

REMOTE EDUCATION PRACTICE

Stalham Infant & Junior Schools

PART OF BOUDICA SCHOOLS TRUST

Statement of School Philosophy

At Stalham Infant & Junior Schools we offer a safe, vibrant and happy environment for your children. We understand and appreciate the unique qualities of every child in our care and ensure that we do our very best to meet their individual needs.

'Valued People, Successful School' is at the core of how we work and approach life at Stalham Infant & Junior Schools. This is the principle that all in our learning community are to be valued, looked after and supported. For our children, this looks like caring and supportive staff and approaches. For our staff, it means approaches that reduce workload, ensure work-life balance and give them time to do the best for our children. For our community, it is valuing the contribution that they can all make to the progress and outcomes of all associated with our learning community.

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 high quality interactive remote learning
- 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

Who is this policy applicable to?

- A child (and their siblings if they are also attending our 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.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (list here, for example, Tapestry Google//Teams/Class Dojo), as well as for staff CPD and parents sessions.
- Use of Recorded video (or Live Video if used) for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Use of BBC Bitesize, Oak Academy, Oxford Owl, Times Tables Rock Stars.
- Individual Google classrooms with year group specific curriculum materials

Home and School Partnership

Stalham Infant & Junior Schools are 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 support and guidance for parents on how to use Google Classroom and Clasdojo as appropriate and where possible.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Stalham Infant & Junior Schools 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. 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' 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 there are fewer children isolating and the majority of the class are in school.)

When providing remote learning, teachers must be available between 8.30-15.00 (allowing for a lunch break between 12.00-13.00)

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. This includes those responsible for streamed groups
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will be setting work on Google Classroom or Tapestry.

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.

All parent/carer emails should come through the teacher email addresses available on the school website

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 (support staff)

Teaching assistants must be available during their normal pattern of 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 assistant must complete tasks as directed by a member of the SLT/class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their phase inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning (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

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 – 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

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 acceptable use policy
- Parent & Visitors Behaviour Code and Practice for Phone calls, Video conferencing and recorded video
- End User Agreements for Google classroom and clasdojo