***St Gregory’s Primary School***

***Remote Education Policy 2020-21***

**1. Statement of School Philosophy**

*At St Gregory’s, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.*

*Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.*

*We always strive to be creative, innovative and support our parents / carers / children in the best possible way to make learning purposeful and holistic*

**2. 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 members of the school community with regards to delivery 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
* Support effective communication between the school and families

**3 .Who is this policy applicable to?**

* A child *(and their siblings if they are also attending St Gregory’s Primary)* 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 is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
* Local lockdown
* National lockdown

**4. Delivery of Remote Education Plan**

Resources to deliver this Remote Education Plan include:

* Online tools for EYFS KS1 KS2 - Tapestry / Microsoft Teams
* Use of Recorded video, instructional videos and assemblies
* Live teaching offered
* E mail / conversation on Teams as a check in
* Contact with all families at least once a week
* Printed learning packs -which can be collected or delivered
* Learning packs on Microsoft Teams
* Physical materials such as reading books / work books provided where necessary
* Use of BBC Bitesize, Oak Academy, Times Table Rockstars, Discovery Education, Nessy, White Rose Maths
* Work will be set for a week – Maths, English, Reading,Theme work based on class work which would have taken place

**5. Home and School Partnership**

St Gregory’s School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning could look different for different families in order to suit their individual needs.  
  
St Gregory’s School will provide information to parents on how to use the different online learning as appropriate.  
  
Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Gregory’s Primary School would recommend that each ‘school day’ maintains 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 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 should follow our e-safety rules and these apply when children are working on computers at home.

Permission forms for online learning will be expected to be completed and returned to school.  **6. Roles and responsibilities**

**Teachers**  
When providing remote learning, teachers must be available between 8.40am – 3.30pm – there is no expectation that teachers will access work during an evening

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 to the Headteacher or Deputy Head

When providing remote learning, teachers are responsible for:

Setting work:

* Teachers will set work for the pupils in their classes via Microsoft Teams – if this is not possible for any reason – it will be e mailed to parents
* The work set should follow a weekly timetable for the class
* Weekly / daily work will be shared via Microsoft Teams or e mails to teachers

Providing feedback on work:

* Reading, writing and maths work, all completed work submitted will be guaranteed teacher response
* All curriculum tasks submitted by end of week

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/s parents should be contacted via phone to access whether school intervention can assist engagement.
* All parent/carer emails should come through the school e mail address
* 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 / DDSL

**Teaching Assistants**

Teaching assistants must be available for their normal working hours – although days may change

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 and their working hours teaching assistant must complete tasks as directed by a member of the SLT or class teachers.

**Senior Leaders – DF / KB overarching CC – SEND**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school inc daily 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**

The DSL/ DDSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy which has been updated September 2020

**IT Technicians - A Thomas – Turn It On**

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

**SENCO**

* Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all SEND 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

**School Business 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
* 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 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
* Code of Conduct for Phone calls, Video conferencing and recorded video
* End User Agreements for Google classroom

**DF 07/01/2021**