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Norham St Ceolwulf’s

C of E Controlled First School

Remote Learning Policy

2020-23

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| Date | September 2020 |
| Date to be Reviewed | September 2023 |
| Head teacher | Mrs S Dimond |
| Signed: |  |
| Chair of Governors | Mr D Watkin |
| Signed: |  |

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Remote Education Policy for Norham St Ceolwulf’s C of E Controlled First School

*In creating this policy, consideration has been given to staff workload and family access to appropriate technology (e.g. tablets, laptops and smart phones) and to internet connections. It also takes into account the rural location that most of our families live in which results in a poor internet connection.*

**1. Statement of School Philosophy**

*Norham St Ceolwulf’s C of E Controlled First 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 aren’t 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 the delivery of high-quality remote learning
* Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
* 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 engagement

# 3 .Who is this policy applicable to?

* A child *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.

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

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS KS1 KS2: School 360, EdShed, Times Table Rockstars, Num Bots and Letterjoin
* Phone calls home
* Printed learning packs
* Physical materials such as story books and writing tools
* Use of BBC Bitesize and White Rose for videos to support learning at home.

# 5. Home and School Partnership

# Our 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. We will provide ‘how to guides’ and login details to all parents at the start of Autumn term 2020. We will also use these resources in class to ensure that children are able to access them.

# 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 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

Our school will provide a refresher training session and induction for new staff on how to use School 360 and our other online learning resources.

When providing remote learning, teachers must be available during their normal teaching hours to answer any queries from parents via email.

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:

* Providing printed and physical learning resources (both whole class isolation and individual isolation)
* Teachers will provide reading books for all pupils to be sent home at the start of the isolation.
* Teachers will provide printed resources if children are unable to access online learning.
* All children will be given an exercise book and pencil to support their learning at home.
* Setting online work (where a whole class is isolating):
  + Teachers will set work for the pupils in their classes.
  + Work for the week will be emailed to parents by 9am on Monday morning with links to online resources to access.
  + Work will focus on consolidating learning already completed in phonics, reading and maths with some additional wider curriculum tasks.
  + Work set must not require parents to print.
* Setting work (where an individual child is self-isolating):
  + Children will already have access to a wide range of online learning resources that are currently set as weekly homework. They should continue to access these to support their learning.
  + Additional reading books can be requested and will be transferred securely.
  + Parents who do not have access to online learning may request a learning pack of printed resources for their child.
* Providing feedback on work:
  + Work completed through Busy Things (School 360) will be given feedback by teachers by the end of each week.
  + Parents may email examples of work completed by their child to the class teacher who will respond by the end of the week.
* Keeping in touch with pupils who aren’t in school and their parents:
* Parents will be able to email class teachers if they have questions.
* A weekly newsletter will be emailed to all parents by the headteacher each week to keep them up to date
* If there are concerns about a particular family, the head teacher will contact them directly.

**Teaching Assistants**

Teaching assistants must be available between 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 assistant must complete tasks as directed by a member of the SLT.

If a teaching assistant is required to self-isolate, then they will be given tasks to complete at home.

If a teaching assistant is not required to self-isolate then they may be asked to come into school to organise physical resources for families to collect for their children.

Head Teacher

Alongside their teaching responsibilities, the head teacher is responsible for:

* Co-ordinating the remote learning approach across the school.
* Monitoring the effectiveness of remote learning through communication with class 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.

The SENCO

* Ensuring that pupils with SEND, including 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 any additional resources or support that children with SEND may require to access remote learning.

The School Administrator

* Continue to complete relevant administrative tasks in relation to remote learning
* Communicate with parents of children in self-isolation

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 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 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. Access to Technology

Where a family have internet access but not enough digital devices for all children, our school will endeavour to provide them with an appropriate device for the duration of their self-isolation.

Government Device Scheme – school may apply for devices for children in Year 3 and 4 who are in receipt of free school meals when they are required to self-isolate.

School may loan an iPad to a child for the duration of their self-isolation. Parents must sign an agreement.

# 8. 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 - acceptable use policy