

Remote Education Policy for Galleywood Infant School



Formulated with staff and agreed with Governors.

Ratified 14.10.20

1. Statement of School Philosophy

Galleywood Infant School always strives to be creative and innovative, support our parents and children in the best way possible to make learning purposeful and engaging.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not in school (inc. children with SEND) through use of quality Online and offline resources and teaching videos
- Provide clear expectations for members of the school community about preparing and delivering high quality interactive remote learning
- Enable continuous delivery of our school curriculum, keep pupils motivated to learn both at home and at school and support children's wellbeing
- Support parents to maintain their children's enthusiasm for learning through high quality, easily accessible resources
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child 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 on the first day of absence where possible, and always by the second day of absence. Where a single child is absent, remote learning will be signposted and sent via email but will not include recorded video sessions.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS and KS1: Tapestry, Espresso, Purple Mash, Active Learn
- Use of recorded video for some phonics and English teaching sessions and for story times
- Phone calls home by class teacher, teaching assistant or SENCo
- Printed learning packs
- Physical materials such as story books, writing books and pencils
- Use of BBC Bitesize, Oak Academy, White Rose, Letters and Sounds
- Topic grids with "dip in" activities
- A suggested timetable for activities to structure the child's day

5. Home and School Partnership

Galleywood Infant 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. Our suggested timetable provides a structure, but families will need to adapt this to their own personal circumstances.

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 children are introduced to our e-safety rules, which are displayed in every classroom and these apply when children are working on computers at home.

6. Roles and responsibilities

Teachers

When providing remote learning, teachers will be available between 8:30am-4pm.

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
- Work will be set on Tapestry for all year groups.

Providing feedback on work:

- English and mathematics work, completed and uploaded by 1pm will receive teacher comments via Tapestry by 4pm
- Tasks linked to the themed topic plan will receive feedback at the end of the week

Keeping in touch with pupils who are not in school and their parents:

- A member of the class team will phone families once each week to maintain contact, to support with anything related to the planned learning and to respond to any questions you might have.
- All parent/carer emails should come through the school admin account (admin@...) or directly to class teachers (school email addresses supplied)
- 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- 3pm

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 class team or 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 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 and deputy DSL are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Ensuring school systems are fit for purpose and maintaining systems to the required standard
- Helping staff with any technical issues
- 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

SENCO

- Liaising with class teams to provide appropriately scaffold work for children on our SEND register
- Ensuring that pupils with EHC plans and those with additional needs continue to have their needs met while learning remotely

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work 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 your child is struggling with an aspect of their remote learning or needs additional support for another reason.
- Be respectful when making concerns known to staff

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 and Child Protection
- Behaviour policy

- Teaching and Learning Policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreement for Tapestry