Allendale Primary School

Remote Education Policy

Allendale Primary School has always strived to be creative, innovative and support our parents and children in the best way possible to make school a safe and happy place where the learning is purposeful and relevant. Our strategy for remote learning aims to continue this ethos if the child is learning at home through unusual circumstances.

Aims:

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning for all pupils who are not in school, through use of quality offline and online learning resources and teaching videos.
- Set out expectations for the whole school community with regard to high quality, interactive remote learning.
- Include delivery of the school curriculum, as well support for motivation, health and wellbeing and parent support.
- Support effective communication between the school and families and support attendance on return to school.
- Consider continued training for staff via online platforms and virtual training / conferences.
- Provide appropriate guidelines for data protection.

Who is this policy applicable to?

- A child *(and their siblings if they are also attending Allendale Primary School)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble is 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.

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 School360),* as well as for staff CPD.
- Use of instructional videos, video clips, video lessons.
- Phone calls home.
- Printed learning packs.
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, Doodle Spell, White Rose Maths and Accelerated Reader.

Home and School Partnership

Allendale 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.

Allendale Primary School will provide instructions for parents and children on how to access and use School360 / Tapestry. All work is interactive and can be completed and submitted online. We do not expect parents to print out materials unless it is their preference to do so.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Allendale Primary School would recommend that each 'school day' maintains structure. Teachers provide a timetable so that parents know what a typical school day is like.

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 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

To note: the suggested 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.

Allendale Primary School will provide a refresher training session and induction for new staff on how to use Tapestry / School 360.

When providing remote learning, teachers should be available between 8.45am and 3.45pm on their working days. If circumstances arise where this is not possible or practical, e.g. childcare needs, hours may be worked outside of the normal school day pattern.

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.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible and provide a balance of subjects.
  - Teachers in Nursery and Reception will be setting work on Tapestry.
  - Teachers in KS1 and KS2 will be setting work on School360.
- Providing feedback on work:

- Reading, writing and maths work, all completed work should be submitted by the set deadline and feedback will be given by the class teacher.
- Any hard copies of work provided, should either be scanned and returned electronically or the expectation is made clear to parents that it should be returned to school for marking in an agreed time frame.

- Keeping in touch 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 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@allendaleprimary.northumberland.sch.uk or individual member of staff's @allendaleprimary.northumberland.sch.uk. Personal email addresses must never be used.

  - 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.

Teaching Assistants

Teaching assistants must be available, if needed, in their usual 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 assistants must be available to complete any tasks as directed by the class teacher or member of the SLT.

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.

- Monitoring the effectiveness of remote learning – explain how they will do this, such as 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.

The SENDCo

The SENDCo is responsible for:

- 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 and SEN Support Plans.
- Identifying the level of support required for individual children and identifying whether 1-1 online tuition can be facilitated.
- Being responsible for any reviews of SEN Support Plans or EHCPs which are due.
- Working with parents to complete any referrals to specialist support agencies that may be required.

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 are 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 cannot complete work
- Seek help from the school if they need it – Teachers should try to point parents towards resources if they are struggling or support them to support their child
- 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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy.