



# Remote Education Policy



## Introduction

In both our schools we are committed to ensure that all children receive a high-quality inclusive education. During the Covid-19 pandemic the schools must be prepared for all eventualities e.g. localised/national lockdowns, closure for cleaning, families self-isolating, long-term illness or injury etc. By providing children with remote learning opportunities we endeavour to ensure that we continue to deliver inclusive opportunities whilst minimising the disruption caused to children's education. This policy does not cover for when children are absent through short-term illness e.g. seasonal illness, colds, upset stomachs etc. If a child is too unwell to attend school they are not well enough to continue learning at home. Nor is this approach designed to 'fill in gaps' or 'catch up'. It is our honest attempt to offer remote teaching and learning in the most uncertain of times.

## Aims

This policy aims to:

- Ensure consistency in our approach to remote learning
- Maintain continuous provision of high-quality education for our children when they are not in school
- Set out expectations for all members of the school community – teachers, parents and children
- Provide appropriate guidelines for data protection
- Enable effective communication between members of the school community.

## Roles and Responsibilities

### **Teachers**

When providing remote education, teachers are available during school hours. Many of our teachers are teaching classes 'face-to-face' in school and may be less involved in remote education. When providing remote learning, teachers' responsibilities are:

- To set appropriate and relevant work for children in their class including English, Maths and foundation subjects
- To provide feedback on work submitted on time by children (work submitted after the end of the day on Friday cannot be expected to be marked), including meaningful ways that children could improve at least once a week
- To set work within 24 hours of being notified of self-isolation or, in the case of full year group isolation, by the first day of each week
- To set work in line with government guidance i.e. approximately three hours for WP and four hours for SM
- To liaise and respond to requests of support in a timely manner
- To communicate with other teachers, including those teaching in school, to ensure consistency across the year group/subjects
- To keep in touch with pupils and their families on a regular basis, depending on need, using telephone, text/email or the learning platform if required
- To make sure pupils with limited access to devices can still complete the work, which could include providing packs of printed materials where agreed on an individual basis
- Teachers at SM will set work on Google Classroom (learning platform)
- Teachers at WP will set work on Tapestry (learning platform)

### **Teaching Assistants (TAs)**

TAs are available to work during their contracted hours. Their responsibilities are:

- To support learning in classrooms as directed by the teacher
- To assist in remote education delivery/feedback/monitoring, if it is appropriate to do so



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- To engage with appropriate training and virtual meetings with colleagues when required to do so



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## **Children**

- To engage with the work set by teachers to the best of their ability, as they would if they were in school
- To submit work each day on Google Classroom wherever practicable (St Mark's only)
- To seek help from the school if they need it (using Google Classroom private messages at St Mark's)
- To read every day
- To practice times tables through Times Table Rockstars 3 times per week (St Mark's only)

## **Parents**

- To support their child in completing work at home
- To provide the resources needed to complete the work (e.g. paper, pen, technology if accessible etc)
- To be contactable during the school day (whether children are at home or in school)
- To refer to the website and termly parent letters for Topic-related ideas and activities
- To respectfully communicate with school staff and seek help/advice if children cannot complete work
- To make school aware if their child is sick or otherwise cannot complete work

## **Senior Leaders**

- To coordinate and monitor the remote learning approach across the school, including engagement
- To monitor the effectiveness of remote learning

## **Inclusion Lead**

- To ensure provision for EHCP children and those on the SEND register is appropriate and well-matched to need
- To engage in regular contact with families with those who are at home and have an EHCP. For all other children with SEN, communication will be at the request of parents

## **IT Technicians**

- To help staff with any technical issues and fix issues with systems for completing work
- To review the security of remote learning systems including data protection
- Assisting pupils and parents with accessing the internet or device
- To review the security of remote education systems and flag any data protection breaches to the relevant data protection officer (Head of School in the first instance, then One West if required)

## **Local Governing Committee**

- To monitor the school's approach to providing remote education, ensuring the quality provided is as high as possible
- To ensure that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding

## **Designated Safeguarding Lead (DSL)**

- All matters to safeguarding are covered in the SRET Safeguarding and Child Protection Policy 2020-21



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## What remote learning can I expect in different scenarios?

<b>For those who are ill and absent from school (non-Covid-19 related)</b>
Children who are not attending school due to illness are not expected to carry out any form of home learning.
<b>For those who are absent from school because someone in the household is awaiting test results and the whole household is required to self-isolate. Or someone in the household has tested positive for Covid-19 and the whole household is required to self-isolate.</b>
<b><i>The rest of the school bubble are attending school and are being taught as normal</i></b>
<ul style="list-style-type: none"> <li>• Work will be provided within 24 hours of the school being notified of a Covid-19 related absence.</li> <li>• Teachers will send weekly planning for Maths and English. This will most likely be in the form of a PowerPoint presentation, or similar from Wyndham Park. There may also be activities set which relate to the current class topic.</li> <li>• Parents should use the blogs and parent letters to view topic-based ideas and activities</li> <li>• Teachers may also make use of appropriate online learning resources for example <a href="#">White Rose Maths Hub</a>, <a href="#">Phonics Play</a>, <a href="#">Oxford Owls</a>, <a href="#">BBC Bitesize</a> and <a href="#">The Oak National Academy</a></li> <li>• Teachers at St Mark's will provide feedback to the child on work completed by the end of the week, however staff will not be expected to provide feedback on all work completed. The nature of this feedback will vary. Teachers will not be expected to provide feedback in the case of 'late submissions'.</li> <li>• Teachers at Wyndham Park may provide feedback on Tapestry but this may not always happen if there is no evidence of learning provided by a family in terms of evidence of practical, hands-on learning.</li> </ul>
<b>When an entire bubble is not permitted to attend school because a member of the bubble has tested positive for Covid-19 (a partial school closure).</b>
<b><i>Guidance for children in this bubble only – bubbles who are able to attend school should continue to do so</i></b>
<ul style="list-style-type: none"> <li>• Teachers will provide learning for the school week. This will be uploaded by 9.00 am on the first day of the working week or, in the case of the first day of lockdown, within 24 hours of starting school to ensure work is planned and made available</li> <li>• Pupils are encouraged to access learning daily. Teachers will send planning for Maths and English, most likely in the form of PowerPoint presentations, or similar from Wyndham Park. There may also be activities set which relate to the current class topic. At Wyndham Park, parents are encouraged to choose from a list of suggested topic activities.</li> <li>• Teachers may, where relevant, make use of online resources to support learning such as the White Rose Maths Hub, Phonics Play, Oxford Owls, BBC Bitesize and The Oak National Academy</li> <li>• Teachers will provide feedback to the child on work completed by the end of the week, however staff will not be expected to provide feedback on all work completed. The nature of this feedback will vary. In the case of 'late submissions', teachers will not be expected to provide feedback after midday on Monday of the following week.</li> <li>• Teachers at Wyndham Park may provide feedback on Tapestry but this may not always happen if there is no evidence of learning provided by a family in terms of evidence of practical, hands-on learning.</li> <li>• The nature (e.g. content) of learning set will to be at the class teacher and Head of School's discretion and may include some consolidation work.</li> </ul>
<b>When there is a full school closure as a result of a local/national lockdown or so-called circuit breaks</b>
<ul style="list-style-type: none"> <li>• If the school is closed to all pupils, then the same approach adopted for a partial closure will be extended to the whole school.</li> <li>• At Wyndham Park, work will be uploaded by teachers by 6.00pm on a Friday evening ready for the following week.</li> </ul>



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- At St Mark's, work will be uploaded by teachers by 6:00pm on a Sunday evening ready for the following week.
- Government guidelines will be followed with regards to attendance in school and support will be provided accordingly.

## Who to contact? (emails @wyndhamstmarks.uk)

Reason for contact	St Mark's contact	Wyndham Park contact
Setting work – general	Class teacher in the first instance, for SEN-related work	
	Mrs Fielder smhead@	Mrs Morris (SENCo) bmorris@
Behaviour	Class teacher in the first instance, then	
	Mrs Long (HOTALD) flong@	Mr Ramsay (HOTALD) bramsay@
IT	Mr Williams bwilliams@	Mr Ramsawy bramsay@
Staff well-being or workload	Line Manager	
Data protection	Mrs Fielder (HoS) smhead@	Mrs Morris (HoS) bmorris@
Safeguarding	Mrs Fielder (HoS) smhead@	Mrs Morris (HoS) wphead@
	Mrs Long flong@	Mr Ramsay bramsay@
	Mrs Lambert llambert@	Norma nhallett@
	Norma nhallett@	
	Mrs Dalton bdalton@	

## Additional Information

- Any concerns or issues should be directed to the YL or HoTL, in the first instance, and then to the Head of School
- Any issues regarding behaviour/conduct will be dealt with on a case-by-case basis
- If any member of staff is unable to work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

## Data protection

### Accessing personal data

- When accessing personal data for remote learning purposes, we will access the data, such as on a secure cloud service.
- Staff will access the data only using school devices

### Processing personal data

- Staff members may need to collect and/or share personal data such as email addresses or mobile numbers to keep in touch as part of the remote learning system. However, staff are reminded to collect and/or share as little personal data as possible online.
- All phone calls from personal devices should use 141 as a prefix to ensure protection of personal data

### Keeping devices secure

Staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Ensuring IT technicians have installed antivirus and anti-spyware software



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- Keeping operating systems up to date – always install the latest updates

## **Monitoring arrangements**

- This policy will be reviewed termly. At every review, it will be approved by the Local Governing Committee.

## **Links with other policies**

This policy is linked to our:

- Behaviour policy - with Covid addendum
- SRET Safeguarding and Child Protection Policy - with Covid addendum
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy