



Remote Education Policy



Approved by:

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1. Statement of School Philosophy

We have the highest of expectations for our children at all times. Our vision is that children will continue to have the opportunity to thrive in times where their learning may be disrupted and /or their access to our physical school and learning environment is paused. Our aim is to minimise disruption to our children and maintain connection and opportunity to continue learning for every child. We are also committed to supporting the wellbeing of our families and staff in these circumstances. Our strategy for remote learning reflects this. This policy should be read in conjunction with Highlands Primary School's Remote Learning Protocol and Agreements (Appendix A)

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all children (Including children with SEND) who aren't in school, through use of quality online and offline resources and teaching.
- Provide clear expectations of all members of the school community with regards to delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as support of health and well-being and support for parents/carers.
- Provide continued education for staff (e.g. PLMs, briefings).
- Support families with regular updates and interactive forums.
- Support effective communication between the school and families and support attendance.

3. When this policy is applied

The Remote Learning policy is applied when

A child (*and their siblings if they are also attending Highlands Primary*) 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.

If there should be a longer local/national lockdown.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 *including; DB platform, Evidence Me, Zoom, My Maths, Third Space Learning, Purple Mash, Bug Club, LGFL, TTRS and our website, as well as for staff Professional Learning Meetings and parents via zoom sessions.*
- Use of Live video every day and instructional videos and assemblies.
- Phone calls home (if they are not engaging in learning).
- Printed learning packs as required.

- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, *LGFL*, *Times Table Rock Stars Phonics Play*, *Ten Town*, *Bug Club*, *Sumdog*.

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

Appendices:

- Remote Learning Isolation Protocol and Agreements (App A)
- Template letter to explain timetable of remote learning (App B)

5. Home and School Partnership

Parents/Carers are required to sign agreements in our Remote Learning Isolation Protocol and Agreements, which clearly sets out the expectations we may have of each other.

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

Highlands Primary School will ensure that all families are able to login to our DB Platform and, as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Highlands 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 children 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/carers 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

Class Leaders

Class Leaders must be available for work between 8:30 and 3.30 daily.

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, class leaders are responsible for:

- Setting work:
 - Planning and delivering the input and modelling of learning via Zoom.

- Assign work for the children on DB class pages. This includes those responsible for groups.
- Weekly/daily work will be shared on DB Platform
- Providing feedback on work:
 - Teachers will use a range of feedback strategies to support children with progression in their learning. This includes:
 - a) Stars and wishes, providing children with evaluative praise that provides encouragement as well as next steps. This could be audio or written sentences in response to the work children send in.
 - b) Peer and self-assessment within the live lessons. Children can mark their answers or peers are asked to support feedback for one another.
 - c) End of topic quizzes.
 - d) Use of Polls
 - e) Use of the chat function to give feedback.
 - f) In lesson assessment for learning observations.
 - Research suggests that audio feedback has the greatest impact.
- Keeping in touch with children who aren't in school and their families:
 - If there is a concern around the level of engagement of a child, Class Leaders will contact parents via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@highlandsprimary.net) or class email account.
 - Any complaints or concerns shared by parents/carers or children should be reported to a Learning Leader or to the Head Learning Leader– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (Denise Taylor).
- Attending virtual meetings with staff, parents and children.
 - Should a whole class email be sent, then the BCC field will be used to ensure that personal email addresses are not shared.

Learning Coaches

Learning Coaches must be available between 8.30 and 3.30.

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, Learning Coaches must complete tasks as directed by Class Leaders or Learning Leaders. This may include teaching of Key worker groups. Learning coaches will support the maintenance of EHCP targets for key children, this can include daily Zoom calls with EHCP children.

Learning Leaders

Alongside any teaching responsibilities, Learning Leaders are responsible for:

- Leading the remote learning approach across the school including daily assessment of engagement.

- Evaluating the effectiveness of remote learning- through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from children and parents.
- Supporting the EHCP needs of children across the cohort.
- Wellbeing of children and families.

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.

School Business Leader

The SBL is responsible for

- 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.
- IT systems to deliver and support Remote Learning and for leading the IT Technician in the monitoring of the security of remote learning systems, including data protection and safeguarding considerations.
- Procuring of devices to support the most vulnerable learners.

IT Technicians

IT Technicians are responsible for:

- The monitoring of the security of remote learning systems, including data protection and safeguarding considerations.
- 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 SEND Learning Leader

The SEND Learning Leader is responsible for

- Liaising with the SBL to ensure that the technology used for remote learning is accessible to all children and that reasonable adjustments are made where required.
- Ensuring that children with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for children with EHC plans.
- Identifying and evaluating the level of support.

Children and families

Staff can expect children learning remotely to:

- Complete work to the deadline set by class leaders
- Be punctual with attendance to each lesson.

- Be ready dressed and working in a suitable learning environment to focus on learning
- Seek help if they need it, from class leaders
- Alert class leaders if they're not able to complete work
- Adhere to class RRS Learning Behaviours Charter.

Staff can expect parents/carers 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
- Be respectful when making raising any issues 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

7. Planning Preparation and Assessment Time for Teachers

- Plan lessons for the following week (live, recorded and uploaded activities).
- Record videos to upload for the following week.
- Direct learning coaches to prepare resources and activities for children with EHCP's.
- Feedback given to all children.
- Phone calls to children who have not engaged with any of the remote learning.

8. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy
- RRS Learning Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for DB Platform
- School Privacy Notice

All policies can be found on our website:

<https://www.highlandsprimaryschool.co.uk/policies/>

9. Monitoring arrangements

This policy will be reviewed annually by Mrs Sandeep Kaur, Associate Head Learning Leader. At every review, it will be approved by the full governing board.

10. Appendices

Provision for Remote Education in the event of Contingency Lockdown.



Purpose:

Our aim with remote provision is to ensure that through a period of remote education we minimise the disruption and anxiety to our children. A lockdown can be quite worrying for a child and family and the more connection to normality that can be retained the more as a school community we will serve our children to have every opportunity to continue thriving.

We appreciate the emotional impact on children, families and staff of being in remote leaning mode and place the welfare and wellbeing of our community at the heart of all that we do.

What will it look like?

- Each day we would provide a 20-30 minutes daily English and Maths tutorial to set the children up for their daily activities. The session would be an opportunity for children to see and hear from their teacher and friends. There will also be a third session for topic. This may be live or recorded.
- The session would include a welcome, set the objective for the lesson, a short input, explanation of the activity and opportunity to ask questions for clarification.
- Year groups will choose whether English would encompass: daily phonics, reciprocal reading or working through a unit of English sessions. Maths would again be decided whether times tables is appropriate, arithmetic or a unit of learning. It is for teams to decide what will best meet the needs of their cohort based on their initial assessments.
- Year groups will also choose the timings of their daily sessions.
- Children with an EHCP should have a 10-15 mins daily interaction on their EHCP targets attended by teacher but led by Learning Coach.
- Learning coaches can be asked to attend daily zooms to support the teacher.
- Any member of staff that would benefit from team teaching to inform the leadership team.
- The school will support technology needs for all staff and resource a whiteboard and pen for all staff to support any demo teaching.
- A home learning pack will be sourced for all children including a wipe board, pen and book. There will be a clear contract to ensure return.
- Clear protocols will be shared with teachers, children and families for remote learning.
- Any children that have not attended a zoom or have not engaged with a task will require a phone call.
- Leadership will do everything in its power to support our teachers in making this a safe and positive experience.



Remote Learning at Highlands Agreement

In the best interests of children (Article 3 UNCRC) in the event of whole school remote education the school will provide online daily lesson interaction, this will be for English/ Maths and Topic. To enable this to be successful we will all agree to the following home school agreement

The teacher will:

- ✓ Ensure families receive the zoom link for each session at least 24 hours in advance.
- ✓ Ensure their camera and audio is on.
- ✓ Have the Zoom room ready to welcome children at the allocated time.
- ✓ Answer questions for children.
- ✓ Ensure DB activities are uploaded.
- ✓ Ensure 24 hours' notice is communicated in the event of a cancelled session.

Children will:

- ✓ Attend the zoom sessions daily and punctually.
- ✓ Ensure they are dressed and ready for learning at an appropriate work station.
- ✓ Make sure they are muted unless invited to speak.
- ✓ Always ensure positive school language is used.
- ✓ Ask questions if they are unsure of the learning for the day.
- ✓ Ensure they are reading daily.

Parents will:

- ✓ Ensure that the appropriate technology is set up for the children to join the Zoom sessions
- ✓ Be aware of the background children will be sitting in front of. Do not sit your children in front of a window as this will cast a dark shadow.
- ✓ If children miss a live session parents will ensure children watch the recorded sessions
- ✓ Ensure cameras are switched on
- ✓ Be aware the class will be recorded to upload only to the class DB page.
- ✓ Ensure children have access to DB online platform
- ✓ Not attempt to talk to the teacher during the zoom session
- ✓ Not share judgments on teaching style
- ✓ Ensure children complete daily DB tasks
- ✓ Ensure children are reading daily
- ✓ Be aware that the school is not responsible for the quality of Wifi connection
- ✓ Never share a zoom link with another adult or child.
- ✓ Be aware that other than the teacher no videos or recordings can be made of the session. This can never be shared on social media.

Highlands Primary School Remote Learning Agreement

I agree to the terms of the Highlands Primary School Remote Learning Agreement

Name of child:..... Class:.....

Parent signature:..... Date:.....

Teacher signature:..... Date:.....

Highlands Primary School adheres with Data Protection legislation. For more information please visit our published privacy on our website or call 02085540044

Home Learning Resource Pack Agreement



In the best interests of children (Article 3 UNCRC) in the event of a Year group isolation the school will provide a Home Learning Resource Pack for each child.

- The pack will contain a mini whiteboard, pen and book to be used to support pupils' learning at home.
- This pack will be provided for families as soon as possible so that it is available at home should a Year group be required to isolate.
- The contents of the pack should only be used in the event of a Year group closure due to isolation or National lockdown.
- The pack will be provided on a loan basis and will need to be return in good condition when requested by the school.
- Should resources not be returned when requested, families will be expected to cover the cost of replacing these items.

The school will:

- ✓ Provide a resource pack including a mini whiteboard, pen and book

Children will:

- ✓ Agree to only use the equipment during any periods of Year group isolation where they are required to access remote learning at home
- ✓ Agree to take care of the equipment to ensure that it does not get lost or broken

Families will:

- ✓ Agree to return all items provided in the resource pack when requested to do so by the school
- ✓ Agree to pay for any items that are lost, damaged or not returned to school when requested.

Highlands Primary School Home Learning Resource Pack Agreement

I agree to the terms of the Highlands Primary School Home Learning Resource Pack Agreement

Name of child:..... Class:.....

Parent signature:..... Date:.....

Teacher signature:..... Date:.....

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Draft letter to parents

Dear (INSERT YEAR GROUP) families,

We hope you are keeping well and that the children have been engaged with their work packs.

On we will begin the daily live teaching. All activities will also be uploaded to your child's DB platform.

Please see the timetable for the online sessions below.

Timetable

	Daily Time	Zoom details
English		
Maths		

We look forward to welcoming the children and appreciate your continuing support. Please ensure all parts of the home school agreement are adhered to.

If you have any questions please do not hesitate to contact us on the class emails below:

(LIST 3 class emails)

Yours sincerely

(Year Group) Team