Ashford CE Primary School

Remote Education Policy

Updated Policy: Autumn 2020   Signed: _____P Wells_____

Approved by FGB: 26 November 2020   Chair of Governors

Remote Education Policy

Our School Vision

We are a caring Christian community where everyone adopts an "I can" attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God's help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

Philippians 4v13

Ashford 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.

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, including teaching videos where possible

- 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 support

- Consider continued education for staff and parents (e.g. CPD, Supervision and opportunities to engage with teachers)

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

Who is this policy applicable to?

- A pupil (and their siblings if they are also attending Ashford CE Primary 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 whole class/year group bubble who is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be available for the first two weeks of any absence on the school website. Any individual child who is absent for a Covid-19 related reason will immediately be able to access this.

For a whole bubble, this learning will provide an interim measure and it will be supplemented with online virtual learning.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (for example, Microsoft Teams, Zoom, Rock Stars, as well as for staff CPD and parents sessions).
- Use of Recorded video (or Live Video if used) for instructional videos and additionally for worship or story time
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize and other online resources such as Oak Academy

The detailed remote learning planning and resources to deliver this policy can be found here:

http://www.ashford-primary.surrey.sch.uk/children/learning-from-home.php

Home and School Partnership

Ashford 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Ashford CE Primary School would recommend that each 'school day' maintains 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 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. We can provide help and support for parents in accessing virtual platforms where necessary. 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.

In line with Ashford CE Primary School's e-safety policy we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

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.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success, and so we will be mindful of this in setting up and evaluating all remote learning.

Roles and Responsibilities

Teachers

When providing remote learning, teachers will be available during the normal school day. Where possible and necessary, Ashford CE Primary School will provide refresher training session and induction for new staff on how to use online platforms for teaching as appropriate.

If teachers are unable to work for any reason during normal school hours, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure and, where possible, the school will set up alternative measures as necessary.

When providing remote learning, teachers are responsible for:

- Setting work:
    - Teachers will set work for the pupils in their classes, through daily online inputs and live teaching.
    - Weekly/daily work/tasks will be shared via the website

- Providing feedback on work:
    - Work that is submitted via a class email or online platform will be responded to by teachers regularly, through email, online platform or telephone call.
    - Teachers will not be required to immediately respond to submitted work outside of the school day hours.

- 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 access whether school intervention can assist with engagement.
    - All parent/carer emails should come through the school office account

- 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.

Teaching Assistants

Teaching assistants must be available during their normal school 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 assistant must complete tasks as directed by 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 –such as 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 SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Work with the IT provider to ensure adequate filtering and monitoring is in place in school.

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
- Ensure that no live or recorded on line teaching session is shared on the internet or any social media platform

Governing Body

The governing body 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding Children Policy
- Positive Behaviour Management Policy
- Data Protection Policy and Privacy Notices
- Online Safety - Acceptable Use Policy
- E-Safety Policy
- Digital and Hardware Development Planning