



Remote education provision: information for staff, pupils and parents

This information is intended to provide clarity and transparency to staff, pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

Remote education is where the pupil and the teacher are not physically present in a traditional classroom environment. Information is relayed through other means such as online learning.

From January 2021, **Children are to remain at home unless classified as vulnerable or children of Key workers.**

However, there are some circumstances where pupils cannot attend school if they are required to self-isolate because:

- They or a member of their household, has symptoms or confirmed Covid-19.
- They are a close contact of someone who has symptoms or confirmed Covid-19.
- They have been advised to shield on clinical or public health advice. This might be because they are in the clinically extremely vulnerable group and there is a local rise in infection rates.
- They are required by legislation to self-isolate as part of a period of quarantine.

If pupils are not able to attend school due to any of the above, then the school will provide work for that pupil as set out below.

Following the first few days of remote education, your child will be taught broadly the same curriculum as they would if they were in school. This will be done in the following ways:

We will use a combination of the following approaches to teach pupils remotely:

- live teaching (online lessons)
- recorded teaching
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

In particular this will be by

- All work being posted onto google classroom and the school website.
- Creating a weekly timetable of work for their year group with live links to all relevant work. This will include subjects from across the curriculum and clear instructions of how to resubmit work.
- Teachers will have a daily attendance check in via hangout between 9:00 and 9:45am.

We expect that remote education (including remote teaching and independent work) will take pupils broadly 3/4 hours each day. For EYFS pupils there are three live sessions a day with follow up activities.

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- We will issue or lend laptops or tablets to any pupils that need them with full instructions. These will still be managed by school for safety.

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Teachers will check in with families and pupils everyday.
- 1:1 adults will check in with their pupils regularly.
- Personal education plans for work will be in place for each child.
- Pupils may access different year group sessions and work if directed.
- The SEND coordinator will monitor all engagement, work and well being regularly.

Providing feedback on work:

- Teachers will set individual expectations that are age appropriate on the google classroom.
- Certain tasks, identified on the timetables will be assessed by the teacher.
- Upper KS2 will have their written work edited and marked with comments on a daily basis.
- Mini quizzes for maths and spellings will be set weekly with results given to teachers for feedback and next steps.
- Lower KS2 will have weekly written work marked and commented on to inform planning.
- Infants are assessed during daily phonics and reading.

Keeping in touch with pupils and parents:

- Teachers will be in daily contact via class dojo, google classroom and hangouts.
- SLT will be in contact with parents if there are any concerns with engagement.
- Teachers will complete the 'school vulnerable', PP and SEND pupils sheet every Friday, so that SLT can monitor work and communications.
- Teachers must adhere to the school's Code of Conduct and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Teaching assistants are responsible for:

- Supervising the children in school whilst they access their on line learning set by the class teacher.
- Having regular 1:1 reading hangouts with identified children.

Alongside their teaching responsibilities, as outlined above, **subject leads** are responsible for:

- Monitoring the work set by teachers in their subject.

Alongside any teaching responsibilities, **senior leaders** are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote/blended learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

The **Designated Safeguarding Lead** is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring that all online sessions are safe with clear protocols sent to parents and children. (leaflet to be posted here Friday 15th)

See the **COVID-19 amendments to the Child Protection Policy**

Staff can expect **pupils** to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work or they have any concerns about online safety.

Staff can expect **parents** to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

The **governing board** is responsible for:

- Monitoring the school's approach to providing remote/blended learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead/SEND/CO/SLT
- Issues with pupil behaviour – talk to the SEND/CO/SLT
- Issues with IT – contact helpdesk@atmostechnology.co.uk
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection should be raised with the data protection officer Cat O'Driscoll
- Concerns about safeguarding must be raised with the Charlie Barwell

If parents have any questions or concerns, they should contact:

- Staff via the school email addresses.

Data protection

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Safeguarding

COVID-19 amendments to the Child Protection Policy also details reference to remote learning curriculum and risks online.

[Remote Learning Safeguarding Protocols.](#)

To include:

- **It is understood that by allowing children to join meetings, parental responsibility has permitted this and that all agreements and protocols will be followed.**
- The majority of meetings will be for the whole class. Where 1:1 meetings are to be conducted, for adults hearing readers, the lesson will be recorded and the video retained in a central drive by SLT until the data protection policy details its secure deletion, currently 1 year.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any devices and computers used should be in appropriate areas.
- Where possible, a neutral background should be used. Google backgrounds are absolutely fine, as long as they are not changed during Meets when children should be concentrating.
- Live classes will be kept to a reasonable length of time, depending on the age of the children.
- Meet links will only be visible to children for the duration of the timetabled live sessions.
- Staff will ensure that all children 'leave' Meets before leaving themselves.
- Language must be appropriate, including any family members in the background.
- The code of conduct policy will be followed by all staff members at all times.
- Adults will mute any pupils that are behaving in an unacceptable way and as an extreme measure they will be removed from the meeting and the parents and SLT will be contacted.
- Please encourage children to get into the habit of muting when they join a Meet and only unmute when requested to do so.

- SLT will join meetings throughout the day for monitoring purposes as well as observing written content on 'classroom streams'.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

Links with other policies

This approach is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Email Policy