



Inspire Education Trust

Together we achieve, individually we grow

Remote Education Policy - Primary

Policy Date: October 2021

Review Date: October 2023

Document History

Version	Status		Date	Author	Summary Changes
V1			Oct 21	Rob Darling	Initial draft

1 Statement of School Philosophy

Inspire Education Trust has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. 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 members of the school community with regards to delivery 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?

- A child who is absent because they are awaiting PCR test results. The rest of their class are attending school and being taught as normal.
- A child's whole class is not permitted to attend school because they, or larger amounts of their class, has tested positive for Covid-19.
- Full lockdown in place necessitating the whole school to be closed apart from on-site key worker provision.

4 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 Class Dojo*), as well as for staff CPD and parent's sessions.
- Use of recorded video and Live Video through Microsoft Teams for, instructional videos and assemblies
- Phone calls home
- Physical materials such as story books and writing tools
- Use of BBC Bitesize and Oak Academy
- Oxford Owl E-books and Ruth Miskin Read, Write Inc videos for phonics teaching

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

- Model timetable/ overview and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- 'How to' guides for recording video tuition linked to Flip charts to introduce the daily learning.
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

5 Home and School Partnership

Inspire Education Trust 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.

Inspire Education Trust will provide a refresher online recorded training session and induction for parents on how to use the school website, Class Dojo and Tapestry where appropriate to access remote learning resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. To this end, we 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.

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.

6 Roles and responsibilities

Teachers

Each Trust school will provide a refresher training session and induction for new staff on how to use Class Dojo/ Tapestry.

When providing remote learning, teachers must be available between the normal working day.

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 remote learning timetable
- Weekly work will be shared / uploaded by the start of Monday morning and/ or prior to each school day.
- Teachers in
- Nursery and Reception will be setting work/ tasks on Tapestry
- Teachers in Year 1 and 6 will be setting work via the School Website and Class Dojo

Providing feedback on work:

- Reading, writing and maths - all completed work should be submitted by 5pm
- Teachers will use a range of marking and feedback strategies each day/ 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.
- All parent/carer emails should come through the school admin account (admin@XXacademy.org)
- 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 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.

During the school day, teaching assistant must complete tasks as directed by 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 daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll 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.

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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IEPs

- Identifying and monitor the level of support given to children with identified SEND needs.

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
 - Be respectful when making any complaints or concerns known to staff

Local Governing Committees

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 and acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video

8 Appendices

- Remote Learning development plan
- Expectations for staff
- Template remote learning overview/ planning docs
- Training videos for staff

Reviewed by: Rob Darling October 2021
Next Review Date: October 2023
Approved by Directors: 13 December 2021

Signed:



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CEO



Mark Gore
Chair of Standards