Remote Education Policy

Approved by Governors: Autumn 2022

To be reviewed: Autumn 2023

Signature: Julie Dekker Executive Headteacher
Date: 15/9/22

Signature: _____ Chair of Governors (GE)
Date: 15/9/22

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Date: 15-9-22

Reviewed Annually

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Remote and Home Learning Policy

Rationale:

At The Federation of Great Ellingham & Rocklands 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.

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance - individual children who may be self-isolating or the closure of a class bubble.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the school with the teaching, marking and planning for pupils.

Who is the policy applicable to?

Since September 2020 every child has been expected to attend school. In line with government guidance, pupils, staff and families should not attend school if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8℃
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

This policy is intended to outline expectations for a class bubble suspension, partial school closure relating to COVID-19 and individual cases or for any absence related to COVID and self-isolation. Individual pupils who are isolating due to the above government guidance will access education primarily with the use of online tools and resources. This will mirror, as closely as possible, the work being taught to the rest of the class in school.

Who is this policy NOT for:

- Pupils who do not have to self-isolate
- Parents choosing to keep children at home due to parental choice
- Children who are ill but are not displaying COVID related symptoms
- Children who are on holiday
- Any reason given contrary to official Government guidance

Remote learning for pupils
We will provide online tools and resources as well as links to appropriate remote learning for pupils that are not able to attend school so that no-one needs to fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. In the event of a child awaiting test results, activities relating to the current week's learning will be provided from the end of Day 1 where school is informed of Covid related absence relating to the statements identified above.

The governors and senior leadership team at The Federation of Great Ellingham & Rocklands Primary Schools are fully aware that these are exceptional times, each family is unique and because of this, should approach home learning in a way which suits their individual needs. We realise that the circumstances that might cause our Federation to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides.

Teacher expectations
Teachers will plan activities and or learning tasks that are relevant to the curriculum focus for that class and endeavour to supply resources to support tasks for home learners. Work will be made available daily following a suggested timetable which can be found on the school website. Teachers and Support Staff will give feedback to pupils via Google Classroom. A live and up-to-date list of tools, resources, Apps and websites the school uses is available on the school website.

For individual pupils who are self-isolating and absent from school, work will be set via Google Classroom daily, however, this will be one day behind their class schedule.

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Google Classroom.
- For those families unable to access the remote learning electronically, separate plans for a work pack to be delivered could be made on a case-by-case basis.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home. This will be done through emailing the class email
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Family (pupil/parent/guardian) role
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Federation of Great Ellingham & Rocklands Primary Schools would recommend that each 'school day' maintains structure. To help parents with this, the school has written a suggested timetable which can be found on the school website.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home. This will be done through emailing the class email.
- We aim to deal with any request for support or feedback by the next working day. This will be dependent on the time of request and circumstances within school.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work alongside the suggested timetable which can be found on the school website, by following this link . This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with their learning and encouraging them to work with good levels of concentration.
- Children should be supervised in their use of the Internet; more information for parents and carers can be found here.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all

devices. Should accessing work be an issue, parents should contact school and alternative solutions will be made available (e.g. paper copies of work, workbooks and loaning of stationary equipment). These will be discussed on a case-to-case basis.

Remote teaching for staff who are self-isolating

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work. Should staffing levels reach a critical point, the Local Authority will be informed.

Feedback for pupils using remote learning.

In line with the Department for Education's guidance, The Federation of Great Ellingham & Rocklands Primary Schools will be giving feedback on work submitted through our remote learning platforms. Feedback will be given in two forms: detailed feedback in the form of comments and general feedback in the form of a score matched to present criteria.

- If school is fully operational and remote learning platforms are being used for homework, the feedback will match our existing feedback policy for homework.
- If school is fully operational and a child or a small group of pupils are absent due to a COVID-19 issue, pupils will get feedback on a daily basis. This could take the form of comments on work submitted or a short video from the class teacher.