



Manor Wood Primary

Remote Education Policy

June 2020



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 quarantine periods. Communication between home and school is paramount and parents are encouraged to talk to school staff via phone calls and occasional zooms to maintain the excellent relationships which have always been a feature of Manor Wood PS.

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 zoom / phone).
- Support effective communication between the school and families and support attendance.

3. Who is this policy applicable to?

A child (*and their siblings if they are also attending Manor Wood Primary School*) who is absent because they are awaiting test results and 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 which is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

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

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
- Classroom Secrets
- Use of recorded videos
- Phone calls home and some pre-recorded lessons provided by teachers
- Pre and post lesson quizzes and tests if appropriate
- Printed learning packs
- Physical materials such as story books and writing tools

- Use of BBC Bitesize, Oak Academy, Timetable Rockstars, Letter Join, Twinkl
- Joe Wicks 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 has a record of families who do not have a device or internet access. Laptops are loaned to families who sign them out during quarantine periods and return them afterwards. Printed materials are also available for families who have limited internet access or where children are sharing devices.

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 Seesaw as appropriate and where possible, provide personalised 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 e-safety training in the autumn term. 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 on-line 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/bubble is isolating and it would look different when it is fewer children isolating, the majority of the class are in school and the teacher is in class teaching.

Manor Wood Primary School will provide a refresher training session and induction for new staff on how to use Seesaw.

When providing remote learning, teachers must be available between 8.30 – 4.00.

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 Seesaw at appropriate times.

Providing feedback on work:

- Teachers and Teaching Assistants 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. Zoom 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.org.uk or contact can be made directly to the class teacher or SLT via Seesaw.
- 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, printed materials are available, access to resources through the Oak Academy is encouraged and parents can contact teachers via phone 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 Zoom 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 (Sherelle Pool) is responsible for managing and dealing with all safeguarding concerns and for checking in with identified families. 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
- Assisting pupils and parents with accessing the internet or devices

The Inclusion Manager

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 HT and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Ensuring that work is appropriately allocated to children with additional needs.

The Office Manager

- 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

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 policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

This Remote Education Policy was adopted by Manor Wood Primary School on
01/06/2020

Chair of Governors – Mrs K Adams	
Signature:	
Frequency of review:	4 years
To be reviewed and approved by:	MWPS Full Board
Date of next review:	June 2024

REVIEW RECORD

Date of review	Reason for review	Date of next review

Name:		Signature:	
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on behalf of MWPS Full Board

Date of review	Reason for review	Date of next review

Name:			
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