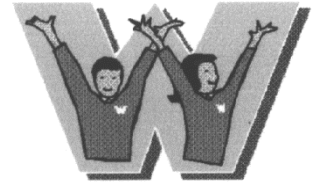


WELLSPRINGS PRIMARY SCHOOL

REMOTE EDUCATION POLICY



Status

Statutory

Wellsprings School Vision statement



Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not 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 delivering 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
- Support effective communication between the school and families and support attendance

Who is this policy applicable to?

- A child (*and their siblings if they are also attending Wellsprings Primary*) 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.
- 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.
- Remote learning will be shared with families after the school has been notified of the above.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*G-Suite, TTRockstars, Tapestry, Class Dojo, ParentMail, Rising Stars*)
- Use of live video (*for example, Zoom, Google Meet*) to make contact with parents and carers if/when appropriate
- Phone calls home
- Printed learning packs if required
- Physical materials such as writing tools, books and paper if required
- Use of BBC Bitesize, Oak Academy, TTRockstars, White Rose Hub, Phonics Play

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

- EYFS – via your Tapestry account
- KS1 – via Google Classrooms when fully operational
- KS2 – Via Google Classrooms when fully operational

By accessing these online learning accounts, you will be able to view the overall plan for the week which will include hyperlinks to online sources to assist with the objectives.

The school will continue to use ParentMail as its primary means of communication to parents.

Home and School Partnership

Wellsprings 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.

Wellsprings Primary School will provide information for parents regarding how to use these online tools.

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

The school is not responsible for ensuring e-safety at home. We will make every effort to ensure that online resources and materials linked in the planning are appropriate for your child's age group, however it is the

responsibility of parents/carers to apply parental controls and ensure your child's safety online.

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.

Wellsprings Primary School will provide a training session to teaching staff on how to use Google Classrooms.

When providing remote learning, teachers must be available between 9:00am and 4:00pm

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.
 - The unit of work will be set and made available via Google Classroom/Tapestry at the earliest available opportunity.
- Providing feedback on work:
 - Reading, writing and maths work, all completed and submitted by 3pm to be guaranteed teacher response within 24 hours.
 - All other curriculum tasks submitted will receive a comment by the end of the week.
- 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.
 - Live teaching lessons where appropriate.
 - All parent/carer emails should come through the relevant year group emails, or via Tapestry if the child is in Nursery or Reception.
 - 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.

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 via the relevant year group email

- Be respectful when making any complaints or concerns known to staff
- Support their child to access remote learning
- Monitor usage to ensure children are kept safe online

Teaching Assistants

Teaching assistants must be available within their contracted 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 complete tasks as directed by their class teacher or 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 including monitoring of engagement
- Monitoring the effectiveness of remote learning by meeting with teachers (virtually if required)
- 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 SEND lead, headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.

Governing Body

The governing body 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 / SEMH policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for staff