

# Remote Education Policy for Mary Dean's CE Primary School

## 1. Statement of School Philosophy

*Mary Dean's CE Primary strives to be creative, innovative and supportive to our parents and 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 (Including those with Special Educational Needs or Disability) who aren't in school, through use of quality online and offline resources.
- Provide clear expectations members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of pupils' mental health and Well-Being and appropriate support for parents and carers.
- Consider continued education for staff and parents (e.g. CPD)
- Support effective communication between the school and families and promote good attendance

## 3 .Who is this policy applicable to?

- A child (and their siblings if they are also attending our school) 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 whose 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 when they are absent due to Covid-related reasons

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS and KS1 (Classdojo and Study Ladder) KS2 (classdojo and Google Classroom)
- Use of Recorded video where utilised by teachers
- Use of Zoom for class or group contact (password shared only on classdojo or google Classroom)
- Phone calls home
- Text and email via Teachers to Parents
- Home learning resources published on the school's website.
- Printed learning packs to be collected from or distributed by school
- Published catch-up learning materials
- Physical materials such as story books and writing tools as required.
- Use of BBC Bitesize, Oak Academy, Doodle Maths, Study Ladder and Times Tables Rock Stars

Remote learning planning and resources to deliver this policy can be found on the school website:

- Suggested Timetable and structure for remote learning
- Downloadable Printable Documents
- Range of curriculum resources
- Suggested websites to support learning

## 5. Home and School Partnership

Mary Dean's CE Primary School is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning may look different for different families in order to suit their individual needs.

Mary Dean's CE Primary School will provide information and induction for parents as required on how to use Google Classroom and Classdojo and, where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Mary Dean's CE Primary School would recommend that each 'school day' retains a similar 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.

All children are made aware of e-safety rules and how to keep themselves safe online 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 and would be reduced when it is fewer children isolating and the majority of the class are in school.*

Mary Dean's CE Primary School will provide a refresher training session for staff on how to use Google Classroom through team or whole staff meeting time.

When providing remote learning, teachers must be available between 8.45 am and 3.15 pm.

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. This includes those responsible for separate groups in Year 5 and 6
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers in Nursery to Year 2 will be setting remote work on *Classdojo*
- Teachers in Years 3-6 will be setting remote work on *Google Classroom*.

### Providing feedback on work:

- All completed reading, writing and maths work, submitted by 1pm to have teacher response by the next school day.
- All other curriculum tasks submitted will be reviewed weekly

### 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, parents should be contacted via phone or clasdojo to access whether school can assist engagement.
- All parent/carer contacts should come through clasdojo or the school admin account [office@marydeans.plymouth.sch.uk](mailto:office@marydeans.plymouth.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to a member of the Senior Leadership Team.
- For any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (Mrs Jones) or Deputy Designated Safeguarding Leads (Mrs Wilson and Mrs Butchers)

### **Teaching Assistants**

Teaching assistants must be available in their usual 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 the class teacher.

### **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 through discussion with teachers, contact with parents and carers and feedback from teachers, parents, carers and children.
- 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 Technician**

The IT technician is 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 SENDCO**

Liaising with the ICT technician 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 and IHPs
- Identifying the level of support required for successful access to the curriculum for all pupils with SEND.

## **The Senior Administrator**

- 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

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

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety policy