



# Stebbing Primary School Remote Education Policy

Updated October 2020  
Ratified October 2020  
Due for review autumn 2023

## **Aims of this policy**

- 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 members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support the motivation, health and well-Being of pupils and offer parental support when necessary
- Consider continued education for staff and parents (e.g. CPD, monitoring information for parents)
- Support effective communication between the school and families and support attendance

## **Who this policy is applicable to**

A child (*and their siblings/household members who also attend Stebbing 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 who is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

The wider school community to ensure everyone is clear on what we offer.

Remote learning will be shared with families when they are absent due to Covid related reasons.

## **How remote education will be delivered**

If a small number of pupils from a class are isolating then parents will be directed to the child's class page on our school website:

<https://stebbingprimary.co.uk/category/children/>

There are numerous resources in a password protected folder that can be accessed on the school website if their child is well and is just required to isolate.

If a whole class is required to isolate then a more structured approach will be implemented. Each class will be required to set a timetable on Class Dojo for families to follow if they wish.

## **Resources to deliver a whole class remote education will plan include some or all of the following**

- Daily or weekly timetables to be posted on Class Dojo
- Use of recorded videos and modelling of teaching
- Phone Calls/emails home
- Printed learning packs for KS1
- Online materials via Google Classroom for KS2
- Virtual meetings via Google Meet
- Physical resources, if required, such as writing materials and book
- Use of online learning platforms (Spelling Shed, TT Rockstars, Numbots & White Rose Maths Hub).

## Home and School Partnership

- Stebbing 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.
- Staff to be available to offer support to parents for all online learning platforms.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Stebbing Primary School would recommend and set out a suggested structure for each 'school' day.
- 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 Stebbing Primary promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.
- All families will receive the updated e-safety policy which outlines expectations of how children should use all online learning platforms whilst accessing their school work.

## Roles and responsibilities

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

### **Teachers**

Stebbing Primary School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available between 09:00-15:00 on their working days.

If they are unable to work for any reason during this time, for example due to sickness or caring for an unwell 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 to be set using a daily or weekly timetable.
  - Teachers in reception, year 1 and year 2 *will set work via Google Classroom*
  - Teachers in Years 3, 4, 5 and 6 will be setting assignments on *Google Classroom*.
- Providing feedback on work:
  - All core subject work submitted by 1pm will receive feedback by 5pm.
  - All foundation subject work submitted by 3.30pm will receive feedback by the end of the week.

- Keeping in touch with pupils who aren't in school and their parents:
  - All staff to monitor the level of online engagement through the use of online learning engagement Google doc.
  - 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 can be directed to individual teachers.
  - Teachers are then able to refer concerns/queries to a member of the senior leadership team.
  - Any complaints or concerns shared by parents or pupils should be reported to a member of the senior leadership team.
  - Any safeguarding concerns, refer immediately to the Designated Safeguarding Lead.

### **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 an unwell dependent, they should report this using the normal absence procedure.
- During the school day, teaching assistants must complete tasks as directed by either a member of the senior leadership team or their class teacher.

### **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 – explain how they'll do this, such as 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 (DSL)**

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 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.
- Assisting pupils and parents with accessing the internet or devices.

## The SENCO

Liaising with the ICT technicians 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.

Identifying the level of support required and ensure regular communication with both the parents and staff supporting the child .

### 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 and teaching assistants.
  - 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.

### Links with other policies and development plans

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- E-Safety policy
- Code of Conduct for Phone calls, Video conferencing and recorded video - [Code of Conduct for Phone calls, Video conferencing and recorded video -](#)
- End User Agreements for Google classroom, seesaw and classdojo