Remote Education Policy

The Belham Primary School

Approved in Principle September 2020

1. Statement of School Philosophy

At The Belham Primary School we have always strived to be creative, innovative and support our parents/children 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 (Inc. SEND) who aren't in school through use of quality online and offline resources and narrated PowerPoint slides.

➢ Provide clear expectations of members of the school community with regards to delivery of high quality interactive remote learning.

➢ Include continuous delivery of the school curriculum, including our BELHAMITE Values

➢ Support the wellbeing of pupils, staff & parents

➢ Support effective communication between the school, families and support attendance

3. Who is this policy applicable to?

➢ A child, and their siblings if they also attend The Belham, who 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 who are 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. Children will be provided with a 1 day work pack for the first day of absence. This will be emailed to the parent by the Admin team. After this pupils will be able to access lessons. These will be provided by a member of teaching staff in various forms including PowerPoint slides and links to online resources.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

• Online tools: ClassDojo, Google Drive and in the event of bubble closure Google Meet
• PowerPoint Slides for English and Maths lessons. Videos/photographs of teacher modelling where required. The slides will be clear to follow

- In the event of a whole bubble needing to self-isolate, there will be morning introduction videos and some slides will include a recording from the teachers
- Use of recorded video for instructional videos and assemblies
- Use of Google Meet 2-3 times a week for class time (in the event of a bubble closing)
- I day learning pack (first day)
- Use of BBC Bitesize, Oak Academy, Times Table Rockstars, Reading Eggs, Bedrock Vocabulary and other online resources

Useful links:

www.classdojo.com

https://www.thenational.academy/

https://www.bbc.co.uk/bitesize/primary

5. Home and School Partnership

The Belham Primary School is committed to working in close partnership with families. We recognise that each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

We will provide links to an online training session and induction for parents on how to use Google Classroom and ClassDojo as appropriate, and where possible, provide personalised resources.

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

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 parents will need to agree on behalf of their children to abide by the Home-School ClassDojo Policy: http://www.thebelhamprimaryschool.org.uk/uploads/3/8/5/1/38515623/classdojo_policy.pdf. The link to the electronic agreement is here.

6. Roles and Responsibilities

Teachers

The Belham Primary School will provide links to an online training session and induction for new staff on how to use Class Dojo/ Google Classroom.

When providing remote learning, teachers must be available to work: 9am-12pm and 1pm -3.30pm. There is not an expectation that they will be available to pupils and parents at all times within these hours. PPA and workload should be managed as a year team.

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:
    - o Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 6.
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible. This will be shared with children at the start of each day.
    - o Recording a Morning Greeting video as a year team.
    - o Weekly/daily work will be shared
    - o All work will be set on Class Dojo with links to Google Classroom as required
    - o Answering questions on Class Dojo. The feed should not be used by children for 'chatting' and any such comments will be deleted.
    - o There is an expectation that teachers work together to provide the learning and do not duplicate work.

- Providing feedback on work:
    - o Reading, writing and Maths tasks, completed and submitted by 1pm, will receive feedback within one working day. This means by the end of the following working day.
    - o Curriculum tasks should be submitted throughout the week and teachers will comment at the end of the week.

- Keeping in touch with pupils who aren't 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 ClassDojo to assess if there is a problem. After this time, non-contact should be reported to the Safeguarding Leads. .
    - 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
    - o Children identified by the Early Help Team will receive a tailored provision.

Teaching Assistants

Teaching assistants must be available during their 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, teaching assistants must complete tasks as directed by their year team or a member of the SLT.

When providing remote learning, teaching assistants may be asked to complete:

- o Feedback on work for a directed group of children. This will rotate throughout the isolation period.
- o Online Reading with children who are in school. In the event of a bubble closure, this will be for children in other year groups who are onsite at The Belham.
- o Online CPD and training activities.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school including 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 Admin Team

Admin are responsible for:

- Directing parents to the 1 day work pack on our website.

- Informing the Class Teacher of children who are isolating and when they will return.

- Delivery of the Home-School Agreement and Passwords through Mail Merge on the first day.

- Supporting parents with lost passwords.

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

The Inclusion Manager

Liaising with the IT 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 of School and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

- Identifying the level of support

The SBM

- 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.

- Upload clear photographs of the work only.

- Seek help if they need it, from teachers

- Alert teachers if they're not able to complete work.

- Use the comment function to ask questions only.

- Be respectful during Google Meets.

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

- Monitor their child's use of Class Dojo and behaviour during Google Meets.

Local Governing Body

The governing body 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 policy

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- Online safety/ acceptable use policy

- Home-School Class Dojo Policy

- Code of Conduct for Phone calls, Video conferencing and recorded video