- monitoring academic progress across school; identifying and classes that are falling behind and need additional support following periods of closure

Designated safeguarding lead

The DSL/deputies are responsible for:

- managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy (Part 4)

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

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding & Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video

Acceptable Use Agreement Guide for Parents/Children:

http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/11/AUP-PDF.pdf

Pupil Policy
Acceptable Use for Remote Learning

Microsoft Teams

The school assumes that parents/carers will ensure that they read this policy alongside their child before using the provided online account, or before working virtually from home.

This Acceptable Use Policy for Remote Learning is essential for managing and sustaining the integrity and legality of the Heathfield Primary and Nursery School network and computing resources.

- Children are expected to follow the same expectations for behaviour as they would in school
- Children are unable to call, chat or set up private groups between each other on Microsoft Teams (this has been disabled by us)
- Children are unable to start or record a meeting/lesson (this has been disabled by us)
- Children and parents are not permitted to share recorded videos/lessons made by teachers within or outside the Heathfield Primary and Nursery School account
- Parents should blur the background for their child if in a virtual lesson which involves a camera (if this feature is available to them)
- Children and parents must hang up at the end of the lesson, once instructed to do so. The teacher must be the last person to hang up
- Children should be fully dressed for live meetings
- Children should not be in their bedroom when accessing a meeting unless they are with a parent

This runs alongside the school ICT acceptable use policy, which is available here: https://bit.ly/3lXQ5tq

Model Timetable set through Teams

	Monday	Tuesday	Wednesday
08:00			
09:00	register and English introduction	register - English live lesson	register - English comprehension - film to watch and questions to answer
10:00			
11:00	Maths Live lesson - Fractions	Maths - Big Maths investigation	Maths - everyday maths - measuring around the classroom/house
12:00			
13:00	History Egyptian mummies click link to watch film clip	Art - watch and draw	Science - Live lesson - water cycle experiement
14:00			