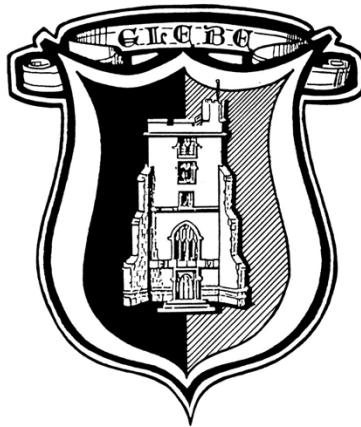


Glebe Primary School

Remote Learning Policy



Date reviewed	September 21
To be reviewed	Autumn 2023

At Glebe Primary School we aim to provide an enabling, accessible curriculum that inspires life- long learning and fosters curiosity. We teach children to respect themselves and others in order to prepare them to take their place on our global interconnected world fulfilling their full potential. Our intent for remote learning mirrors the intent of our face to face curriculum.

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

Who is this policy applicable to?

- A child (and their siblings if they are also attending Glebe Primary) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school are attending school and being taught as normal.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Tapestry/Teams), as well as for staff CPD and parents sessions.
- Use of learning videos and live lessons.
- Phone calls home.
- Printed learning packs.

- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, White Rose, Sumdog, TT Rockstars

The detailed remote learning planning and resources to deliver this policy include:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- DfE on Safeguarding and remote education available from <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- User agreements for Teams and Tapestry

Home and School Partnership

Glebe Primary School 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. Glebe Primary School will provide step by step guides for parents and carers on how to use Tapestry/Teams as appropriate and where possible, provide personalised resources. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Glebe 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 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 and carers should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis. In line with Glebe Primary School's E-safety policy we would encourage children to follow the primary acceptable use agreement.

Roles and responsibilities

Teachers

The responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school. Glebe Primary School will provide a training session and

induction for new staff on how to use Tapestry and Teams. When providing remote learning, teachers must be available during normal school 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. 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 usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared on teams.

Providing feedback on work:

- As per our feedback policy, teachers will provide timely positive and constructive feedback to children so that they have understood progress towards learning objectives and ensure mistakes and misconceptions are addressed.

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 home learning account homelearning@glebeschool.com when the concern relates to home learning or admin@glebeschool.com for all other issues.
- Any complaints or concerns shared by parents, carers or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Learning support Assistants

Learning support assistants must be available during their 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, learning support assistants must complete tasks as directed by a member of the SLT or the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc 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 (DSL)

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 and Teachers of the Deaf

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, parents and other organisations to make any alternate arrangements for pupils with EHC plans.

The SBM

- 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 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

Governing Board

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.

Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Covid-19 Annex
- Behaviour policy
- Child protection policy

- Data protection and GDPR policies and privacy notices
- E-safety policy
- DfE on Safeguarding and remote education available from https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=2dd098e2-9daa-412b-be7e-bfee730b6d0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily
- End User Agreements for Teams