Everton Heath Primary School part of The Cam Academy Trust Remote Distance Learning Policy	
DRAFT PROPOSED POLICY TO BE SHARED AND FINALISED WITH STAFF AND GOVERNORS	
Approved by the LGB Standards Committee:	Date :
To be reviewed:	As appropriate
Date of next review:	
Signed HT :	Aileen Russell
Signed COG :	Nabeel Mardi
Category – 2	Version 1

Aims and Principles

EHPS will always strive to be creative, innovative and supportive with our parents/children in the best way possible to make learning purposeful. Our strategy for remote learning continues this.

- 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 where appropriate

- To provide clear expectations members of the school community with regards to delivery high quality interactive remote learning

- To include continuous delivery of the school curriculum, as well as support of motivation, enthusiasm, health and well-being and parental support

- To have continued educational support for parents and training for staff (e.g. CPD, Supervision and Teacher/Parent TEAMS meetings)

- To fully support effective communication between the school, families and support participation in all work tasks and activities

Who is this policy applicable to?

- A child *(and their siblings if they are also attending Everton Heath Primary School)* 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.

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

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include: (currently being investigated and to be agreed by staff)

- Email of current plans and activities being taught in class to those at home

- Proposed online tools for EYFS KS1 KS2 *(Office 365, Purple Mash), as well as for staff CPD and parents instructions*

- Proposed use of recorded video/ and or voice presentation for Start Day registration, instructional videos and *(Live event)* Celebration Assemblies

- Phone calls home
- Printed learning packs delivered if needed
- Physical materials such as story books and exercise books
- Use of BBC Bitesize, Office 365, Discovery Education, Twinkl and National Oak Academy

The detailed remote learning planning and resources to deliver this policy can be found here:

Include hyperlinks to:

- Model Timetable and structure for remote learning for each class
- Downloadable printable documents – e.g. Resources developed by School
- Curriculum resources scanned and sent via email or Purple Mash
- Trust wide Teacher, Child and Parent Code of Conduct for remote contact
- User Agreements for Office 365, Purple Mash

Home and School Partnership

Everton Heath 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.

Everton Heath Primary School will provide a refresher online training session and induction for parents on how to use Office 365 or Purple Mash as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Everton Heath Primary School would recommend that each 'school day' maintains structure and follows the basic classroom timetable.

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 a case-to-case basis.

In line with Everton Heath Primary School's 'IT User Agreement' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. https://www.childrenscommissioner.gov.uk/digital/5-a-day/

All children sign an 'IT Acceptable User Policy Agreement' 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.

Everton Heath Primary School will provide a refresher training session and induction for new staff on how to use Office 365 or Purple Mash.

When providing remote learning, teachers will be available for contact via email.

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:
    - o Teachers will set work for the pupils in their classes
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible
    - o Weekly/daily work will be shared initially via email and then other platforms as they are set up in school eg: Purple Mash, Oak Academy
    - o Teachers in Pre-School to Year 6 will be setting appropriate work for each age group

- Providing feedback on work:
    - o All completed work will be submitted back to the teachers for feedback via email
    - o Children will continue to be able to receive reward points and celebration certificates for extra efforts shown in any worked completed

- Keeping in touch with pupils who aren't in school and their parents:
    - o 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.
    - o All parent/carer emails should come through to the teacher's school email addresses (eg : ateacher@evertonheath.org.uk)
    - o Any complaints or concerns shared by parents or pupils should be reported to Ms.Russell (Headteacher).For any safeguarding concerns, refer immediately to Ms.Russell as DSL or Mrs. Smith (DDSL)

Teaching Assistants

Teaching assistants must be available between their relevant hours to help individual teachers as directed.

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.

Headteacher

Alongside any teaching responsibilities, Ms.Russell as the only member of the SLT is responsible for:

- Co-ordinating the remote learning approach across the school includes 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

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

IT Trust 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 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 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 and SEN Support Plans

- Identifying the level of support needed for each child

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

Local 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

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- Online safety acceptable use policy

- Digital and hardware Development Planning

- Knowledge of Code of Conduct for Phone calls, recorded video, Live Event assemblies

- End User Agreements for platforms used.

The EWO will continue to work with schools to monitor the welfare of vulnerable children who are not attending school activities, and other pupils they might wish to keep in touch with, for safeguarding purposes. Further information is set out in the vulnerable children guidance.