



Remote Education Policy for New Valley Primary School

September 2020

This policy aims to support pupils and staff achieve seamless blended learning experiences through periods of Covid related absence from school.

Where appropriate this document outlines provision for the following scenarios:

- Scenario A to support individual absence
- Scenario B is written to support whole class cohorts being educated at home or when the whole school has switched to remote learning provision.

1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not in school.
- Promote the use of quality online and offline resources to support understanding of tasks and learning activities set
- Provide clear expectations to members of the school community with regards to the delivery, completion and return of remote learning activities for those children not in school
- Promote the continuous delivery of the school curriculum, as well as support for pupil motivation, health and well-being.
- Support effective communication between the school and families.
- Support attendance.
- Provide appropriate guidelines for data protection

2. Remote learning takes effect when:

- A child (and their siblings if they are also attending New Valley Primary) is absent due to Covid related reasons, where the pupil is well. The rest of their school bubble are attending school and being taught as normal (Scenario A). In this case, remote learning will be shared with families from the day after the child's first absence by email.
- A class bubble or the whole school converts to remote learning due to closure (Scenario B). In this scenario, all learning will be available via the New Valley Primary School website.

Newvalleyprimary.com >Parent information > Distance Learning >Year Group

3. Resources to deliver our Remote Education Plan

Resources to deliver this Remote Education Plan will include:

- Online tools and pre-recorded material for EYFS, KS1 and KS2:
 - Tapestry (Reception class only).
 - Loom (instructional, modelling, explanation videos)
 - Microsoft Teams. (interactive live meetings)
 - Padlet (intercative pages)
 - Zoom meetings or presentations. (assemblies)
 - Links to specific YouTube recordings.held on the school's private channel.
 - Use of BBC Bitesize, Oak Academy,White Rose, Out of the Ark, LGfL resources.

Pupils with limited access to devices to support our online learning provision may apply to the school for support in acquiring increased data, a wifi router or in some cases, a laptop or ipad.

- For the majority of pupils, work will be sent by email, at least one day at a time and possibly weekly.
- Printed learning packs will be made available for collection or posting where we are aware pupils have limited or no access to IT.
- Physical materials such as stationery will be made available on request; work should be completed in the Home Learning Journal pupils use daily at school and home.

Any information and instructions needed to complete the home learning will be sent out by email. Parents will be sent a copy of:

- A visual timetable and structure for remote learning that closely matches the usual class timetable.
- Downloadable worksheets and activities in pdf format with instructions of how to answer questions in the home learning journal. It will not be necessary to print these documents.
- Links to supporting resources and videos.
- Links to other online content to support learning.
- Links to set times for daily Teams sessions

New Valley Primary School will provide refresher information for parents on how to use Microsoft Teams and any other learning platform we use.

5. Home and School Partnership

New Valley Primary School is committed to working in close partnership with families and recognises each family is unique. Remote learning will look different for different families and we will work closely with families to support t their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that each 'school day' maintains a structure as close as possible to our timetable.

We encourage parents to support their children's learning, including:

- Finding an appropriate place to work.

- Support pupils learning when needed.
- Encouraging children to work with good levels of concentration.
- Maintaining a positive, can do attitude to learning and tasks.

Every effort will be made to ensure that work is set promptly. Should accessing work be an issue, parents should contact the school and alternative solutions may be made available. These will be discussed on case-to-case basis.

In line with New Valley Primary School's digital and online safety aims, we encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

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. This can be found in their home learning journal.



6. Roles and responsibilities

Teachers

New Valley Primary School will provide a refresher training session and induction for new staff on how to use any Online learning tools.

When individual pupils are accessing remote learning, (scenario A) their class teacher or TA should make contact with them via Teams or telephone at least once every 3 days.

When the class 'bubble' is asked to remain at home and/or the class teacher is in self - isolation (scenario B):

When providing remote learning, teachers must be available between 08:30 and 16:30

The school day will run from 9.00-3.00pm.

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 that matches the work set within the classroom that day (in so far as is possible). Learning outcomes should match although the approach may be different.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible.
 - Weekly/daily work will be shared by email on the day due, by subject, as a pdf document for these children self isolating. Work will be added to the website the previous night in all cases of closure.

- Groups and whole class introductions are done using Teams where a teacher feels it is necessary.
- Providing feedback on work:
 - Reading, writing and maths work: all completed work submitted by 13::00, to be guaranteed teacher response by 16:30.
 - All other curriculum tasks submitted: teachers will comment at the end of the week.
 - The use of quizzes and key questions can replace extensive marking.
- 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 to assess whether school intervention can assist engagement.
 - All parent/carer emails should be addressed to the class teacher's class email address (eg oak@newvalleyprimary.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 during their normal 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 a member of the SLT and/ or their class teacher and be prepared to support groups of pupils in school or by phone or Teams.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including the daily monitoring of engagement.
- Monitoring the effectiveness of remote learning by: sampling activities and tasks; observing remote teaching video; seeking feedback from a sample of families; accessing and monitoring feedback.
- 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

The SENCO is responsible for:

- 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 alternative arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support required for pupils to access remote learning effectively.

The School Office Staff

The Admin team are responsible for;

- Ensuring that teachers receive the correct information relating to pupil absence by 10.00am on the first day, and any subsequent updates.
- Where work is to be sent out in hard format, photocopying, preparing and sending this work home.

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.

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, Child Protection and Early Help Policy.
- Behaviour policy.
- Data protection policy and privacy notices.
- Online safety Acceptable Use Policies (AUPs).

- Code of Conduct for phone calls, video conferencing and recorded video during times of remote learning.