Remote Education Policy

Date Last Reviewed:	
Next Review Date:	June 2021
Audience:	Open

Newnham Junior School

Contents

1   Philosophy

Newnham has always strived to support our children in the best way possible to make learning purposeful and ensure that effective partnerships are maintained between children, parents/carers and staff. Our strategy for remote learning should continue this.

2   Aims

This 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 to 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. teacher training and development (CPD), and parent teacher meetings
- support effective communication between the school and families

3   Guidance

This policy is based on the September guidance from the DFE concerning remote learning. It is applicable when:

- a child *(and their siblings if they are also attending Newnham Junior 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.

4   Home and School Partnership Approaches

Newnham 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine.

We 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.

5 Roles and Responsibilities

5.1 Teachers
Please 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.

- Newnham Junior School will provide a refresher training session and induction for new staff on how to use Google Classroom.
- When providing remote learning, teachers must be available between 9.30 and 3
- 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 streamed groups in Year 4, 5 and 6
- The work set should follow a timetable, focusing on English and Maths with access to appropriate foundation subjects
- Daily work will be explained using Google Classroom. Teachers may refer to instructional videos, use ready-made teaching resources e.g Oak Academy.
- Google Classroom sessions will be set aside in the afternoon should certain children need further assistance.
- Teachers will be setting work on FROG.

Providing feedback on work:

- Reading, writing and maths work should be submitted by 1pm to allow time for a teacher response.
- All foundation tasks submitted by 3.30pm and to allow time for a teacher response.

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 their parents should be contacted via phone or email to assess whether school intervention can assist engagement.
- Teaching Assistants will be assigned particular children to further encourage engagement.
- If individual children are self-isolating, all parent/carer emails should come through the school admin account. office@mail.newnhamjun.org.uk
- If a year group bubble is closed, parents/children should contact the class teacher directly using the year group email. Year#@mail.newnhamjun.org.uk
- Any complaints or concerns shared by parents or pupils should be reported to a member of the Senior Leadership Team (SLT) – for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (DSL)

5.2   Teaching Assistants

Teaching assistants must be available between 9.30 and 3

- Teaching assistants will provide an extra daily session for Pupil Premium children and SEND children
- 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.

5.3   Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- co-ordinating the remote learning approach across the school including 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

5.4   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.

5.5   IT Technician

- 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

5.6   The SENDCO

- Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- In the case of a class bubble being isolated, the SENDCO should ensure that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteachers and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

5.7   The School Business Manager

- 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.

5.8   The Governing Body

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

5.9 Pupils

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

5.10 Parents

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

6 Inclusion

The principles of this Remote Education Policy apply to all pupils, including those with special educational needs or disabilities.

We have the same high expectations of all pupils with regards to the effort they put into their remote learning. However, we are aware that not all children will produce the same outcomes.

7 Links with other policies

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy