**GREENLEAS REMOTE EDUCATION POLICY 2020**

**STATEMENT OF INTENT**

At Greenleas Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

**AIMS**

This Remote Education Policy aims to:

* Minimise the disruption to children’s education and the delivery of the curriculum, as well as supporting health and well-being.
* Ensure provision is in place so that all pupils (inc SEND) have access to high quality learning resources.
* Protect pupils from the risks associated with using devices connected to the internet.
* Ensure staff, parents and pupil data remains secure and is not lost or misused.
* Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
* Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning
* 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 Greenleas Primary)* is absent because they are awaiting test results and the household is required to self-isolate or they have been identified as a close contact to someone who has tested positive. 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.
* Local or national restrictions restrict classes or year groups from attending school.

Remote learning will be shared with families when they are absent due to Covid-19 related reasons.

**RESOURCES**

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS, KS1 and KS2
  + Google Classrooms
  + Purple Mash
  + Zumos
* Where appropriate, use of recorded/live video/presentations for registration, instructional videos and assemblies etc…
* Phone calls home
* Physical materials such as reading/library books
* Use of BBC Bitesize, Oak Academy, Phonics Play, White Rose Maths, Times Tables Rockstars, Spelling Frame, etc…

The detailed remote learning planning and resources to deliver this policy can be found on our school website (Remote Learning Tab), on Google Classroom and PurpleMash. This includes:

* A model timetable and structure for remote learning
* Curriculum resources/links to subjects/areas of learning
* Code of Conduct for remote learning- children, staff and parents
* End User Agreements for Google classroom

# HOME AND SCHOOL PARTNERSHIP

# Greenleas 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. Greenleas Primary School will provide a letter and a training PowerPoint for parents on how to use Google Classroom, as appropriate and where needed, provide personalised resources. Where possible, it is beneficial for young people to maintain a regular and familiar routine. Greenleas 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 should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

# All children sign an ‘Acceptable Use Policy’ at school which includes e-safety rules and this applies when children are working on computers at home. ROLES AND RESPONSIBILITIES

TEACHERS

*To note: the suggested 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.*

Greenleas Primary School will provide a training sessions and induction for new staff on how to use Google Classroom.   
  
When providing remote learning for a isolating bubble, teachers must be available between 8:45am and 3:30pm

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. This includes those responsible for setting in Year 5 and 6
  + 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 Google Classroom
* Providing feedback on work as appropriate to task and age
* 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 access whether school intervention can assist engagement.
  + All parent/carer emails should come through the school office email.
  + Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Alongside any teaching responsibilities, Band Leaders are responsible for:

* Co-ordinating the remote learning approach across the department (including working closely with the team, including monitoring of engagement).
* Monitoring the effectiveness of remote learning – explain how they’ll do this, such as through regular meetings with their team, 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

**TEACHING ASSISTANTS**

Teaching assistants must be available during their contracted hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

During the school day, teaching assistant must complete tasks as directed by the Band Leader and/or a member of the SLT.

DESIGNATED SAFEGUARDING LEAD/HT

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy 2020.

IT SUPPORT

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 school support pupils and parents with accessing the internet or devices

The SENCO

* Monitoring pupils with EHCPs 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 EHCPs and HCPs

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

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# LINKS WITH OTHER POLICIES AND DEVELOPMENT PLANS

This policy is linked to our:

* Safeguarding
* Behaviour policy
* Child protection policy
* Data protection policy and privacy notices
* Online safety acceptable use policy
* Code of Conduct for Remote Learning