

Remote Education Policy for Hazelbury Primary School

1. Statement of School Philosophy

Hazelbury has always strived for our children to be independent, motivated learners, who endeavour to achieve high standards and leave Hazelbury able to flourish wherever they may go next on their educational journey. 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 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 Parental 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?

- A child (*and their siblings if they are also attending Hazelbury*) 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
- A child accessing remote learning due to the closure of the school to the majority of pupils as directed by government guidance

Remote learning will be shared with individual families when they are absent due to Covid related reasons and not to everyone at the start of a week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Seesaw along with the use of Timestable Rockstars, Spelling Shed, Maths Shed and IXL*)
- Parents sessions will be provided via the schools Youtube channel
- Use of Recorded video for instructional teaching points (via seesaw)
- Assemblies take place virtually via Zoom
- Phone calls home
- Printed learning packs
- Physical materials such as story books
- Use of BBC Bitesize, Oak Academy, Hungry minds etc

The detailed remote learning plan:

- If children are self-isolating they will be provided with a Reading, Writing, Maths & HLQ pack weekly.
- If their bubble is closed they will be provided with a Reading, Writing, Maths & HLQ session daily.
- If the majority of pupils are remote learning due to school closure they will be provided with a Reading, Writing, Maths & HLQ session daily.
- This will include short 10 minute instructional videos, which should be uploaded with an activity for each session.
- All of the above will be uploaded on to Seesaw. If families don't have access to the internet, packs will be printed and posted to them.

5. Home and School Partnership

Hazelbury 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.

Hazelbury will provide step by step instructions for parents on how to use Seesaw.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Hazelbury 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 and alternative solutions may be available. These will be discussed on case-to-case basis.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

6. 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.

Hazelbury will provide guidance on how to use Seesaw.

When providing remote learning, teachers must be available between 9:00-3:00.

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.
- This should include short 10 minute videos of instructional teaching for each lesson (Reading, Writing, Maths & HLQ)
- Daily work will be shared at 9:00am.
- Teachers in Reception to Year 6 will be setting work on *Seesaw*.
- Nursery work will be available via the school website.
- Providing feedback on work:
 - Reading, writing and maths work completed and submitted by 1.30pm will be responded to by the teacher.
 - All curriculum tasks submitted by 3.30pm will be commented on weekly by the teacher.
- 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. Teachers should fill out the online spreadsheet by Wednesday at 12. A text will be sent on that day. If the children are not accessing on Thursday teachers should update the spreadsheet again by 12 and a school based TA will then ring home to investigate. This communication will be recorded on the spreadsheet.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of Headship– for any safeguarding concerns, refer immediately to the DSL. You should record on CPOMs as well as ringing the school to speak to a DSL.

Teaching Assistants

Teaching assistants must be available between 9:00-3:00

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 a member of the SLT or Headship.

- E.g. providing scaffolds/support for 1:1 children

AHTs

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their year group
- Uploading work to Seesaw should a member of their team be too unwell to do so.
- Monitoring the effectiveness of remote learning – through, reviewing work set
- Ensuring the timetable and provision of children on- site is consistent with those remote learning.

Headship

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- 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:

- Responding to emails via homelearning@hazelburyprimaryelt.org
- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- 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 EHCPs 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 EHCPs
- Identifying the level of support

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 using the email homelearning@hazelburyprimaryelt.org
 - Be respectful when making any complaints or concerns known to staff

LEC

The Local Education Committee 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 Policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety Policy
- Code of Conduct