

**Cockerham Parochial C.E. Primary School**



*'Where a love of learning grows'*

I can do all things through Christ who strengthens me

Philippians 4.13

# **REMOTE EDUCATION POLICY**

Approved by Governors: September 2020

To be reviewed: September 2021

At Cockerham Parochial Church of England Primary School our aim is for every child, whatever their background or their circumstances, to have the support they need to be healthy, enjoy and achieve, stay safe, make a positive contribution and achieve economic well-being within the context of our gospel and British values. Our strategy for remote learning continues all of this.

## 1. 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 of high quality interactive remote learning
- Provide 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 and supervision)
- Support effective communication between the school and families
- Support attendance

## 2 .Who is this policy applicable to?

- A child/ren 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 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.

## 3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry/ Seesaw/Microsoft Teams/Email*), as well as for staff CPD and parent sessions.
- Use of recorded video for class meets, instructional videos and assemblies
- Live Teams meetings
- Phone calls home regarding attendance
- Printed learning packs
- Physical materials such as reading books and writing tools
- Use of BBC Bitesize, LGFL, TT Rockstars, Spag.com, Prodigy, Read Theory, Oxford Owls, Study Ladder, Espresso, Oak National Academy and You Tube video lessons.

Emails to deliver the detailed remote learning planning and resources will include documents/hyperlinks to:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End User Agreements for Tapestry, Microsoft Teams and Seesaw

## 4. Home and School Partnership

**Cockerham Parochial Church of England 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.

**Cockerham Parochial Church of England Primary School** will provide instructions for parents on how to access Microsoft Teams and Seesaw.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We 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 case-to-case basis.

All children and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 5. Roles and responsibilities

### Teachers

When providing remote learning, teachers must be available between 9.00 and 3.30

If they are unable to work for an extended period of time for any reason during the school day, 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 class
- The work set should follow the usual timetable for the class had they been in school, wherever possible

- Weekly/daily work will be shared by email, Tapestry or Seesaw
- Teachers in Reception will be setting work on *Tapestry*
- Teachers in Year 1 to 6 will be setting work on Seesaw.

➤ Providing feedback on work:

- All completed work should be submitted by 3:30pm to allow teacher review.
- Work will be marked in line with the marking policy

➤ 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.
- Parent/carer emails should come through the teacher account or via the office (office@cockerham.lancs.sch.uk) Staff will endeavour to reply to emails within 24 hours.
- Any complaints or concerns shared by parents or pupils should be reported to the Headteacher including any safeguarding concerns.

## Teaching Assistants

Teaching assistants must be available as per their contracted hours.

If they are unable to work for an extended period of time for any reason during the school day, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their class teacher.

## Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring 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

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

## **The SENDCO**

Liaising with class teachers 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, IHPs, IEPs and IBPs.

## **The School Bursar**

- 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, 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
- Be respectful when making any complaints or concerns known to staff

## **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

## **6. 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
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Seesaw, Microsoft Teams and Tapestry.

➤ Home School Agreement