



Remote Education Policy Clavering Primary School

1. Statement of School Philosophy

Clavering Primary School has always strived to provide our children with a challenging, creative curriculum aimed to inspire everyone to reach their full potential. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

- 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 virtual teaching.
- 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 of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents
- Support effective communication between the school and families and support attendance

3 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending Clavering Primary*) 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 is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Tapestry and Teams), as well as for staff CPD and parents sessions.
- Use of Recorded video (*or Live Video if used*) for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy

The detailed remote learning planning and resources to deliver this policy can be found here:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- Safeguarding guidelines for staff and parents

5. Home and School Partnership

Clavering 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.

Clavering Primary School will provide support for parents on how to use Teams as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Clavering Primary 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.

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.

6. Safeguarding

Teams lessons will be recorded by the school and by signing up for the live sessions, you are agreeing with this. The recordings will not be shared and would only be accessed by the senior leadership team or safeguarding team if a concern was raised.

An adult is encouraged to stay in the room with their child throughout the sessions to act as technical support. As well as the class teacher hosting, a member of the senior leadership team may also be present on some occasions to help monitor its effectiveness as a teaching tool.

For this to be a safe environment for all the children some safety points will need to be followed:

- Pupils would need to be appropriately dressed (no pyjamas)
- If not at school, pupils would need to be in a suitable room such as the kitchen or lounge (not their bedroom)

- All pupils would need to follow school rules – speaking/commenting politely and being respectful of other pupil’s feelings.
- Parents must manage the pupil accounts not the pupil
- Video-conferencing programs should not be used on a one to one basis between school staff and pupils – remote learning on a one to one basis is not appropriate;
- The message board facility must not be used between pupils

7. Roles and responsibilities

Teachers

To note: 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.

Clavering Primary School will provide a refresher training session and induction for new staff on how to use Teams.

When providing remote learning, teachers must be available during 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.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes via Teams.
- The work set should follow the usual timetable for the class had they been in school, wherever possible. There will be live sessions in the morning and independent standalone sessions in the afternoon. During this time staff will mark and plan work ready for future learning.

Providing feedback on work:

- Teachers will give feedback each day verbally or written through Teams

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/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account (admin@clavering.essex.sch.uk)
- Any concerns shared by parents or pupils should be reported to the class teacher in the first instance. Any safeguarding concerns, refer immediately to the Designated Safeguarding Lead via the school office.

Teaching Assistants

Teaching assistants must be available during 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 assistant must complete tasks as directed by a member of the SLT.

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 – 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

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
- Identifying the level of support

The Office Manager

- 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.

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

8. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video

