Remote Education Policy

for Veryan C of E School

1. Aims

This Remote Education Policy aims to:

- o 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
- o Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- o Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- o Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- o Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- o A child (and their siblings if they are also attending our school) 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.
- o 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.
- o A child who is neither Vulnerable nor has parents who are Critical Key Workers during a partial school closure.

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- o Online tools for EYFS KS1 KS2 (Tapestry, Zoom K12/Class Dojo), as well as for staff CPD and parental sessions.
- o Use of Recorded video (or Live Zoom K12 sessions) for taught sessions including registration, instructional videos and Collective Worship
- o Phone calls home
- o Printed learning packs
- o Physical materials such as story books, exercise books and writing tools
- o Additional use of BBC Bitesize, Oak Academy, Spelling Shed, Purple Mash, Pobble, Sumdog, TT Rock Stars and Numbots.

The detailed remote learning planning and resources are included in the School'sRemote Learning Plan and daily / weekly planning posts via Class Dojo / Tapestry, which include:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming
- End User Agreements for Zoom K12, Tapestry and Class Dojo.
- Veryan School is open to staff using 'live streaming', with the Head of School's consent, if it was felt it would have a positive impact on children's remote learning, but it is not a requirement. Any 'live' streaming would be strictly in line with the Live-streaming Principals and Practice Guidance

4. Home and School Partnership

Veryan 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.

Veryan School will provide support for parents on how to use Zoom K12, Tapestry and Class Dojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Veryan School would recommend that each 'school day' maintains structure.

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 school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with Veryan School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. https://www.childrenscommissioner.gov.uk/digital/5-a-day/

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.

5. Roles and responsibilities

5.1   Teachers

We will provide support and training for new staff on how to use Tapestry, Class Dojo and Zoom K12.

When providing remote learning, teachers must be available between 9am and 3pm

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:
    - o   Teachers will set daily / weekly work for the pupils in their classes.
    - o   The work set should follow the timetable for the class which will be shared by the Head of School or class teacher.
    - o   All teachers will be setting work on Class Dojo / Zoom K12 or private You Tube channels

- Providing feedback on work:
    - o   Reading, writing and maths work will be responded to daily.
    - o   All curriculum tasks submitted by pupils will be responded to by the end of the week.
    - o   The above should adhere to our school's marking policy where appropriate.

- Keeping in touch with pupils who aren't in school and their parents:
    - o   If there is a concern around the level of engagement of a pupil/s, parents should be contacted, via phone, to access whether school intervention can assist engagement.
    - o   All parent/carer emails should come through the school admin account or Class Dojo and should not be directly sent to teacher's email addresses.
    - o   Any complaints or concerns shared by parents or pupils should be reported to the HOS or senior teacher for any safeguarding concerns, refer immediately to the DSL or DDSL.

5.2   Teaching Assistants

Teaching assistants must be available for their normal contracted 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 their class teacher / line manager or HOS.

5.3   Designated Safeguarding Lead

The DSL / DDSLs are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy and the remote safeguarding procedures document. DSLs / DDSLs are responsible for ensuring that provision online is delivered within the parameters of this document.

5.4 IT Support

IT support is 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

5.5   The SENCO

Liaising with the ICT support 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 Head of School and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

- Identifying the level of support

- Recognising that children with SEN can face additional safeguarding challenges, and so, further support may be necessary to safeguard them, including online engagement.

5.6   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

5.7   Board of Directors

The SMC 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

The Directors will receive reports for the SMCs to ensure that they are able to:

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible across the Trust.

6. Links with other policies and development plans

This policy is linked to our:

- o Safeguarding and Child Protection policy
- o Safeguarding Pupils Addendum
- o Remote learning safeguarding protocols
- o Digital Safeguarding policy
- o CCE ICT Acceptable Use policy
- o CCE Technical security policy
- o Peer on peer abuse policy
- o CCE Code of Conduct policy
- o SEN Policy
- o Behaviour policy
- o Data protection policy and privacy notices
- o Online safety acceptable use policy
- o Code of Conduct for Phone calls, Video conferencing and recorded video