GREAT FINBOROUGH CHURCH PRIMARY

Remote Education Policy for Lockdown

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Chair of Governors:	Jamie Warner
Chair of Committee:	Ben Thomas
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Great Finborough Church Primary
Remote Education Policy

1. Statement of School Philosophy

Great Finborough Church Primary always aims to be a caring nurturing place where all members of the community feel valued and confident. Our strategy for remote learning recognises that not all families have the same access to technology and aims to provide as equal access to resources as possible to ensure children are not disadvantaged by 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

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

➢ Include continuous delivery of the school curriculum, as well as support for pupil motivation and health and well-being, and support for parents

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

3 .Who is this policy applicable to?

During a lockdown period when only key-worker and vulnerable children are in school:

➢ All children

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools, e.g., Tapestry, Mathletics, Time Tables Rockstars, Charanga and Purple Mash, Google Classroom.
- Use of recorded video for motivational videos and projects, e.g., The Big Hatch and music videos
- Phone calls home
- Learning packs that include exercise books, stationery resources and, for lower school only, reading books.

5. Home and School Partnership

Great Finborough Church 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.

Great Finborough Church Primary School will provide personalised resources where appropriate and possible. This may include the loan of school laptops for the use of pupils where appropriate technology is not available in the home (this is at the discretion of the Headteacher).

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Great Finborough Church Primary School would recommend that each 'school day' maintains structure. The work set on Google Classroom is designed to provide an appropriate structure.

For children in school, those in the upper school (years 4-5) will mainly work using Google Classroom; lower school children (Years 1-3) will complete the work set on Google classroom but as off-line activities. For Reception children suggested activities will be posted on Tapestry.

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.

Staff will make every effort to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available; teachers will discuss these with parents on a case-by-case basis.

All KS2 children sign an 'Acceptable Use Policy' at school; this includes e-safety rules and this applies when children are working on computers at home.

The school will, on a weekly basis, deliver learning packs to lower school children with resources to support the learning activities set and a change of reading books. These will be in a sealed plastic bag, parents are asked to leave work and reading books from the previous week, in the sealed bag provided, on their doorsteps for collection when the delivery is made.

6. Roles and responsibilities

Teachers

NOTE: the responsibilities below relate to where a whole class/bubble is isolating; a smaller set will apply when there are fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available during the normal school hours for their bubble.

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:

- Following the Staff Code of Conduct
- Setting work:
    - o Teachers will set work for the pupils in their classes.
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible
    - o For years 1-6 work will be scheduled on Google Classroom.
- Providing feedback on work:
    - o Teachers will provide feedback for work submitted within a reasonable timescale

- Keeping in touch with pupils who aren't in school and their parents:
    - o Teachers will make telephone calls to families each week to offer pastoral support and assist, where possible, with any issues related to home learning..

- Email accounts specific to each class are set up to enable teachers to email out further information to that given on Google classroom and Tapestry. Children may also submit work to these email addresses where indicated.
- All parent/carer emails not related to home learning should come through the school admin account (admin@finboroughprimary.co.uk)
- From time to time teachers will use Zoom or Google Classroom Meet to invite all children in their class to come together online. Parents will be asked to be in attendance for these online meetings.
- 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

Teaching Assistants

Teaching assistants must be available during their normal working 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 a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – by reviewing the work set and the response from pupils
- 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 SENCO

The SENCO is responsible for liaising with the Business Manager 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 required for pupils with SEN
- Making additional face to face remote learning available where appropriate (parents will be asked to be in attendance)

The Business Manager

The Business manager is responsible for:

- Fixing issues with internal 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

- 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:

- Try 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

NOTE: The school is aware that family circumstances differ: individual children may have specific difficulties and parents working from home may find it more difficult to support children. The school will work with these families to find the best path for them.

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 links to our:

- Safeguarding and Child Protection policy

- Behaviour policy

- Data protection policy and privacy notices

- Online safety policy

- Staff Code of Conduct (for phone calls, email and recorded video)