

# Wessex Gardens Primary & Nursery School





## Remote Education Policy 2021 - 2022

### Growing Together

Wessex Gardens Primary and Nursery School is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

Wessex Gardens Primary & Nursery School is committed to safeguarding and promoting the welfare of children in our care, and we expect all staff, governors, placements and volunteers to share this firm commitment.

This policy will be considered by the Governing Body on 30<sup>th</sup> March 2021.

|                     |   |  |
|---------------------|---|--|
| <b>Approved by:</b> | <b>Alexander Banks</b>  | <b>Jill Summers</b>  |
| <b>Designation:</b> | <b>Headteacher</b>  | <b>Chairman of the Governing Body</b>  |
| <b>Signed:</b>      |  |  |
| <b>Date:</b>        | <b>30<sup>th</sup> November 2021</b>  | <b>Review due by: July 2022</b>  |

**Contents:**

1. School vision
2. Aims
3. Who is this policy applicable to
4. Contents and tools to deliver the remote learning plan
5. Home and school partnership
6. Roles and responsibilities
7. Links with other policies and development plans

## 1. School Vision

At Wessex Gardens, we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. We are motivated and supported to reach our full potential, as we aspire to excellence. Our strategy for remote learning continues to support this vision.

## 2. Aims

The Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all children (Inc. SEND) through the 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/carer support
- Consider continued education for staff and parents/carers (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

## 3. Who is the Remote Education Policy applicable to?

- A child (*and their siblings if they also attend Wessex Gardens*) 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.
- Children affected by regional or national lockdowns, which result in school closures.

## 4. Contents and tools to deliver the remote education policy

Resources to deliver our Remote Education Policy include:

- Online tools for EYFS / KS1 / KS2 (Tapestry and Google Classroom), staff CPD and parents'/carers' sessions.
- Use of live or pre-recorded video for the delivery and assessment of lessons (including those from the Oak Academy).
- Phone calls home.
- Printed learning packs.
- Physical materials such as story books and writing tools.

The detailed remote learning planning and resources to deliver this policy can be found on the Remote Education Information page on our website ([www. https://www.wessexgardens.co.uk](https://www.wessexgardens.co.uk)), under the Curriculum tab.

## 5. Home and School Partnership

Wessex Gardens Primary and Nursery School is committed to working in close partnership with families, and recognises each family is unique, and remote learning will look different for each family.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure. Parents/carers can be guided by the visual timetable published on each year group's Virtual Classroom page.

We encourage parents/carers to support their child's work, including finding an appropriate place to work and, to the best of their ability, support the child with work encouraging them to work with good levels of concentration.

Staff will make every effort to ensure that work is set promptly. Should accessing work be an issue, we ask parents/carers to contact the school promptly as alternative solutions will be available. These will be discussed on an individual basis.

All children at Wessex Gardens sign an 'Acceptable Use Policy' at school which includes online safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

Wessex Gardens Primary and Nursery School will provide a refresher training session and induction for new staff on how to use Tapestry or Google Classroom.

When providing remote learning, teachers must be available between 8:30 am and 3:30 pm.

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 school's absence procedure.

When providing remote learning, teachers are responsible for:

#### Setting work:

- 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 learning will be shared on the school's website (as well as on Google Classroom for children in Years 1-6 in case of a National Lockdown).
- Teachers in Nursery and Reception will be setting learning on Tapestry.

#### Providing feedback on work:

- Teachers will provide feedback via Google Classroom, either via email or phone calls depending on the way the work was submitted.
- In cases of school closure, once a week, whole class feedback will be provided and uploaded to the appropriate Virtual Classroom.

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

- If there is a concern around the level of engagement of a child, parents/carers or carers should be contacted via phone calls to assess whether school intervention can assist engagement.
- All class teachers have a designated class email that parents/carers can use throughout the year to communicate with their child's teacher.
- Any complaints or concerns shared by parents/carers or children should be reported to a member of the Senior Leadership Team (SLT). Any safeguarding concerns should be referred immediately to the Designated Safeguarding Lead (DSL).

### Teaching Assistants

Teaching assistants must be available between 9:00 am and 3:00 pm, depending on their contracted 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 school's absence procedure.

During the school day, teaching assistants will complete tasks as directed by the class teacher or a senior member of staff.

### Headteacher and Deputy Headteacher

Alongside any teaching responsibilities, the Headteacher and Deputy Headteacher are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning
- 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 Online Safety Policy and Child Protection Policy.

### ICT Leader and IT Consultant

The ICT leader and IT consultant are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they are experiencing.

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting children and parents/carers with accessing the internet or devices.

#### **Assistant Headteacher (SENDCO and Inclusion)**

Liaising with the ICT technicians 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 headteacher and other organisations to make any alternate arrangements for children with EHC plans
- Identifying the level of support

#### **School Business Leader**

- 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.

#### **Children and parents/carers**

Staff can expect children 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/carers to:

- Make the school aware if their child is sick or cannot complete the work for another reason.
- Seek help from the school if they need it.
- 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

### **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online Safety Policy
- Online safety acceptable use policy
- Digital hardware and software development planning
- Code of conduct for phone calls, video conferencing and recorded video
- End user agreements for Google Classroom