



## Remote Education Policy

Woodlea School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

### **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 use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality 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. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

### **Who is this policy applicable to?**

- A child who (*and their siblings if they are also attending Woodlea Primary*) is absent because they themselves are awaiting test results and/or their 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.
- All children in the eventuality of a tier/total lockdown

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week as those children attending school will follow the 'in school' curriculum and learning activities which may vary according to delivery/resource needs.

## Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

Area of Learning	EY & Ks1	Ks2
Reading	Letters and Sounds Online	Lexia
Writing	Oak Academy Units Teacher Videos	Oak Academy Units Teacher Videos
Maths	Number Blocks/White Rose	White Rose

- Online tools such as Edmodo, Numbots, TT Rockstars, White Rose, Phonicsplay, Nessy, Charanga, Coram Education, Jasmine PE, Picture News, Oxford Owl, Espresso, Oak National Academy, School Cloud
- Printed learning packs\*
- Physical materials such as story books and writing tools\*
- Use of Recorded video where possible (during total lockdown only where school is closed)

\* These will be provided in the event of a planned lockdown. Where lockdown is sudden or immediate, or in the case of a child self-isolating, we will be unable to provide these resources.

The detailed remote learning planning and resources to deliver this policy can be found on the school website at [www.woodleat1f.co.uk](http://www.woodleat1f.co.uk) under 'Remote Learning'. Parents will also be told when and how to access their Edmodo account when remote learning is necessary.

### Home and School Partnership

Woodlea 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Woodlea Primary 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 a case-to-case basis.

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.

## **Roles and responsibilities**

### **Teachers**

In the case of local or national lockdown resulting in the closure of schools and reverting to remote learning, teachers will be available between 8.45 and 3.15pm, Monday - Friday

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 follow remote learning timetables (see Parent/Carer Appendix).
- Providing feedback on work:
  - Feedback on work completed will be provided through Edmodo.
- Keeping in touch with pupils who aren't in school and their parents:
  - Edmodo messaging can be used if a parent has linked their parent account with their child's account. 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.
  - For general parent/carer enquiries please continue to contact the school office at [info@woodleatft.co.uk](mailto:info@woodleatft.co.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 during their usual contracted hours.

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 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 including 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 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

## **The SENCO**

- 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 IEPs

## **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
- 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

## **Links with other policies and development plans**

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Positive Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Staff IT Code of Conduct

## Monitoring and Review

The policy will be reviewed as necessary but at least on an annual basis.

Approved by Governing Body on 1 <sup>st</sup> December 2021	
To be reviewed as necessary, at the latest Autumn 2022	