Blackmoor Park Infant School

and Kindergarten

Remote Learning Contingency Policy 2020

"Learning and Achieving Together"

Written By	Jo Hitchmough, Head teacher
Ratified by Governors	21.10.20
Reviewed	
Date for review	September 2021
Signed Chair of Governors	*Paul Mulcahey*
Signed Headteacher	Jo Hitchmough

Statement of School Philosophy

Blackmoor Park Infant School has always strived to be creative, innovative and 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 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 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.

➢ 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

Who is this policy applicable to?

➢ A child *(and their siblings if they are also attending Blackmoor Park Infant School)* 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.

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

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS and KS1 *(Tapestry, Purple Mash, White Rose, Oxford Owl, Class email, School website)*
- Phone calls home
- Printed learning packs
- Physical materials such as story books

Home and School Partnership

Blackmoor Park Infant 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Blackmoor Park Infant School would recommend that each 'school day' maintains some known structure (e.g. daily reading, at least one written task)

We would encourage parents to support their children's learning, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to apply themselves with good levels of concentration. Parents can read the daily blog with their child at the start of each day.

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.

In line with Blackmoor Park Infant School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

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

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 9am and 12pm, and 1pm and 3pm.

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 through the daily written blog.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Weekly/daily work will be shared
  - Teachers in Nursery to Year 2 will be setting work on their class page/email

- Providing feedback on work:
  - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm.
  - All curriculum tasks submitted by 3.30pm and teachers will comment by the end of the week.
  - Or as per the marking policy.

- Keeping in touch with pupils who are not 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 their class account
  - 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

Learning Support Assistants

Learning Support Assistants must be available between 8.30 and 3.30.

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, Learning Support Assistant must complete tasks as directed by a member of the SLT.

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 – i.e.: 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 is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy Covid appendix.

School Business Manager

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
- 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.

The SENCO

Liaising with the School Business Manager 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required

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

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

Links with other policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements