Remote Education Policy

Adopted By School: January 2024

Review Date: January 2027

Governor Signature:

THYTHORN FIELD PRIMARY SCHOOL
REMOTE EDUCATION POLICY

1. Statement of School Philosophy

Thythorn Field 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 is below:

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in our approach to remote learning for all pupils (inc. SEND) who aren't in school through the use of quality online and offline resources
- Provide clear expectations of members of our school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of our school curriculum, as well as support of SEMH and support to parents/carers
- Consider continued education for staff and parents
- Support effective communication between the school and families and support attendance and engagement

3. Who is this policy applicable to?

Remote learning will be shared with families when they are absent due to Covid related reasons as directed by government guidelines at any given time

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, School Website, ZOOM, PurpleMash), as well as for staff CPD and parents' sessions.
- Use of recorded video for instructional videos and assemblies
- Email
- Phone calls home
- Children with limited/no access to IT provision will be offered (in the event of another lockdown) devices to use
- Printed learning packs
- Physical materials such as text books, exercise books, story books and writing tools
- Use of BBC Bitesize, Oak National Academy, White Rose Maths

5. Home and School Partnership

Thythorn Field 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.

Thythorn Field will provide clear instructions for parents/carers on how to use our online resources as appropriate and where necessary, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Thythorn Field Primary School recommend that each 'school day' maintains structure.

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

Every effort will be made by staff to ensure that work is set promptly (within 24 hours of a notified absence). Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

The e-safety rules understood and adhered to in school apply when children are working on computers at home.

6. Roles and responsibilities

Headteacher

Alongside any teaching responsibilities, the Headteacher is responsible for:
- Co-ordinating the remote learning approach across the school Inc. monitoring of engagement.
- Monitoring the effectiveness of remote learning – through regular discussions with teachers, 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 leads

The DSLs are 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 headteacher

The SENDCo

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 special needs and 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 if required.

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
- 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

This policy is linked to our:

- Safeguarding policy and Child protection policy
- Behaviour policy
- Data protection policy and privacy notices

- Online safety acceptable use policy

- End User Agreements for Tapestry, White Rose Maths, School Website, Purple Mash, Seesaw

Remote Learning Action Plan
2023/2024

Providing feedback

Pupils can send any completed work to teachers via the teacher's email address on the website. Alternatively, work that children complete on paper should be kept safe and returned to school when safe to do so.

Contact with pupils/ parents

Parents are able to contact the school via telephone or the staff email addresses. Teachers will email back acknowledgements and feedback if required, as outlined in our Remote Learning Policy. Where a pupil is self-isolating on medical grounds for a significant period of time, contact will be made via telephone/email on an at least weekly basis to monitor learning and provide support if needed.

Pupils identified as vulnerable will be contacted by the SENDCo or ELSA on a weekly basis and support offered as necessary.

Safeguarding

Please refer to Child Protection and Safeguarding Policy.

Data protection

When accessing personal data, all staff members will: Only use their official school email account. Phone-calls home will be made from the school number or, if from a staff member's own device, the number will be withheld.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure in line with school policy.

Monitoring arrangements

This policy and action plan will be reviewed by the staff as and when updates linked to COVID guidance are given.