



# ST WENN SCHOOL

## REMOTE EDUCATION POLICY

Reviewed: September 2020

Date of next Review: December 2020 (unless required prior to this)

Headteacher: Mrs Sally Berry

Chair of Governors: Dr Tessa Cubitt



## Statement of School Philosophy

**St Wenn School always strives to be creative, innovative and to support our parents/children in the best way possible to make learning purposeful and holistic.**

**Our strategy for remote learning reflects this.**

### 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 use of quality online resources, offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum as well as supporting children's motivation and pupil/parent (or carer) health and well-being
- Consider continued education for staff and parents (e.g. CPD, Phonics information for parents)
- Support effective communication between the school and families
- Support attendance where appropriate

### 3. Who is this policy applicable to?

- A child (and their siblings if they are also attending St Wenn School) who 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.

## 4. Content and Tools to Deliver This Remote Education Policy

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Tapestry, Showbie, SATS Companion, Morodo)
- Use of Recorded (or live) video for start of day registration, instructional videos and assemblies
- Phone calls home
- Facebook page
- Facebook groups for individual classes
- Microsoft Teams
- Printed learning packs
- Physical materials such as story books and writing tools



- Use of BBC Bitesize, Oak Academy, Khan Academy

**More information in support of this policy can be found here:**

<H:\2020-2021\COVID\Remote learning\Remote learning offer - parents doc.docx>

### **5. Home and School Partnership**

St Wenn School is committed to working in close partnership with families and recognises each family is unique; because of this, remote learning may look different for different families modified in order to suit their individual needs.

St Wenn School will provide a refresher online training session and induction for parents on how to use Showbie if necessary and, where appropriate, provide personalised resources. It is beneficial for young people to maintain a regular and familiar routine; we therefore recommend that each 'school day' maintains structure

We would encourage parents to find an appropriate place for their child to work if this is possible and, to the best of their ability, support them by 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 the school as soon as possible - alternative solutions will be discussed on a case-to-case basis.

**We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.**

**The link to this framework is here:**

<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

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.

### **6. Roles and responsibilities**

#### **Teachers**

**Note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when fewer children are isolating and the majority of the class are in school.**

St Wenn School will provide a refresher training session and induction for new staff on how to use Tapestry/Showbie/SATSCompanion/Morpedo/Facebook where appropriate.

When providing remote learning, teachers must be available between 8.30am and 6pm

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:
- Providing feedback on work:



### **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, their parents will be contacted via phone to assess whether school intervention can assist engagement.
- Any complaints or concerns shared by parents or pupils should be reported to the Headteacher – Sally Berry

### **Teaching Assistants**

If Teaching Assistants are unable to work for any reason during their contracted time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their class teacher or the Headteacher.

### **Designated safeguarding lead**

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

[Safeguarding and SEND\Reviewed 2020\Child Protection and Safeguarding Policy Exp Jly 21.doc](#)

### **DNS - IT technician and Computing lead (Kevin Beer)**

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 (Sally Berry)**

Liaising with IT 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 Education Health Care plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternate arrangements for pupils with EHC plans where appropriate
- Identifying the level of support needed for individual children on the Record of Need



## **Pupils and parents**

### Staff 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 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 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

## **7. Links with other policies**

- Wellbeing and Behaviour policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- Use of the Internet and Digital Device: Access and Agreement Policy
- Mobile Phone Policy
- Social Networking Policy
- Facebook Policy