

Spittal Community First School Remote Education Policy 2020-23

1. Statement of School Philosophy

Our motto- CARE- which stands for Create, Achieve, Respect and Enjoy, really sums up what we are all about at Spittal Community First School and what a very special place it is to teach and learn. At our school we aim to create a learning environment that is exciting, challenging, safe and happy. We want to unlock the potential of each child as an individual and support them to achieve well.

Our strategy for remote learning aims to continue our school philosophy at home.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who aren't in school, through the use of quality online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to the delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation for learning, health and well-being, mental health and parent support
- Consider continued education for staff and parents
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- All children that attend Spittal Community First School who are absent because they are awaiting test results and/or 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 if it is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- All children learning from home in the event of a local/national lockdown.

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

4. Content and Tools to Deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- School 360 as online tools for EYFS, KS1 and KS2.
- Use of recorded video for instructional videos and assemblies
- Phone calls home
- Printed learning packs including CLPE resources

- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Phonics Play, Northumberland Early Years Padlet and White Rose Maths.

5. Home and School Partnership

Spittal Community First 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.

Spittal Community First School will provide a refresher online training session and induction for parents on how to use School 360 as appropriate and where possible, provide personalised resources.

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

We know that our children are likely to spend more time online than ever before and that parents and carers are having to manage their child's use of technology and help them learn remotely. We encourage families to follow the link to the [UK Safer Internet Centre](#), which provides practical steps to support a healthy and balanced digital diet.

All parents sign an 'e-safety policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. 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.

Spittal Community First School will provide a refresher training session and induction for new staff on how to use School 360.

When providing remote learning, teachers must be available between 9am and 4pm.

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.
 - The work set should aim to follow the usual timetable for the class had they been in school, wherever possible.
 - The work will focus on the key concepts that they children should aim to grasp in subject areas.
 - Weekly/daily work will be shared through paper packs, SIMS App and School 360.
 - Teachers in Reception to Year 4 will be setting work on *School 360*
- **Providing feedback on work:**
 - Teachers will provide direct feedback to children and families on submitted work.
 - Teachers will focus on providing detailed feedback on reading, writing and maths work.
 - Other curriculum work will receive feedback as appropriate.
 - In all cases teachers will aim to apply our feedback policy.
- **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 child, families should be contacted via telephone call or SIMS App.
 - If the concern remains unresolved then families will be contacted by phone and/or email to access whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account admin@spittal.northumberland.sch.uk
 - 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.

Teaching Assistants

Teaching assistants must be available as per their usual hours of employment.

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.

During the school day, teaching assistants must complete tasks as directed by the class teachers that they support or by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc. daily monitoring of engagement.
- Monitoring the effectiveness of remote learning - 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 DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technician

The IT technician is 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 SENCO

The SENCO is responsible for:

- Liaising with the SLT/ICT technicians to ensure that the technology used for remote learning is accessible to all children 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 head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support.

The Office Manger

The office manager is responsible for (with the support of the head teacher):

- 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.

Pupils and parents/carers

Staff can expect children learning remotely to:

- Complete work in a timely fashion or to the deadline set by teachers.
- Seek help if they need it, from teachers or the school office.
- 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 by,
 - ensuring that they can log into School 360.
 - checking the COVID-19 resources pages on the school website.
 - phoning the school office on 01289 307413.
 - emailing admin@spittal.northumberland.sch.uk.
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The governing body 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 and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices

- Online safety, children, ICT and safety and our acceptable use policy
- Digital and hardware Development Planning
- Staff Code of Conduct
- End User Agreements for School 360

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Holy Trinity	Next Review date:
1.0	New policy and procedure	September 2020	September 2023

Chair of governors: G Cowan

Head Teacher: W Kiff