



## Remote Education Policy

### 1. Statement of School Philosophy

*St Ives Primary School has 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 are not in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum
- 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 St Ives Primary*) 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 is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will only be shared with families when they are absent due to Covid related reasons and not to all at the start of the week.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 (*Tapestry, Teams, Seesaw*)
- Use of Recorded video (*or Live Video if used*) for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of online learning tools including: BBC Bitesize, Oak Academy, TT Rockstars, IXL, Reading Plus, SPAG.com, Spellingframe, Mathsframe.

The policies to be read in conjunction with this policy can be found here:

- Code of Conduct for Online Video calls: [Code of Conduct Document](#)
- Seesaw Privacy Policy: <https://web.seesaw.me/privacy-policy>

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

St Ives 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.

St Ives Primary School will provide refresher support to access Seesaw should parents require it.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Ives Primary School would recommend that children follow a 'school day' in order to maintain 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 a case-to-case basis.

## **6. Roles and responsibilities**

### **Teachers**

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

St Ives Primary School will provide a refresher training session and induction for new staff on how to use Seesaw.

When providing remote learning, teachers must be available between 8am – 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 on Seesaw for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Providing feedback on work:
  - All completed work submitted to receive acknowledgement or feedback.
- Keeping in touch with pupils who are not 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 ([office@stivesprimary.com](mailto:office@stivesprimary.com)).
  - 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 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 assistant must complete tasks as directed by the class teacher or 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 inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning, through regular meetings with teachers.

- 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.

### **IT Technicians**

IT technicians (Drift) 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

### **The SENCO**

- 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.

### **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, via the office
- 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 cannot complete work
- Seek help from the school if they need it
- 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

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

## Remote Education Policy – September 2020

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Online Code of Conduct for Zoom calls
- End User Agreements for Seesaw

Dated September 2020

Signed \_\_\_\_\_

Headteacher

Review date: September 2021