

Thoughtfulness and Respect

Sandford Hill Primary School

Remote Education Policy



School website: www.sandfordhill.org.uk

Email: office@sandfordhill.org.uk

Policy written by:	I. Walford
Policy updated:	Autumn 2020
Policy approved by Governors:	Autumn 2020
Review date:	Summer 2021

*Thoughtfulness and Respect***Sandford Hill Primary School Remote Education Policy 2020**

Sandford Hill Primary School has always strived to be creative, innovative and supportive of our parents and of our children. We aim to create a safe, happy school, which has the personal development of children at its heart and provides a wealth of learning opportunities to inspire the interests and talents of all.

Aims

This Remote Education Policy is applicable to those times when our children are unable to attend school in person, particularly if our children are required to learn from home for an extended period. The Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils through the use of online and offline resources and teaching videos;
- Provide clear expectations to 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 for motivation, health and well-being and parent support;
- Consider continued education for staff and parents; and
- Support effective communication between the school and families and support attendance.

Who is this policy applicable to?

- The children and families of Sandford Hill Primary School.
- The staff of Sandford Hill Primary School.

Content and Tools to deliver this Remote Education Plan

The resources to deliver this Remote Education Plan include:

- Office 365 including Teams, Forms, Stream, One Note, One Drive;
- The school website (www.sandfordhill.org.uk);
- Phone calls home (parental communications);
- Printed learning packs;
- Physical materials such as story books and writing tools;
- Use of BBC Bitesize, National Oak, Espresso, Kahoot;
- Downloadable resources;
- Curriculum resources; and
- iPad user agreement.

Thoughtfulness and Respect

Home and School Partnership

Sandford Hill Primary School is committed to working in close partnership with families and recognises each family is unique. As a consequence of this, our remote learning provision will have the flexibility to meet the individual needs of our families. Sandford Hill Primary School will provide information, guidance and support to parents and children on how to use Office 365 as appropriate.

We would encourage that:

- when children are working from home, a consistent structure to each 'school day' is maintained;
- parents/carers support their children's learning, including finding an appropriate place for their child to work and maintain levels of concentration;
- parents/carers follow the ['Digital 5-A Day'](#) framework, which provides practical steps to support a healthy and balanced digital diet;
- if accessing work from home is an issue for their child, parents should contact school promptly;
- parents/carers are respectful when reporting any concerns to staff.

Children are made aware of and must agree to an 'Acceptable Use Policy' which includes e-Safety rules and this applies when children are using technology at school or at home. Further information regarding e-Safety is available on the [school website](#).

Roles and Responsibilities

Frequent training, will be provided, to support the staff so that they are able to use Microsoft Teams effectively.

Teachers

When providing remote learning for their class, teachers must be available between 9:00 – 3:45 p.m. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence reporting procedure.

When providing remote learning, teachers are responsible for:

- creating learning activities for the children in their classes / groups that is of equivalent length to the core teaching that pupils would receive in school;
- providing parents and pupils, at the start of the school day, with an overview of the day's timetable;
- ensuring the work set is aligned to the usual timetable for the class, wherever possible;
- developing knowledge and skills incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- giving clear instructions of new content;
- providing pupils with feedback given in-line with the school's Marking Policy. Children's work which has been submitted by 1:00 p.m. will receive feedback by the end of the school day. Children's work which has been submitted after 1:00 p.m. will receive feedback by the start of the following school

Thoughtfulness and Respect

day;

- maintaining effective communication with pupils who are not in school and their parents. If there is a concern around the level of engagement of a pupil(s), parents/carers should be contacted via a telephone call from the Home School Link Worker to determine if further school support can assist engagement; and
- sharing any complaints/concerns made by parents or pupils with a member of SLT – for any safeguarding concerns, refer immediately to DSL.

Teaching Assistants

- Will be available during their usual working hours.
- Will complete tasks as directed by SLT during their usual working hours.
- If they are unable to work for any reason during this time, they should report this using the normal absence reporting procedures.

Senior Leaders

- Will co-ordinate the remote learning approach across the school, including monitoring of levels of engagement.
- Will monitor the effectiveness of remote learning through regular meetings with staff and through regularly reviewing the work set and gaining feedback from pupils and parents.
- Will monitor the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

- Will manage and deal with safeguarding concerns. For further information, please refer to the Safeguarding and Child Protection Policy.

The SENCO

- Will liaise with teachers to ensure that the learning activities set for remote learning are accessible to all pupils and that reasonable adjustments are made, where appropriate, in line with school support plans and pupil passports.
- Will ensure that pupils with EHC plans continue to have their needs met whilst learning remotely, and liaise with the Inclusion Leader and other organisations to make any alternate arrangements for pupils with EHC plans.

The Business Operations Leader

- Will ensure value for money when arranging the procurement of equipment or technology.
- Will ensure that the school has adequate insurance to cover all remote working.
- Will oversee the management and effectiveness of the remote learning systems.

IT Technicians

- Will fix issues with systems used to set and collect work.
- Help staff with any technical issues which they are experiencing.

Thoughtfulness and Respect

- Will review the security of remote learning systems and flag any data protection breaches to the Data Protection Lead.
- Assist pupils and parents with accessing the internet or devices.

Pupils and Parents

Staff can expect pupils who are working remotely to:

- complete work to the deadlines set;
- seek help if they need it from the teachers; and
- alert teachers if they are not able to complete the work (parents@sandfordhill.org.uk).

Staff can expect parents with children working remotely to:

- make the school aware if their child is sick or otherwise can't complete the work;
- seek help from the school if they need it; and
- be respectful when reporting any concerns to staff.

The Governing Body

The Governing Body is responsible for:

- monitoring the school's approach to providing remote learning to ensure education remains as high as possible; and
- ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

This policy is linked to our:

- Safeguarding Policy;
- Behaviour Policy;
- Child Protection Policy;
- Data protection Policy;
- E Safety Policy; and
- ICT Acceptable Use Policy.