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ELMRIDGE PRIMARY SCHOOL

REMOTE EDUCATION POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
Sept 2020	1.1	New Requirement. Approval sought at LGB 28.9.20	Mark Edmundson
Sept 2021	1.2	Removal of reference to the Dunham Trust. Update of Remote Learning provision to reflect latest DFE guidance in "Actions for Schools during the coronavirus outbreak."	Mark Edmundson

Elmridge Primary School - Remote Education Policy

1. Introduction

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

Remote learning will not be issued to children who are absent due to illness. If your child falls ill during self-isolation, please contact school. No work will be set in this circumstance.

2. 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, Seesaw, Times Tables Rockstars, BBC Bitesize, White Rose Maths, Reading Plus), as well as for staff CPD and parent sessions
- Use of recorded video (or live video) using Zoom for instructional videos and assemblies
- Phone calls home
- Emailed learning packs for families who are self-isolating.
- Physical materials such as story books and writing tools if they are not available in the family home
- School owned laptops/ipads which have been obtained from the DFE as part of Remote Education provision, **where available**

Please refer to Safeguarding and Child Protection Policy Covid 19 addendum; E safety addendum and 'safe and well checks – useful questions' documents for further details.

3. Home and School Partnership

Elmridge 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.

We have sent home QR codes to parents and carers so that they have information on how to download and access Seesaw. In the letter we have directed parents/carers to useful online help videos and also directed them to class teachers for further support if necessary.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Elmridge Primary School would recommend that each 'school day' at home maintains a similar structure to a typical day at school.

Expected Daily Timetable

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. During this time pupils will be provided with worksheets and other activities that they can tackle independently with less intervention required from adults. Instructions for daily tasks during this transition to remote learning will either be emailed to parents or posted on Seesaw. Extension activities can be found in the challenge packs on the class website pages. Once remote learning is fully established, the timetables below will be implemented:

EYFS

Daily Maths activity	Live or recorded by the teacher through zoom
Daily English activity	Live or recorded by the teacher through zoom
Suggested activities	Via Seesaw
Weekly spellings	Children to LSCWC as they do currently for homework.

KS1 (approximately 3 hours a day)

Reading	Reading or phonics activity and task as directed to by class teacher
Daily Maths lesson	Live or recorded by the teacher through zoom
Daily English lessons	Live or recorded by the teacher through zoom
Foundation subject	Via Seesaw
Well-being activity	Via Seesaw
Weekly spellings	Children to "Look Say Cover Write Check" as they do currently for homework.
Weekly challenge activities	Direction to further learning if children finish tasks early via Seesaw, Twitter and Class webpages

KS2 (approximately 4 hours a day)

Reading	Reading activity and task as directed to by class teacher
Daily Maths lesson	Live or recorded by the teacher through zoom
Daily English lessons	Live or recorded by the teacher through zoom
Foundation subject	Via Seesaw
Foundation subject	Via Seesaw
Weekly spellings	Children to LSCWC as they do currently for homework.
Challenge activities	Direction to further learning if children finish tasks early via Seesaw, Twitter and Class webpages

We encourage parents and carers to support their children, by finding an appropriate place to work and, to the best of their ability, supporting pupils with tasks and 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 and carers must contact school as soon as possible as alternative solutions may be available. These will be discussed on case-by-case basis.

E-safety pledges have been sent out by school to Key Stages One and Two families. These documents were added to ParentMail and will be completed electronically. The online form requires parents and carers to check that they have read the school's e-safety guidance and that their child/children have also read the guidance with them.

6. Roles and responsibilities

Teachers

Elmridge Primary School will provide a refresher training session and induction for new staff on how to use Seesaw. We use the Seesaw platform for setting homework tasks when school is open normally. This is to reduce the amount of paperwork flowing between home and school to reduce the need for quarantining resources in order to stop potential virus spread. It also means that families become accustomed to the system prior to any potential school closure.

In order to make any move to online learning for a class 'bubble' as smooth as possible, and also to be able to provide online learning in a timely manner for any individual pupils who need to isolate, some resources will be prepared in advance. All staff meetings are held online via zoom with staff accessing in classrooms/home individually or in key stage teams at school with appropriate social distancing in place.

Teachers should use their regular planning documents to deliver the remote learning activities. They will post a weekly work schedule before 9am on Monday morning. Teachers' planning should be saved onto the common server at the beginning of a new half term. This will ensure that a supply teacher could deliver remote learning or classroom based activities in case of staff absence.

In the event of a school or 'class bubble' closure, when providing remote learning, teachers must be available between 8.45 am and 3.30pm Monday to Friday.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, 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
 - Weekly/daily work will be shared at some point prior to the normal start of the school day. The Seesaw system allows staff to prepare and add tasks to the system and set a time and day when these 'become live' and available to the children.
 - Daily English and Maths will be delivered through live or recorded zoom sessions.

- Providing feedback on work:
 - In reading, writing and maths, all completed work should be submitted online by 4pm to be guaranteed teacher response and comments by 4pm the following day. Feedback will be in line with school's assessment policy but it must be understood that there are limitations to giving on-line feedback, as it is a different set up to pupils being in the same physical space as teachers.

- Keeping in touch with pupils who aren't in school and their parents/carers:
 - 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.
 - The Seesaw system has been set up to allow parents/carers to ask questions to the class teacher – there is a protocol around this:
 - Questions etc will not be responded to during evenings or weekends (staff are instructed not to read messages during these times)
 - The Seesaw message system should not be used to send urgent messages – instead school should be telephoned
 - 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

Teaching Assistants

Teaching assistants must be available between 8.45 and 3.30 pm if they are full time staff. If part time staff then available hours will reflect this.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

During the school day, teaching assistants 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 – explaining 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

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 Head of School, class teachers and other organisations to make any alternate arrangements for pupils with EHC plans and IEPs
- Working with class teachers in order to organise small group/1:1 remote/in-school tuition for SEND pupils

The Finance Officer

- 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:

- Alert school immediately if they are unable to access remote learning resources
- Complete work to the deadline set by teachers and submit this as directed
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents/carers 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 concerns known to staff

The Local Governing Body

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. Individual pupils self-isolating

Where individual pupils are self-isolating work will be set on a daily basis that will reflect, as closely as possible, the work that the rest of the co-hort are undertaking. The work selected for the pupil isolating will be designed for the pupil to undertake with minimal adult support. Where necessary, additional instructions will be sent to the pupil via the class email account or via seesaw. In this situation, no live or recorded Zoom teaching sessions will be delivered, as the teacher will be teaching the rest of the co-hort face-to-face in school.

8. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child protection policy (see also separate Covid 19 addendum)
- Behaviour policy (see also separate Covid 19 addendum)
- Data protection policy and privacy notices
- E safety acceptable use policy (see also separate Covid 19 addendum)

End of policy statement

Monitoring and review

The implementation of this policy will be monitored by the Head of School, who will make an annual report to the Local Governing Body of that school.

