



Goodmayes Primary School Remote Education Policy

See also Zoom Home/School Video Conferencing Policy, e-Safety Policy, Acceptable Use Agreement, Mobile Phone & Camera Policy

1. Statement of School Philosophy

Goodmayes Primary 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.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils including those with Special Education Needs who are not 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 opportunities to access Health, 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
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

3. Who is this policy applicable to?

- Any child (and their siblings if they are also attending Goodmayes 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 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 as and 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 (e.g. J2E, Zoom, SchoolPing), as well as for Staff CPD and Parents' Sessions
- Use of Zoom for instructional videos and assemblies

- Printed learning packs for those currently without Online access
- Use of BBC Bitesize, LGFL, J2e and SchoolPing

5. Home and School Partnership

- Goodmayes Primary School is committed to working in close partnership with families and recognises each family is unique; because of this, remote learning will look different for different families in order to suit their individual needs.
- Goodmayes Primary School will provide a refresher online training session and induction for parents on how to use J2e (or whichever platform is used), SchoolPing as appropriate and, where possible, provide personalised resources.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Goodmayes 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 a case-by-case basis.
- In line with Goodmayes Primary 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 are expected to follow the School's e-safety rules, which also apply when children are working on computers at home.

6. Safeguarding

Please refer to the Child Protection and Safeguarding Policy.

7. Data protection

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

8. Roles and responsibilities

Teachers

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.

- Goodmayes Primary School will provide a refresher training session and induction for new staff on how to use J2e, Microsoft Office 365 and Teams.
- When providing remote learning, teachers must be available between **9:00 am – 3:00 pm**
- 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. This includes those responsible for Set groups in Year 3, 4, 5 and 6
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared via J2e or SchoolPing
- Teachers in Nursery to Year 2 will be setting work on SchoolPing
- Teachers in Year 3, 4, 5 and 6 will be setting work on J2e

Providing feedback on work:

- Reading, Writing and Mathematics work, all completed work submitted by 1:00 pm to be guaranteed teacher response and comments by 5:00 pm.
- All curriculum tasks submitted by 3.30 pm and teachers will comment at 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 assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account admin@goodmayes.redbridge.sch.uk
- Any complaints or concerns shared by parents or pupils should be reported to a member of Senior Leadership Team (SLT).
- For any safeguarding concerns, immediately inform the Designated Safeguarding Lead (DSL).

Teaching Assistants

Teaching assistants must be available between 9:00 am – 3:00 pm.

- During the school day, teaching assistants must complete tasks as directed by a member of the SLT.
- 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.

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 – explain how they will do this, such as 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 is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technician

IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are 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 Special Educational Needs Co-ordinator (SENCo)

Liaising with the IT technician 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 Educational, Health and Care (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 Individual Care Plans
- Identifying the level of support

The 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 are 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 cannot 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

9. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Data Protection Policy
- Acceptable Use Policy
- ICT and Internet Acceptable Use Policy
- Online Safety Policy
- **Code of Conduct for Phone calls, Video conferencing and recorded video**

10. Monitoring arrangements

This policy will be reviewed by the Computing Lead as and when updates to home learning are provided by the government. At every review, the policy will be approved by the Governing Board.

Agreed by Governors: Autumn Term 2020

Review date: Autumn Term 2021