Manor Wood Primary

Remote Education Policy

Owlcotes Multi-Academy Trust

Remote Education Policy

1. Statement of School Philosophy

Manor Wood Primary School has always strived 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 these intentions and recognises the importance of delivering a range of learning experiences during required remote education periods. Communication between home and school is paramount and parents are encouraged to talk to school staff via phone calls and/or Google Meets to maintain the excellent relationships which have always been a feature of Manor Wood

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who are not 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 the delivery of high-quality interactive remote learning.
- Include continuous delivery of the school curriculum, with a key focus on motivating children, supporting their health and wellbeing and providing parental support.
- Consideration of continued education for staff and parents (e.g., CPD, Supervision and parent partnership and consultations via virtual meetings / phone).
- Support effective communication between the school and families and support attendance.

3. Who is this policy applicable to?

A child *(or group of children)* who is absent because they are required to self-isolate.

The whole school if remote education becomes a local or national requirement for example if a “Government Lockdown” comes into place or remote education is deemed necessary.

4. Content and Tools to Deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

Online tools for EYFS, KS1, KS2 via Google Classroom

- Phone calls home and some pre-recorded videos provided by teachers
- Pre and post lesson quizzes and tests if appropriate
- Printed learning packs for those unable to access the internet
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Timestables Rockstars, Letter Join,
- Online exercise sessions or other appropriate resources focused on maintaining fitness and healthy lifestyle
- Ideas for mindfulness and support to maintain wellbeing with clear links to the pastoral team in school.

The school should make a record of families who do not have a device or internet access. Printed materials will be made available for families who have limited internet or device access.

5. Home and School Parentship

Manor Wood Primary School is committed to working in close partnership with families recognising that each family is unique and adapting home learning to address their particular needs. As a result, remote learning will look different for different families.

Manor Wood Primary School will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible and necessary, provide adapted resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Manor Wood Primary School would recommend that each 'school day' maintains a clear 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, to support pupils with work encouraging them to maintain 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 and alternative solutions made available. These will be discussed on an individual basis.

All children have received online safety education annually. The 'Acceptable Use Policy' at school includes e-safety rules which also apply to when children are working on computers at home. In addition, information is available regarding online safety on the Manor Wood website.

6. Roles and Responsibilities

Teachers

It is important to note that the suggested responsibilities below relate to where a whole class or the whole school is required to undertake remote education: this would look different if a small group or individual children were required to access remote education, while the majority of the class are in school and the teacher is in class teaching.

Manor Wood Primary School will provide a training session and induction for new staff on how to use Google Classrooms where this is required for Remote Education.

When providing remote learning, teachers must be available during school 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.

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 the usual timetable for the class had they been in school, wherever possible.
- Teachers will set work via Google Classroom at appropriate times.

Providing feedback on work:

- Teachers and Teaching Assistants on will acknowledge or provide feedback on work which has been uploaded.
- Children may be rewarded with team points.

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, parents should be contacted via phone to assess whether school intervention can assist with engagement. Google meetings may also take place to keep in touch with groups of children and their families.
- All parent/carer emails should come through the school admin account on office@manorwoodprimary.owlcotesmat.org or contact can be made to the year group email addresses.
- 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.

In the event that children are isolating whilst the vast majority of the class is in school with the teacher, either a range of printed materials or online links may be made available, access to resources online (for example through the Oak National Academy) is encouraged and parents can contact teachers via year group emails (or by making an appointment for a phonecall) for additional advice or feedback.

If a child with an EHCP or who is funded for additional support is working from home his / her 1-to-1 support will be in close contact with the family by phone or Google Meet and an individual learning plan will be implemented.

Teaching Assistants

Teaching assistants must be available between 8.30am – 3.15pm.

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 or the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including regular monitoring of engagement.
- Monitoring the effectiveness of remote learning – 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 (DSL)

The DSL (Nim Matharu) is responsible for managing and dealing with any safeguarding concerns and for checking in with identified families. She is supported by the team of designated safeguarding staff and learning mentors as well as the wider Inclusion Team. For further information, please see the Safeguarding and Child Protection Policy.

The SENDCo

Liaising with staff and the IT support team (Datacable) 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 EHCPs and Graduated Approaches continue to have their needs met while learning remotely, and liaising with the HT and other organisations to make any alternate arrangements for pupils with EHCPs and IHPs.
- Ensuring that work is appropriately allocated to children with additional needs.

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 – if you know of any resources staff should point parents towards if they're struggling.
- 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
- Behaviour and Restorative Practice policy
- Child Protection policy

- Data protection policy and privacy notices
- Online safety Policy
- Acceptable use of ICT policy

This Remote Education Policy was adopted by Manor Wood Primary School on 01/06/2021

Chair of Governors – Mrs K Adams		
Signature:	Kim Adams	Kim Adams
Frequency of review:	3 years	
To be reviewed and approved by:	MWPS Full Board	
Date of next review:		

REVIEW RECORD

Date of review	Reason for review	Date of next review
January 2025	- Addition of Google Classroom and updated Office email address - Review frequency changed from 4 years to 3 years	January 2028

Name:	Kim Adams	Signature:	Kim Adams

on behalf of MWPS Full Board

Date of review	Reason for review	Date of next review

Name:			

on behalf of MWPS Full Board

Date of review	Reason for review	Date of next review

Name:		Signature:	

on behalf of MWPS Full Board