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## Remote Education Policy

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At Doddinghurst Infant School, we believe that 'Education is an Adventure for All'. We want our children to become part of a friendly cooperative environment, where there is an atmosphere of mutual respect and trust. Every child is made to feel that they have a vitally important role to play in the life of the school, where their achievements are recognised and acknowledged. We believe in these unprecedented times, 'the show must go on' and that remote learning will continue to build the foundation upon which each child builds its future.

### **This Remote Education Policy aims to:**

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) 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
- 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

### **Who is this policy applicable to?**

- A child (and their siblings, if they also attend Doddinghurst Infant School) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school are attending and being taught as normal.
- Remote learning will be shared with families when they are absent due to COVID related reasons

### **Flexibility**

We realise that the circumstances that cause our school to adopt a 'blended learning' approach will affect families in a number of ways. In our planning and expectations we are aware of the need for flexibility from all sides: parents may be trying to work from home and so access to technology as a family may be limited; teachers may be trying to manage their home situation and the learning of their own children, or the effective planning for both in-school and remote learning opportunities; systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success. So the need for communication between school and families on what can and cannot be achieved should be regular and ongoing.

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## Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1; Zoom, Seesaw, use of BBC Bitesize, LGfL, White Rose, Active learn; as well as for staff CPD and parents sessions.
- Use of Recorded video for instructional lessons and assemblies
- Phone calls home
- Printed learning packs for children who struggle with accessing online learning
- Physical materials such as story books and writing tools

## Home and School Partnership

Doddinghurst Infant School is committed to working in close partnership with families and recognises each family is unique and because this remote learning will look different for different families in order to suit their individual needs.

Doddinghurst Infant School will provide an instruction letter for parents on how to use Seesaw and Zoom. Where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Doddinghurst Infant School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's learning, including finding an appropriate place to work and, to the best of their ability, support children encouraging them to focus.

Every effort will be made by staff to ensure that work is set promptly. Should access be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.



In line with Doddinghurst Infant School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

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

Doddinghurst Infant School will provide a refresher training session and induction for new staff on how to use Seesaw and Zoom.

When providing remote learning, teachers must be available between 8:45am to 3:00pm

If they are unable to work for any reason during this time, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

### Setting work:

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- Teachers will set work for the children in their classes
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared on Seesaw

#### **Providing feedback on work:**

- All completed work submitted on Seesaw to guarantee teacher response and comments.
- As per the marking policy verbal/typed response can be given to the child

#### **Keeping in touch with children who are not in school and their parents:**

- If there is a concern around the level of engagement of a child/ren, parents should be contacted via phone to check on the families welfare and to see whether school intervention can assist engagement.
- All parent/carer emails should come through to the class email (class name .....@doddinghurst-inf.essex.sch.uk)
- Any complaints/concerns/safeguarding issues shared by parents should be reported to the head/deputy-head teacher

#### **Learning Support Assistants**

Teaching assistants must be available between 9:00am and 3:00pm

If they are unable to work for any reason during this time, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their class teacher. Monitoring Seesaw and uploading Bug Club and Abacus.

#### **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. (Headteacher to monitor Seesaw accounts)
- Monitoring the effectiveness of remote learning
  - regular meetings with teachers and subject leaders
  - reviewing work set
  - feedback from children 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

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- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

### **The SEND Team**

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 and IHPs
- Identifying the level of support

### **The School Business 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 needed
- Be respectful when making any complaints or concerns known to staff

### **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:

- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- Code of Conduct for Phone calls, Video conferencing and recorded video