South Baddesley CE Primary School: Remote Education Policy

1. Aims

This Remote Learning Policy sets out the provision for education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

It includes details of what to expect where individual pupils are self-isolating, please see the final section of this page.

This policy:

- ensures consistency in the approach to remote learning for pupils who aren't in school
- sets out expectations for all members of the school community with regards to remote learning and
- provides appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teaching staff

If the school is in a partial or full closure, the following applies:

When providing remote learning, teachers are available between **8.30am and 5pm on a working day during term time.**

When providing remote learning, teachers are responsible for:

- ✔ providing a weekly timetable that details the activities for the week
- ✔ providing daily activities, pupils in all classes will received the equivalent of 5 hours learning a day, thi includes time for worship activities
- ✔ setting all learning via **Google Classroom**
- ✔ acknowledging work by sending a weekly comment to each child and using other feedback strategies such as quizzes when appropriate
- ✔ All tasks and feedback will be adapted for pupils with SEND
- ✔ maintaining contact with all children. If a teacher does not hear from a pupil for two consecutive days, then they should contact the family by phone. If this problem then persists, or the teacher has concerns regarding the content of the telephone conversation, they should upload via **My Concern** and a member of SLT or a DSL will create a plan

✔ answering emails from pupils and parents within working hours, 8.30am – 5pm, Monday to Friday.

Please note: a pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

When individual pupils are self-isolating they will continue to receive access to learning tasks via Google Classroom. These tasks may be adapted from the class activities and include the use of resources such as National Oak Academy.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

✔ co-ordinating the remote learning approach across the school and communicating this with all stakeholders

✔ ensuring that all pupils can access remote learning through the provision of electronic devices or paper copies of learning tasks where possible and necessary

✔ monitoring the effectiveness of remote learning through staff, pupil and parents questionnaires, reviewing the learning tasks set and handed in on Google Classroom.

✔ monitoring the security of remote learning systems, including data protection and safeguarding considerations.

✔ ensuring the emotional well-being of all stakeholders is monitored and supported as and when necessary.

2.3 Designated safeguarding lead

The DSL is responsible for:

✔ ensuring effective policies are in place to maintain an effective safeguarding culture.

✔ monitoring and responding to concerns raised by staff via My Concern.

✔ working with external agencies to support the safeguarding of pupils within the SBS community.

2.4 Pupils and parents

Pupils:

✔ be contactable during the school day – although consider they may not always be in front of a device the entire time

✔ complete work to the deadline set by teachers

✔ seek help if they need it, from teachers or teaching assistants

✔ alert teachers if they're not able to complete work

Parents:

✔ Should 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

2.5 Governing board

The governing board is responsible for:

✔ supporting and 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.

✔ working alongside the HT to ensure that all stakeholders have the necessary resources for effective remote provision.

Reviewed: September 2022