



Remote Education Policy

St Michael's C of E School



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 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 Michael's C of E 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 related reasons and not to all at start of week

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (School website and Class Dojo)
- Use of Collective Worship presentations or recorded video or instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as books and writing tools
- Use of BBC Bitesize, Oak Academy, Power maths, Classroom Secrets

The detailed remote learning planning and resources to deliver this policy can be found on Class Dojo. In addition there are some links to websites which may be used by teachers:

- [Class Dojo](#)
- Oak National Academy
- White Rose Maths
- [BBC Bitesize](#)
- [Curriculum resources](#)
- Teacher Code of Conduct for Phone calls
- [User Agreements for Class dojo](#)

- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming>
- St Michael's School is open to staff using 'live streaming', with the Head of School's consent, if it was felt it would have a positive impact on children's remote learning, but it is not a requirement. Any 'live' streaming would be strictly in line with the Live-streaming Principals and Practice Guidance

Teachers in each year group will suggest a timetable for activities on the class dojo pages.

4. Home and School Partnership

St Michael's 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.

St Michael's School will, where possible, provide an induction for parents on how to use Classdojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Michael's Primary School would recommend that each 'school day' maintains structure in the event of class bubble or whole school lockdown.

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.

In line with St Michael's School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

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 Class Dojo.

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

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 usual timetable for the class had they been in school, wherever possible
 - Weekly/daily work will be shared on Class Dojo as applicable depending on the nature of absence
- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 3.30pm during bubble,

Year group or whole school lockdown. **This will be completed if the teacher is not also teaching during this time.**

- All curriculum tasks submitted after 3.30pm and teachers will comment on the following school day.
- 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 the school/ class admin account on class dojo and should not be directly sent to teacher's email addresses. .
 - 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 or DDSL

The above refers to arrangements for Year group and whole school remote learning. For individual absences due to isolation, other procedures will take effect. For example, setting of work will be posted the day after notification of absence is recorded.

Teaching Assistants

Teaching assistants must be available between 8.30am till 3.00 am on a school day.

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 assistants must complete tasks as directed by their class teachers and phase leaders.

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.

IT Support

IT support is 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 pupils and parents with accessing the internet or devices

The SENCO

Liaising with the ICT support 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
- Recognising that children with SEN can face additional safeguarding challenges, and so, further support may be necessary to safeguard them, including online engagement.

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

Board of Directors

The SMC 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

The Directors will receive reports for the SMCs to ensure that they are able to:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible across the Trust.

6. Links with other policies and development plans

This policy is linked to our:

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This policy is linked to our:

- Safeguarding and Child Protection policy
- Safeguarding Pupils Addendum
- Remote learning safeguarding protocols
- Digital Safeguarding policy
- CCE ICT Acceptable Use policy
- CCE Technical security policy
- Peer on peer abuse policy
- CCE Code of Conduct policy
- SEN Policy

- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video