



Remote Learning Policy

SEPTEMBER 2020

1. Statement of School Philosophy

East Dene Primary has always strived to be creative, innovative and offer support to our children and their parents in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils 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 delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as supporting the mental health and wellbeing of our children and their families
- 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

3. Who is this policy applicable to?

- A child (*and their siblings if they are also attending East Dene Primary*) 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.

Remote learning will be shared with families when they are absent due to Covid -19 related reasons.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Class Dojo and the online portal via the school website eastdene.org*), as well as for staff CPD and parents sessions.
- Use of recorded video, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, White Rose Maths, Epic Reading, Oxford Owl, TT Rockstars, Explorify and ASE.

Please refer to the detailed Remote Learning Plan for:

- Model Timetable and structure for remote learning

5. Home and School Partnership

East Dene 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.

East Dene Primary School will provide support and induction for parents on how to use Class Dojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. East Dene Primary School would recommend that each 'school day' maintains structure (See recommended daily timetables)

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.

Where deemed appropriate, all children will be taught how to access Class Dojo and their individual portfolios. Sessions based on e-safety rules will be delivered at a stage and age appropriate level.

6. Roles and responsibilities

Teachers – when providing remote learning support for whole class bubbles

East Dene Primary School will provide support sessions on how to use Class Dojo for teachers requiring this.

When providing remote learning, teachers must be available as per their contracted school 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.

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 timetables for the class had they been in school, wherever possible
 - Weekly/daily work will be shared
 - Teachers will be setting work on Class Dojo as well as the school online portal
- Providing feedback on work:
 - Reading, writing and maths work, all completed work to be submitted by 3:30pm and this will be addressed through feedback and reflection time the following day.
 - All theme tasks to be submitted by 3.30pm and teachers will comment at the end of the week.
- 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.
 - All parent/carer emails should come through either the school office account – enquiries@eastdene.org or class teacher's Dojo account.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT and logged on CPOMS – for any safeguarding concerns, refer immediately to the DSL, DDSL and record via CPOMS.

Support Staff - when providing remote learning support for whole class bubbles

Support Staff must be available for their normal contracted 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, support staff 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/Deputy Designating Safeguarding Lead

The DSL/DDSL 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
- Assisting teaching staff to support 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

The School Business Manager - Finance

- 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

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding /Child Protection Policy
- Behaviour policy
- Data protection policy
- Online safety acceptable use policy
- Staff Code of Conduct for remote learning
- End User Agreements for Class Dojo

To be reviewed: July 2020