



Saint Edmund's Catholic Primary School
'Together we learn and grow through worship and celebration'

Remote Education Policy

Committee responsible for policy	Curriculum and Achievement
Statutory/Non-statutory	Non-statutory
Frequency of Review	Free to determine – every 3 years or earlier if required
Date of last review Approved by Staff/ SLT/Committee/FGB	November 2020
Date of next review	November 2021
Purpose of policy	Any child, not attending school because of a Covid linked absence (e.g. self-isolating)
Consultation	Staff, Governors (including parent governors)
Links to other policies	<ul style="list-style-type: none"> Other subject area policies Code of Conduct Remote Learning Acceptable Use Reception, KS1 and KS2 Acceptable Use Staff, Governors and Visitors Teaching and Learning Behaviour Exclusions Anti-Bullying Safeguarding and Child Protection Data Protection Computing and Digital Literacy Online Safety Social Media

Remote Education Policy for St Edmund’s Catholic Primary School

1. Statement of School Philosophy

St Edmund’s has always strived to be creative, innovative and supportive of our parents/children. We continuously look for the best way possible to make learning purposeful and holistic. We believe that ‘Together we learn and grow through worship and celebration’ (School mission statement).

Our strategy for remote learning endeavours to support this belief.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not able to attend school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to:
 - the delivery of high quality interactive remote learning by teaching staff
 - the completion of remote learning by impacted children
 - the support required from parents/carers to enable children to learn remotely
- Include continuous delivery of the school curriculum, as well as supporting the well-being of our pupils and supporting our parent body
- Consider continued education for staff and parents (e.g. CPD for staff, teacher/information meetings for parents) and support effective communication

3. Who is this policy applicable to?

- Any child, not attending school because of a Covid linked absence (e.g. self-isolating)

4. Content and Tools to Deliver This Remote Education Plan

Remote learning will be shared with families when they are absent due to Covid related reasons. The table below outlines the school offer for various eventualities.

Eventuality 1	Eventuality 2	Eventuality 3
Individuals or groups isolating	Classes isolating	Full School Closure Local or National Lockdown
Day 1 1. School Office will be in touch and direct family to the Home Learning links on the School website for	Day 1 1. Families will receive a message via the School Communicator.	Day 1 1. Families will receive a message via School Communicator.

<p>immediate learning links. They will also establish likely duration of absence, access to technology etc</p> <p>2. Virtual Teacher (VT) will be informed and start preparing work.</p>	<p>2. Children informed that they can immediately access Home Learning links on school website.</p> <p>3. Class teacher commences uploading work ready for the days ahead.</p> <p>4. Parents inform school if difficulties with access to technology.</p>	<p>2. Children informed that they can immediately access Home Learning links on school website.</p> <p>3. Class teacher commences uploading work ready for the days ahead.</p> <p>4. Parents inform school if difficulties with access to technology.</p>
<p>Day 2</p> <p>1. Virtual Teacher will make contact by telephone.</p> <p>2. Virtual Teacher will liaise with family and work will be supplied via Google Classroom (Yr3 upwards) or the school website Home Learning page.</p> <p>3. Year 3,4,5,6 will generally 'turn-in' work via Google Classroom but may also email some tasks that are easier to photograph to the dedicated email virtualclassteacher@st-edmunds.richmond.sch.uk</p> <p><u>Nursery, Reception, Year 1 and Year 2</u> can contact and submit work to the Virtual Teacher via the dedicated email virtualclassteacher@st-edmunds.richmond.sch.uk</p> <p>4. Virtual Teacher will monitor the mailbox during school hours and provide feedback, via email or Google Classroom within 48 hours.</p> <p>5. Virtual Teacher will liaise with class teachers regarding work / concerns.</p>	<p>Day 2</p> <p>1. Year 3,4,5,6: Work will be scheduled to appear daily on Google Classroom St Edmund's Hub Or <u>Nursery, Reception, Year 1 and 2 work:</u> plan and resources will be uploaded to school website as per first lockdown. Curriculum\Home Learning Page\Year group. Work can be emailed to Year group mailboxes.</p> <p>2. Teachers will monitor and provide feedback on work submitted via email or 'turned in' via Google Classroom and keep as a record of learning.</p> <p>3. All parents/carers can communicate with class teachers via year group email address. Teachers will respond during school hours and within 48 hours.</p> <p>4. Teachers will ring 6 families per day to keep in touch with pupils. (Year 1 and 2 will move to Google Classroom in the new year.)</p>	<p>Day 2</p> <p>1. Year 3,4,5,6: Work will be scheduled to appear daily on Google Classroom St Edmund's Hub Or <u>Nursery, Reception, Year 1 and 2 work:</u> plan and resources will be uploaded to school website as per first lockdown. Curriculum\Home Learning Page\Year group. Work can be emailed to Year group mailboxes.</p> <p>4. Teachers will monitor and provide feedback on work submitted via email or 'turned in' via Google Classroom and keep as a record of learning.</p> <p>2. All parents/carers can communicate with class teachers via year group email address. Teachers will respond during school hours and within 48 hours.</p> <p>3. Teachers will telephone 6 families per day to keep in touch with pupils. (Year 1 and 2 will move to Google Classroom in the new year.)</p>

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

- Teachers will provide feedback on pupil's work in a timely fashion.
- Teachers will keep 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 assess whether school intervention can assist engagement.
 - School have set up a virtualclassteacher@st-edmunds.richmond.sch.uk email address and individuals who are self-isolating will be instructed to use this by the office and virtual teacher. If a whole class/whole school lock down should occur school will revert to year group email addresses, listed above, so that parents and teachers can communicate with each other. Note these mailboxes will not be monitored at other times.
 - 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

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.

Teaching Assistants

Teaching assistants must be available at agreed times.

Teaching assistants and learning support assistants will be expected to carry out duties as delegated by SLT to support our support learning offer.

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.

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.
- Ensuring remote education offer endeavours to meet the diverse needs of all learning
- Monitoring the accessibility of remote learning for school families
- Monitoring the effectiveness of remote learning through planning reviews, work scrutiny and conversations with share holders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL (Mr Fearghal Nash) is responsible for managing and dealing with all safeguarding concerns. In the absence of the DSL the deputy DSL (Mrs Moreland) should be contacted. For further information, please see the Safeguarding and Child Protection Policy.

IT Service provider

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
- Checking readiness of devices lent to families

The SENCO

- Ensuring that pupils with Educational 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 EHC plans and Individual Health Care Plans (IHCP)
- Identifying the level of support needed in order for pupils to access the remote learning offer
- Support and co-ordinating with teachers to ensure delivery of appropriate curriculum offer.

The School Business Manager

- 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

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is unable to complete the work
- Seek help from the school if they need it
- Follow appropriate complaints procedure

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

7. Links with other policies and development plans

This policy is linked to our:

- Code of Conduct Remote Learning
- Acceptable Use Reception, KS1 and KS2
- Acceptable Use Staff, Governors and Visitors
- Teaching and Learning
- Behaviour
- Exclusions
- Anti-Bullying
- Safeguarding and Child Protection
- Data Protection
- Computing and Digital Literacy
- Online Safety
- Social Media