

Remote Education Policy for Gunthorpe CofE Primary School

September 2020

1. Statement of School Philosophy

Gunthorpe CofE Primary strives for excellence for all our pupils. We seek to give them an understanding of the world God created; their place in it, their value to it and their responsibility for it. This is lived out in our whole school community through the Christian values of service, determination, respect, forgiveness and friendship. Our updated strategy for remote learning continues this approach, whilst elevating our systems to ensure the highest quality of remote education possible.

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 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 of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- INDIVIDUAL ISOLATION: A child (*and their siblings if they are also attending Gunthorpe*) who is absent because they are awaiting test results and/or the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- WHOLE CLASS ISOLATION: 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.
- All staff providing home learning education and families supporting home learning.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Daily online learning, via links on the school website, which is broken down into daily sessions, easily accessible for the child. This works in line with a typical school day and is a combination of online lessons, worksheets, online activities and creative learning challenges, spanning the whole curriculum.
- Printed learning packs for use with or without internet access.
- Daily email or phone calls home from class teacher or TA to give support with the learning, for children *individually isolating*.
- Use of Recorded videos such as instructional videos and assemblies.
- Use of online lessons such as BBC Bitesize, Oak Academy and online learning platforms (*e.g. Mathematics, TTRockStars, Bug club*).

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

<https://www.gunthorpeschool.co.uk/learning-from-home/>

Further specific detail for individual classes is available here: <https://www.gunthorpeschool.co.uk/class-pages/>

This includes:

- Model Timetable and structure for remote learning

- Downloadable Printable Documents – which will also be sent out as physical work packs for families without printers or online access.
- Curriculum resources
- Links to learning and support

5. Home and School Partnership

Gunthorpe CofE Primary 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 children to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure, using the year group timetables provided.

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 by encouraging them to work with good levels of concentration.

Work will be set by Friday for the following week. 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. Work will be provided in weekly block, with the focus being on online learning, but with physical work packs available where needed. I pads may be available to loan again this will be discussed on a case-to-case basis if appropriate to support pupils learning from home.

All families to reinforce E-Safety guidance at home and support their children with monitoring their online use.

6. Roles and responsibilities

Teachers

Gunthorpe will provide a refresher training session and induction for new staff on the school website, online subscriptions and additional tools as required to create and publish videos to support home learning. This will include reminders on how to safeguard everyone during online learning.

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 for **Individual** Isolation Learning:
 - Teachers will set work for the pupils in their class/ year group. This will be a weekly learning expectation and be in line with the year groups curriculum learning expectations.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible, but will be standalone year group expectation work (for maths) and not always the exact same learning happening in school on that day.
 - Teachers will support their student's learning and wellbeing via phone calls or communication via email. Work should be sent via Tapestry (EYFS) or to class email addresses and feedback will be provided
- Setting work for **Whole Class** Isolation Learning:
 - Teachers will set work for the pupils in their class via the class page. This will be in weekly learning expectation and be in line with the year groups curriculum expectations. Paper packs will be provided for those without internet or a suitable device.

- The work set should follow the usual timetable for the class had they been in school, wherever possible and will be either class or year group specific.
- Teachers will be expected to video a short lesson introduction and posted onto the class page at a minimum for maths and English. This should explain the task set for the day.
- Teachers will support their student's learning and wellbeing via phone calls and work can be emailed to class email addresses.
- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 1pm if they require a teacher response and comments by the next day. [Whole Class Home Learning](#).
 - Parents will have access to marking/answer support to provide corrections at home. [Individual & Whole class Home Learning](#).
 - All curriculum tasks wanting a response, to be submitted by 3.30pm and teachers will aim to comment by the end of the week. [Individual Home Learning](#).
 - No paper copies of the work should be brought into school, to avoid transferring any virus particles.
- 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 access whether school can assist engagement.
 - When children are individually isolating a member of staff will call home once a day to check on wellbeing and ask if support with work is required.
 - All parent/carers emails can come through office@gunthorpe.notts.sch.uk or class emails
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL. Normal safeguarding procedures still apply and must be followed.

Teaching Assistants

Teaching assistants must be available during their 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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT or class teacher, as normal. If a class the TA works with has to isolate and all work from home then TA should work closely with the class teacher to support the needs of the children.

TAs to work with class teachers to devise any additional support plans or measures needed for the more vulnerable children within the class. TAs work with teachers to ensure children individually isolating receive 'check in' phone calls if no work received via email.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including weekly monitoring of engagement.
- Monitoring the effectiveness of remote learning – daily check ins with class teachers, reviewing work set or reaching out for feedback from pupils and parents, where appropriate.
- 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.

The SENCO

Liaising with the SLT and class teachers to ensure that the technology used for remote learning and work set 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 if required
- Identifying the level of additional support needed for vulnerable children
- ensure vulnerable children individually isolating receive weekly 'check in' phone calls.

Pupils and parents

See Code of Conduct for Home Learning

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
- Follow the normal school rules in terms of being polite, respectful and focused on their learning

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
- Find a suitable working space for their child to work from
- To have pre looked at the online learning and informed school if they are unable to access the school website
- Be respectful when making any complaints or concerns

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

7. 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 acceptable use policy

- Code of Conduct for Home Learning