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/**WB Committee/FGB	September 2021
Approved by Staff/ SLT/WP **Committee**/FGB	September 2021
Date of next review	as required
Purpose of policy	Any child, not attending school because of a Covid linked absence (e.g. self-isolating)
Consultation	Staff, WP Committee, Governors (including parent governors)
Links to other policies	Other subject area policies Code of Conduct Remote Learning Outbreak Management Plan 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:

- o the delivery of high quality interactive remote learning by teaching staff
- o the completion of remote learning by impacted children
- o 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 for their year group on the School website for immediate learning. They will also establish likely duration of	**Day 1** 1. Families will receive a message via the School Communicator. 2. Children informed that they can immediately access	**Day 1** 1. Families will receive a message via School Communicator. 2. Children informed that they can immediately access

absence, access to technology etc

2. Class teacher will be informed by office staff.

3. Any equipment/resources needed will be supplied to the family.

Day 2
1. Children will still operate on the Home Learning Links on Day 2. If a child is to remain at home beyond Day 2 the teacher will ring the family and pupil after school on Day 2 to check-in and discuss work. Although the preferred method is Google classroom, the Class teacher will discuss with parents whether Google Classroom or traditional resources are most appropriate for their situation.

2. The class teacher will prepare and set work on Google Classroom ready for Day 3 and continue to do these for the duration of absence.

3. **Year 1-6** will generally 'turn-in' work via Google Classroom but may also email some tasks that are easier to photograph to office@st-edmunds.richmond.sch.uk for the attention of the class teacher as agreed.

   Nursery and Reception can contact and submit work to office@st-edmunds.richmond.sch.uk for the attention of the class teacher.

4. The office staff will monitor the mailbox during school

Home Learning links on school website.
3. Class teacher commences uploading work ready for the days ahead.
4. Parents inform school if difficulties with access to technology.

Day 2
1. **Year 1-6:** Work will be scheduled to appear daily on Google Classroom St Edmund's Hub
   Or
   Nursery and Reception: plan and resources will be uploaded to school website. Curriculum\Home Learning Page\Year group.
   Work can be emailed to Year group mailboxes.

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.

3. All parents/carers can communicate with class teachers via year group email address.

   Teachers will respond during school hours and within 48 hours.

4. Remote learning will be a minimum of 3 hours per day for Early Years and KS1 and 4 hours a day for KS2. Along with daily tasks for the core subjects of reading, writing and maths, there will be additional tasks and activities across other subjects.

Home Learning links on school website.
3. Class teacher commences uploading work ready for the days ahead.
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hours and forward to the class teacher to provide feedback, via email or Google Classroom within 48 hours. 5. A record of work/learning will be kept. Repeat for period of isolation. Remote learning will be a minimum of 3 hours per day for KS1 and 4 hours a day for KS2. Along with daily tasks for the core subjects of reading, writing and maths, there will be additional tasks and activities across other subjects.	5. Teachers will send out a link which will allow a daily 'virtual' check in. This check in will be at a specific time and will vary depending on the year group.	5. Teachers will send out a link which will allow a daily 'virtual' check in. This check in will be at a specific time and will vary depending on the year group.

Year group mailboxes – only for use when Class Bubble is out of school or full school closure.

Individual isolators – please use mailbox office@st-edmunds.richmond.sch.uk and label for the attention of class teacher or post a private message on Google Classroom. The method of communication will have been agreed with your class teacher.

nursery@st-edmunds.richmond.sch.uk   reception@st-edmunds.richmond.sch.uk

year1@st-edmunds.richmond.sch.uk   year2@st-edmunds.richmond.sch.uk

year3@st-edmunds.richmond.sch.uk   year4@st-edmunds.richmond.sch.uk

year5@st-edmunds.richmond.sch.uk   year6@st-edmunds.richmond.sch.uk

Before accessing any of the online resources, parents and pupils should familiarise themselves with the Remote Learning Code of Conduct.

5. Home and School Partnership

St Edmund's School is committed to working in close partnership with families and recognises each family is unique. This means that 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. We will plan a 'school day' that will follow the usual timetable for the class as if they had been in school wherever possible.

We would encourage parents to support their children's learning as best they can. This includes finding an appropriate place for their children to work. This should be a location that allows good levels of concentration and where an adult can supervise their learning.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school and alternative solutions may be sought.

St Edmund's expects children to abide by the 'acceptable use' rules in relation to online safety. These are explained to the children at the start of each academic year. These can be found on the school website and in the learning journal.

6. Roles and responsibilities

Teachers

Teachers will oversee the planning and online learning for their classes. To support teachers in this, St Edmund's School will provide training sessions and induction for new staff on how to use Google Classroom. Training sessions will be organised by the Deputy Head Teacher and year group colleagues will support teachers new to using Google Classroom.

When providing remote learning, teachers are responsible for:
- Setting work:

    o   Teachers will set work for the pupils in their classes.

    o   The work set should follow the usual timetable for the class had they been in school, wherever possible

    o   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:

    o   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.

    o   Individuals who are self-isolating will be instructed to use office@st-edmunds.richmond.sch.uk to keep in touch with school or post private messages on Google Classroom for the attention of the class teacher. The class teacher will have agreed the method of communication with the family and pupil. 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.

    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.

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 online/virtual learning.

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. Any child highlighted as a vulnerable child will have a daily check-in with an assigned member of staff.

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 delievery 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

- Outbreak Management Plan

- Teaching and Learning

- Behaviour

- Exclusions

- Anti-Bullying

- Safeguarding and Child Protection

- Data Protection

- Computing and Digital Literacy

- Online Safety

- Social Media