Ashmount Primary School
Community - Responsibility - Growth

Remote Education Policy for Ashmount Primary School

September 2020

Name of School	Ashmount Primary School
Policy review Date	September 2020
Date of next Review	September 2023
Who reviewed this policy?	DSL/Head teacher/ Deputy head teachers

Considerations for Design of Policy

In developing the Remote Learning Policy and the underpinning plans to support it, we have considered staff, pupil and parent voice. We have reviewed, and taken feedback on, the remote learning we delivered during the lock down in spring and summer terms in 2020.

We have taken into consideration:
- Digital access at home.
- The skills of staff, families and children. The immediate training and technical support that may be required.
- Delivery of a blended model and how this works for individual children and/or a full bubble.
- Appropriate guidelines for screen time (the digital diet), online safety and data protection.
- Teacher workload, for example, the frequency of feedback and strategies to effectively use staff.
- In the planning and expectations, the need for flexibility from all.

1. Statement of School Philosophy

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

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 use of quality online and offline resources and teaching videos.

- ➢ Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning
- ➢ Include continuous delivery of the school curriculum, as well as support of motivation, health and wellbeing 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

2. Who is this policy applicable to?

- ➢ Children who are learning at home because the school is only open to vulnerable children or those whose parents are critical workers.
- ➢ A child *(and their siblings if they are also attending Ashmount 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 whose bubble is not permitted to attend school because they, or another member of their bubble, has tested positive for Covid-19.

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1, KS2 on Google Classrooms
- Use of recorded video and live video for morning welcomes, instructional videos, lessons and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of Islington remote learning offer, Times table Rockstars, Bug Club, MyMaths, LGFL Busy Things, BBC Bitesize and Oak Academy.

4. Home and School Partnership

Ashmount 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.

Ashmount Primary School will provide support for parents on how to use Google Classroom and, as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Ashmount Primary School Primary School would recommend that each 'school day' maintains the same 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 by 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 the learning be an issue (for example, if a family need to loan technology from the school) parents should contact school and we will help to provide solutions. These will be discussed on case-to-case basis.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet (https://www.childrenscommissioner.gov.uk/digital/5-a-day/) .

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers or other devices at home.

5. 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.

Ashmount Primary School will provide support and inductions for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available during the hours of the school day.

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:
    - o Teachers will set learning activities on Google Classroom.
    - o Teachers will set work for the pupils in their classes or groups.
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible.
    - o Daily learning activities will be shared each morning by 8am.
- Providing feedback on work:
    - o All completed assignments which are submitted in Google Classroom by the deadline will be provided with teacher feedback on the same day when the deadline is midday or before and the following day when the deadline is 5pm.
- Keeping in touch with pupils who aren't in school and their parents:
    - o If there is a concern around the level of engagement of a pupil/s parents will be contacted via phone to assess whether school intervention can assist engagement.
    - o All parent/carer emails should come through to the school email account info@ashmount.islington.sch.uk
    - o Any complaints or concerns shared by parents or pupils should be reported to a member of Senior Leadership Team.
    - o Any safeguarding concerns, from staff or families, should be referred immediately to the Designated Safeguarding Lead - Annabel Le Moine by calling the school office on 0207 272 7145.

Teaching Assistants

Teaching assistants must be available during the hours of the school day.

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 assistant must complete tasks as directed by the teacher of the class they work with or the Senior Leadership Team.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.

- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and 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.

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 EHCP 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 required for children on the SEND register and ensure this is in place.

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 SBM

- 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, include those here

- Be respectful when making any complaints or concerns known to staff using the school email address info@ashmount.islington.sch.uk rather than through the comments on Google Classroom.

- Unless absolutely necessary, not interrupt any live lessons.

- Alert the school to any safeguarding concerns they may have by contacting the Designated Safeguarding Lead - Annabel Le Moine by calling the school office on 0207 272 7145.

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

6. Links with other policies and guidance

This policy is linked to:

- Ashmount Remote Education Provision Information 2021
- Google Classroom Guidance for Parents
- Google Classroom Guidance for Teachers and Teaching Assistants
- Remote Online Safety policy
- Safeguarding policy
- Behaviour and Discipline policy
- Anti-Bullying Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Online safety acceptable use policy
- End User Agreements for Google Classroom