



# Remote Education Policy

## December 2023

Statutory Policy			Website	
No			Yes	
<b>Date Written:</b>	<b>Written by:</b>	<b>Ratified by:</b>	<b>Ratified on:</b>	<b>Review:</b>
December 2020	C.Allen	Governing Board	January 2021	December 2021
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November 2022	C.Allen N.Whitelaw	Governing Board	December 2022	December 2023
December 2023	S.Ahmed N.Whitelaw			December 2024



# REMOTE EDUCATION POLICY

## 1. Statement of School Philosophy

Fixby J & I School has always strived to be creative, innovative and to 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 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

## 3 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending Fixby J&I School*) 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.
- All pupils in the event of a 'full lockdown'

The DfE guidance "Providing Remote Education: Guidance for Schools" (2022) states that schools should consider remote education in circumstances where in-person attendance is not possible or contrary to government guidance.

This might include:

- occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, including Tapestry and the school website
- Online tools for all year groups via the school website
- Online tools for Key Stage 1 and 2 using Microsoft Teams
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

- Use of BBC Bitesize, Oak Academy and White Rose Maths
- Additional online teaching materials.

## 5. Home and School Partnership

Fixby J&I 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.

Fixby J&I School will provide online training session and induction for parents on how to use Microsoft Teams as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Fixby J&I School 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.

## 6. Roles and responsibilities

### Teachers

Fixby J&I School will provide a refresher training session and induction for new staff on how to use Microsoft Teams and how to update the website.

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, differentiated where necessary.
  - Teachers will be mindful of setting a balance between 'screen time' and 'non-screen time' activities
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers in Reception will be setting work on the school website and/or Tapestry
  - Teachers in KS1 and 2 will be setting work on Microsoft Teams
- Live Teaching Feedback
  - No 1:1s, groups only (where there is 1:1 support, parents are present).
  - Staff and children must wear suitable clothing, as should anyone else in the household.
  - Any live teaching is advised to be taught from school. Where this is not possible, then computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.

- The live class should be recorded so that if any issues were to arise, the video can be reviewed and posted on Microsoft teams so that pupils can access at any time.
  - Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
  - Language must be professional and appropriate, including any family members in the background.
  - Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
  - Staff should record, the length, time, date and attendance of any sessions held. Proforma shared with staff and saved on the school server.
- **Marking & Feedback**
    - Reception staff will provide feedback through Tapestry
    - KS1 and 2 staff will provide feedback on work through Microsoft teams
  - **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 admin account (fixby.office@kirkleeseducation.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 or DDSL

### **Teaching Assistants**

Teaching assistants must be available between 8.30am 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.

During the school day, teaching assistant will support pupils with their online learning, set by the teacher. On their 'working from home day' they must complete tasks as directed by a member of the SLT and their class teacher. The length of this day will ensure that staff are not working any longer than their weekly contracted hours and tasks set will reflect this.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating 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 (and DDSL)**

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

## **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 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 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
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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

## **Links with other policies and development plans**

This policy is linked to our:

- Safeguarding & Child protection policy: Temporary Policy Addendum
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Staff Code of Conduct
- Home School Agreement
- End User Agreements for Microsoft Teams and Tapestry.