



## Remote Education Policy for Withycombe Raleigh C of E Primary School

### 1. Statement of School Philosophy

We aim to give all children an excellent all-round education where they are enthused to learn. Our broad and balanced curriculum aims to enrich personal formation and nurture enquiring minds. It promotes knowledge, understanding, skills and values in the context of spiritual, moral, intellectual, physical and social development. The school will endeavour to be an integral part of the local community and will forge links with individuals and groups.

### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who are not 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 physical health and emotional well-being.
- Consider continued education for staff and parents (e.g. CPD, support guidance for parents)
- 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 Withycombe Raleigh C of E Primary 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.

Remote learning will be shared with families only when they are absent due to Covid-related reasons and not due to ill health.

- **Children who are learning at home during lockdown, when school is closed to pupils other than those who are vulnerable or children of critical workers.**

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

Resources to deliver this Remote Education Plan may include:

- Online tools for EYFS, KS1, and KS2 (*Tapestry, Google Meet, Seesaw*), as well as for staff CPD and parents' sessions.
- Phone calls home/Emails to parents
- Printed learning packs as required
- Physical materials such as story books and writing tools as required
- Use of BBC Bitesize, Oak Academy, *TTRS, Bug Club, Accelerated Reader* and other vetted resources which are deemed as appropriate by class teachers.

#### **5. Home and School Partnership**

Withycombe Raleigh C of E 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Withycombe Raleigh C of E Primary 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 and breaks throughout the day.

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-by-case basis. If an individual child isolates, work will not be sent out on the first day but will be sent out each day after that providing they are fit and well.

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.

#### **6. Roles and responsibilities**

##### **Teachers**

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating. If there are limited numbers of pupils in a class self-isolating, parents should contact the class teacher directly for access to remote learning via the class email address. Feedback on work done by individuals isolating will be limited due to fact that the teacher's focus will be on teaching the class in school.*

When providing remote learning for the whole class due to a bubble isolating, teachers must be available online between 9am-12pm.

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 or support colleagues in other classes if their bubble is still receiving education in school.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - A timetable for each day will be uploaded by 9am and will include Maths, English and Foundation Subject each day. Each task should be clearly explained. This will include at least one video message/teaching input each day. Activities should take children approximately **3 hours in KS1 and 4 hours in KS2**.
  - Teachers in Foundation will be setting work in home learning packs via the school website. Teaching episodes will also be shared through Tapestry.
  - Teachers in Years 1-6 will be setting work on Seesaw.
- Providing feedback on work:
  - All curriculum tasks should be submitted by 3.30pm; teachers will comment at the end of the week. **There is no expectation for teachers to respond to every piece of work.**
- 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 will be contacted by the class teacher **initially via class email and then phone** to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account ([admin@wrpschool.org](mailto:admin@wrpschool.org)), the class email account or through Seesaw.
  - 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 between 9am-12pm if a whole class isolates.

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 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 daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and 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

# Safeguarding

## Designated Safeguarding Lead (DSL)

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

## Staying safe online and appropriate use of ICT by pupils

Children are at much greater risk during times when online use increases, including during the Covid-19 pandemic.

The school will endeavour to ensure school staff are well trained, and parents are well informed through regular updates on the school newsletter.

## Parents and Carer Awareness

Parents should be aware that when online they should supervise pupils at all times.

The risks are:

- Content - *age-inappropriate or unreliable content can be available to children*
- Contact - *children can be contacted by bullies or people who groom or seek to abuse them*
- Conduct - *children may be at risk because of their own behaviour, for example, by sharing too much information, or being unkind and disrespectful to others.*

Each of these risks is prevalent in most games pupils will play. All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on devices at home.

## Guidelines for staff contacting pupils

Some children are also contacted by staff using video conferencing including those with 1:1 support and children at home who have been identified for online conferencing.

Staff Should:

- Utilise class emails or Seesaw where possible - never personal emails.
- Make conference (video) calls live with a 1:1 or a small group, preferably while at school.
- Ensure that there is an adult present nearby or in the room with the child and that the adult can hear the audio.
- Ensure, where calls are being made from their homes, that they are fully aware of their surroundings (e.g. not bedrooms) / backgrounds (which could be blurred) in order to safeguard both the children and themselves.
- Make communications accessible and inclusive for children.

Furthermore when multiple participants are invited to join a conference call e.g. a class catch up or whole-class input, invited participants should be included 'blindly' via a shared link. Email details of the participants should not be shared widely.

At WRPS we also identify vulnerable families that need to be contacted at least once a week, and in some cases more often. For our most vulnerable families, a member of the Designated Safeguarding Team will make contact each week.

If we do not hear from these families, a Senior Leader will make a house visit. Any further concerns will be escalated e.g. to the Police. SLT / Safeguarding Team will also follow 'Devon's Schools Safeguarding of Vulnerable Children Flow Chart 13<sup>th</sup> January 2021'.

Any safeguarding concerns should be communicated to the DSL / Deputy DSLs immediately.

## **The SENDCO**

Alongside any 'normal' duties and responsibilities, the SENDCO/SENCO is responsible for:

Liaising with SLT 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 teacher and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support required and ensuring all needs are met

## **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

## **7. Links with other policies**

This policy is linked to our:

- Child Protection and Safeguarding policy
- Behaviour policy
- Online safety acceptable use policy and e-safety policy