Seaton Sluice First School

Remote Education Policy

2023

Written by: Amanda Bennett   April 2023

Role: Headteacher

Approved by: Amanda Bennett

Date to be reviewed: April 2024

1. Statement of School Philosophy

Seaton Sluice First 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 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 Meet the Teacher)

➤ 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 Seaton Sluice First 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.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 *(Google/Class Dojo/J2E)*, as well as for staff CPD and parents' sessions.
- Use of Recorded video (*or Live Video if used*) for Start Day 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, *Education City, Timestables Rockstars.*

5. Home and School Partnership

Seaton Sluice First 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.

Seaton Sluice First School will communicate with parents and carers on how to use Tapestry and Classdojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Seaton Sluice First School recommends that each 'school day' maintains structured.

We would encourage parents to support their children's work, including finding an appropriate quiet 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

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.

Seaton Sluice First School will provide a refresher training session and induction for new staff on how to use Tapestry and Class Dojo.
When providing remote learning, teachers must be available between 08:30 and 15:30.

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:

- o Teachers will set work for the pupils in their classes which is differentiated according to ability

- The work set should follow the weekly planning for the class had they been in school, wherever possible
- A minimum of five specific tasks will be set each week, not including reading books and the learning of key skills
- Teachers in Reception will share details of learning through Tapestry
- Teachers in Nursery to Year 4 will be setting work on *Class Dojo*

Providing feedback on work:

- Teachers will provide weekly individual feedback for effort. They will also make every effort to communicate effectively with parents and carers to receive feedback on how individual children are managing.

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 email or phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account (admin@seatonsluicefirst.co.uk)
- Any complaints or concerns shared by parents or pupils should be reported to the Headteacher, Mrs Bennett– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead who is also Mrs Bennett.

Teaching Assistants

Teaching assistants must be available between 08:30 and 15:30.

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 their class teacher.

Senior Teachers

Alongside any teaching responsibilities, senior teachers are responsible for:

Co-ordinating the remote learning approach across the school inc daily monitoing of engagement.

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

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technician

The school IT technicians is 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 technician 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 an Education Health Care Plan (EHCP) 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 specific needs.
- Identifying the level of support

The School Finance Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring, with the support of the Headteacher that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Aim 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 towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

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

7. Links with other policies and development plans

This policy is linked to our:

Child Protection Policy and Procedures

Behaviour and Relationships policy

GDPR Policy

Acceptable Use Policy

Policy written: September 2020