Remote Education Policy

St Meriadoc CE Infant Academy

Approved by:	Directors	Date: Oct 2020
Last reviewed:	N/A	
Next review due by:		

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 paper pack, 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
- Include 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, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- A child (and their siblings if they are also attending St Meriadoc CE Infant Academy) 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.

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Paper Learning Packs – daily Maths, English and Foundation subject, weekly Maths Fun Picture sheet and topic grid.
- Resource packs - children will take a resource pack home containing pencils, colouring pencils etc to enable them to complete work, school work books to complete and record work in, laminated maths manipulatives resource pack containing tens frame, counters, 100 square, part-part-whole model – dependant on year group.
- EYFS – parents to photograph work and upload to Tapestry; KS1 to photograph work and email into dedicated email address for year group – STMIYear1@rainbowacademy.org.uk or STMIYear2@rainbowacademy.org.uk
- Online tools for EYFS and KS1 (Tapestry, Oxford Owl, TimesTable Rockstars, school website), as well as for staff CPD and parent's sessions.
- Use of Recorded video for each day – teaching sequence, modelling how to access and complete each piece of work.
- Video for Collective Worship
- Class story book videos
- Phone calls home for well being and safeguarding monitoring
- All home learning packs will be accessible on our school website or can be emailed if parents are unable to collect or have a paper pack collected for them.
- Teacher Code of Conduct for Phone calls and Recorded Video.

4. Home and School Partnership

St Meriadoc CE Infant Academy 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.

St Meriadoc CE Infant Academy will provide a refresher online training session and induction for parents on how to use Tapestry. We will also provide induction training for parents on how to use Teams when/if it is introduced.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Meriadoc CE Infant Academy 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 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
We will provide a refresher training session and induction for new staff on how to use Teams (for meetings) and Tapestry.

When providing remote learning, teachers must be available between their usual contact time with children – Nursery 8:30am – 3:00pm; Reception 8:45am-2:45pm; Year 1 9:00am – 3:00pm; Year 2 9:15am – 3:15am. All teachers will be unavailable during their lunchbreak. Teachers will endeavour to ensure feedback is sent by 5pm.

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 and/or year group bubble.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers in Nursery and Reception will be sharing videos on Tapestry and children will be provided with paper packs to complete their work. We feel that children of this age need as much 'pencil and paper' time as possible and screen time should be more for down time and recreation.

- Teachers in KS1 will be sharing daily videos via our school website, sharing the teaching sequence and modelling how to complete the work. Children will be provided with paper home learning packs and work will 'look' similar to school work. Children will be able to submit their work to the dedicated home learning email for their year group – STMIYear1@rainbowacademy.org.uk or STMIYear2@rainbowacademy.org.uk for feedback. All work can be completed in their school books which they will take home. Some work will be in the form of worksheets and should be stuck into their relevant subject book.

- <u>Providing feedback on work:</u>
- Reading, writing and maths work, all completed work submitted by 1pm to be looked at by the teacher who will endeavour to respond and comment by 5pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week via email or Tapestry.

<u>Keeping in touch with pupils who aren't in school and their parents:</u>
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account ewhite@rainbowacademy.org.uk
- 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
- Children will receive a phone call from their teacher to monitor their well-being during isolation or bubble closure.

<u>Teaching Assistants</u>
- Teaching assistants must be available between their usual working school-based 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 their class teacher, line manager or a member of the SLT.

<u>Senior Leaders</u>

<u>Alongside any teaching responsibilities, senior leaders are responsible for:</u>
- Co-ordinating the remote learning approach across the school including 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

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

<u>IT Technicians</u>

<u>IT technicians are responsible for:</u>
- 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 head 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 by email
- Be respectful when making any complaints or concerns known to staff

Board of Directors

The Directors are 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
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video

Appendix: Working and Learning from Home Expectations

Teachers must ensure:
- They have access to school files/ resources if they are suddenly having to isolate (Staff shared files are available on Sharepoint or on remote access.
- Have their school laptop or a home computer to teach from/ set work and monitor work – laptops to be taken home at the end of each day
- If they are too ill to work from home inform Rebekah Bailey asap so alternative plans can be made
- Work is appropriate to age and stage of a child's development (SEND children must have appropriate provision)
- They liaise with support staff regularly to ensure there is a team approach to supporting the child
- Support staff are able to provide support videos for learning such as stories, well-being videos, songs and other activities.

Scenario	Provision
A child is having to isolate at home because they have symptoms (or a member of their family does) and they are waiting for a test Approximately – 2-5 days	A pack of work to be provided/ delivered/ shared electronically via email. All packs contain daily English and Maths sheets, Foundation subject grid with Collective Worship and RE activity and Maths Fun Sheet. A cover letter should be at the front of the pack with an explanation/ instructions. This should be provided on the first day of absence Children should only attempt packs if they are well enough to do so. NB: If a child is in receipt of FSM they will also receive a food parcel.
The whole class bubble is isolating at home because of a confirmed case of Covid. This will be for 14 days.	Children to take home their Maths No Problem, Maths recording, English and Topic books home to complete work in. This will evidence work while children are away from school and help us to support them on their return. Teachers will upload a Maths, English and at least one other curricular video every day on to Tapestry (EYFS) or onto Home learning section of school website (KS1) as well as the activities/ pages of text books etc linked to learning – trying to stick to what is on the curriculum plan and the weekly timetable. If the class would normally be doing a PE/ Art activity then suggest something they can do for this activity at home. Teachers must give regular feedback to the children when they upload their work – at least once a day – feedback should be developmental and relevant. Children will be expected to complete the work and be supported by parents to upload evidence on Tapestry or email into their year group email address STMIYear@rainbowacademy.org.uk or STMIYear2@rainbowacademy.org.uk – they should be already familiar with this as this was the method used during partial school closure. Photographs of work is the most straight forward method of sending in work. Children will need their parents support to do this. Teachers will be expected to check in with their children via Teams or phone calls – at least once a week – organise small groups and arrange a time to meet. If a child does not attend follow it up. Be available to help individuals if needed – email, Teams phone. Teachers will enlist the help of support staff to engage children, check on their progress/ EHWB and share stories through Tapestry, website and Facebook page. Support staff should be familiar with this as this was used during partial school closure.

	Support staff who are working 1:1 with children should be involved in the child's learning.
	Learning must start the first full day of absence
	NB: If a child is in receipt of FSM they will also receive a food parcel from school.