Harrow Lodge Primary School

REMOTE EDUCATION POLICY

DUE FOR REVIEW: **Autumn 2024**

RESPONSIBLE PERSON(S)   **MS M CLARKE**

1   STATEMENT OF SCHOOL PHILOSOPHY

Harrow Lodge Primary 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.

2   AIMS AND OBJECTIVES

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 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. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families and support attendance

3   WHO IS THIS POLICY APLICABLE TO?

- A child who is off school for any length of time due to medical reasons but who are still able to complete online and offline activities.

4   CONTENT AND TOOLS TO DELIVER THIS REMOTE EDUCATION PLAN

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Seesaw), as well as for staff CPD and parents sessions.
- Printed learning packs.
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, Bug Club, Times Table Rock Stars and Mathletics.

5   HOME AND SCHOOL PARTNERSHIP

Harrow Lodge Primary 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.

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.

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

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.

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 6.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers will accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this.
- Teachers will allow flexibility in the completion of activities.
- Teachers in EYFS to Year 6 will be setting work on Seesaw.
- Providing feedback on work:
    - Pupils will upload work to 'Seesaw'. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual, group or whole class basis. Feedback will be age appropriate.
    - Teachers will reply to messages, set work and give feedback on activities during the normal working hours.
- Keeping in touch with pupils who aren't in school and their parents:
    - All parent/carer emails should come through the Year Group email.
    - 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.

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 IHPs.

- Identifying the level of support needed for individual children.

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.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.

Staff can expect parents with children learning remotely to:
- Support their child's learning to the best of their ability.
- Encourage their child to access and engage with online learning from their teacher.
- 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

This policy is linked to our:
- Safeguarding and Child ProtectionPolicy
- Behaviour Policy
- Data Protection Policy
- Online Safety Policy
- Teaching and Learning Policy
- Parent – Visitor Code of Conduct Policy
- Staff Code of Conduct Policy

8   REVIEW

This policy has been shared with the staff and will be reviewed in October 2024 or earlier if needed.