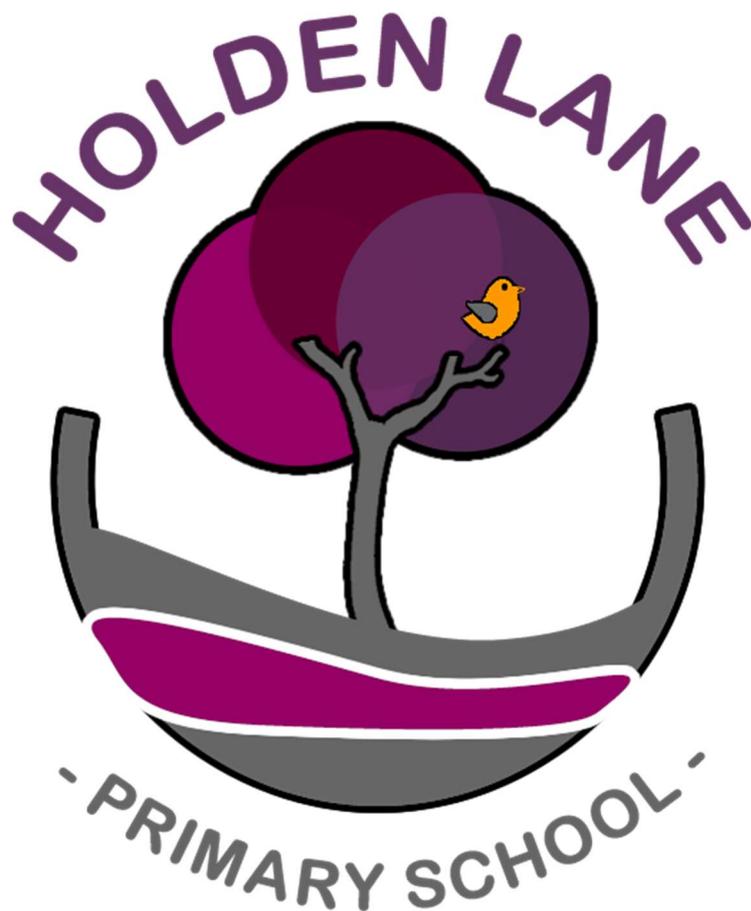


HOLDEN LANE PRIMARY SCHOOL



REMOTE EDUCATION POLICY

Date: January 2021

Rationale

At Holden Lane Primary School, we strive to be creative, innovative and support our pupils, parents and carers in the best way possible to make learning purposeful and holistic. Our strategy for the implementation of remote learning reflects this.

This policy outlines our strategy to enable pupils to continue their learning remotely during the Covid-19 pandemic, should that be due to individual pupil isolation, class bubble closure or partial school closure due to national lockdown (with in-school provision for the vulnerable pupils and the children of key workers).

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including pupils with SEND or EAL) through the provision of quality on-line and off-line resources.
- Provide clear expectations of staff members with regards to delivering high-quality, interactive remote learning.
- Include continuous delivery of the school's curriculum in addition to supporting pupil well-being and providing parental support.
- Support effective communication between the school and families and support attendance.

Content and Tools to Deliver Remote Education

Resources to deliver remote education include:

- Microsoft Teams for the delivery of live lessons.
- EYFS access to Tapestry for uploading learning activities and examples of completed work.
- Printed remoted learning packs.
- Physical materials such as exercise books and work books.
- Welfare phone calls home.
- Use of BBC Bitesize, Oak Academy, Times Tables Rock Stars, Purple Mash and Oxford Owl.

Home and School Partnership

Holden Lane 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.

Where possible, it is beneficial for pupils to maintain a regular and familiar routine. Holden Lane Primary School recommends that each 'school day' maintains structure with daily lessons scheduled throughout the week.

We would encourage parents and carers 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.

Staff will ensure that work is set. 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.

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.

Roles and responsibilities

Teachers

The 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.

Holden Lane Primary School will provide a training session on how to schedule and deliver live lessons via Microsoft Teams. On-going support will be provided as required.

When providing remote learning, teachers must be available between 8:45am and 3:45pm. 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 provide remote learning packs which contain ten days of learning. Each pupil will receive a paper copy of the remote learning pack and it can also be accessed via the school's website.
 - Each day, pupils will be provided with a Mathematics and Literacy lesson in addition to an afternoon lesson focussed on a foundation subject. In Nursery, the afternoon lesson will focus on sharing and discussing a story with the pupils.
 - Lesson expositions will be delivered to pupils using Microsoft Teams.
- Providing feedback on work:
 - Verbal feedback will be provided to pupils as they submit answers using the chat feature during lesson expositions on Microsoft Teams.
 - If pupils share completed learning as a photograph on Microsoft Teams, written feedback will be provided.
 - Completed remote learning packs will be returned to school following the wider reopening to all pupils. Completed learning will be used to inform future planning and assessment opportunities.
 - Foundation Stage pupils will receive feedback on learning which they share using the Tapestry app.
- Welfare checks on pupils who accessing remote learning:
 - Daily attendance registers for pupils accessing remote learning are submitted to the Head of Pastoral Care.
 - Head of Pastoral Care makes welfare phone calls to parents where there is a concern around the level of their child's engagement with remote learning. Support to be provided to families as required to assist with engagement.
 - All parent and carer emails should be sent to the school's main account: holdenlane@holdenlaneprimary.org.
 - Any complaints or concerns shared by parents, carers or pupils regarding remote learning should be reported to a member of SLT. Any safeguarding concerns should be immediately referred to the Designated Safeguarding Lead.

Support Staff

Support staff must be available between 8:45am and 3:45pm. 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 a partial school closure due to national lockdown, support staff will take responsibility for working with the vulnerable pupils and children of key workers who are attending school in the class which they are usually based. They will support pupils to access the remote lessons being delivered by the class teacher and support them to complete the subsequent learning activities. During remote lessons, support staff will monitor and respond to pupil comments and queries on the chat.

Should a class bubble close, the member of support staff assigned to the class will support the class teacher by joining each on-line live lesson and responding to pupil responses and questions both during the lessons and afterwards whilst pupils complete the independent learning activities.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Ensuring that all pupils have access to a hard copy of the remote learning pack in addition to on-line access.
- Monitoring the security of remote learning systems, including data protection, safeguarding considerations and the on-line chat function.

Designated Safeguarding Lead (Head of Pastoral Care)

The Designated Safeguarding Lead (Head of Pastoral Care) is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

They are responsible for:

- Making welfare phone calls to parents where there is a concern around the level of their child's engagement with remote learning. Support to be provided to families as required to assist with engagement.
- Assigning laptops to pupils who do not have access to an electronic device to enable them to participate in on-line remote lessons.
- Monitoring on-line lesson chat streams for the appropriateness of pupil comments and contacting parents and carers where there is a concern.

Special Educational Needs Co-ordinator

The Special Educational Needs Co-ordinator is responsible for:

- Adapting the content of remote learning packs for identified pupils on the SEN register to ensure that they are able to work independently following teacher expositions.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely.

School Business Manager

The School Business Manager is responsible for:

- 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.
- Arranging for the office to prepare paper copies of remote learning packs for all pupils.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Access the three on-line live lessons provided each day and complete the subsequent follow-up learning activities.
- Actively engage in the on-line lessons by responding via chat to questions posed during the lesson.
- Seek help from their teacher (via chat or email) if they need support to complete their independent learning activity.

Staff can expect parents and carers with children learning remotely to:

- Support their children to access the three on-line live lessons provided each day and complete the subsequent follow-up learning activities.
- Inform the school if their child is ill or otherwise unable to access the on-line live lessons.
- Seek help from the school if their children are experiencing difficulties in accessing on-line live lessons or completing independent learning activities.
- Be respectful if raising a complaint or making concerns known to staff.

The Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure provision remains high quality.
- Ensuring that staff are assured that remote learning systems are appropriately secure for both data protection and safeguarding purposes.

Links with other policies and development plans

This policy is linked to the following school policies:

- Child Protection and Safeguarding
- Behaviour
- E-Safety