

# Remote Education and Contingency Plan Policy



Date of Amendment: October 2020  
Review Date: November 2023

# **Remote Education Policy and Contingency Plan**

## **For St Thomas of Canterbury C of E Junior School**

*St Thomas of Canterbury Church of England Junior School's whole community has been considered, whilst producing this policy in order to ensure an accessible and functional curriculum in the event of lockdown or COVID-19 illness.*

### **1. Statement of School Philosophy**

St Thomas of Canterbury Church of England Junior School always strives to be creative, innovative and supportive of our parents/children in the best way possible to make learning purposeful and holistic. Our intent is to deliver a curriculum that ensures pupils have the requisite skills to be successful, independent, motivated and inquisitive learners enabling them to achieve their full potential within a caring Christian community. 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 (inc. SEND) who aren't in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being for our pupils
- Support parents to help their children during remote learning sessions
- Consider continued education for staff (e.g. CPD)
- Support effective communication between the school and families and support attendance and welfare (safeguarding)

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

- Individual children who are absent because they are awaiting test results and the household is required to self-isolate.
- Group bubble/s who are not permitted to attend school because an individual within the bubble has tested positive for COVID-19.
- Children that have to isolate due to last minute government rulings whilst they are already away abroad.

Remote learning will be shared with families when they are absent due to COVID-19 related reasons but not in other circumstances.

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Use of online tools for KS2 (*Google Classroom, Oak National Academy, BBC Bitesize, White Rose Hub, Times Table Rock Stars, Purple Mash, Espresso and other resources*)
- Use of online tools for staff CPD (*Educare and The Key*)
- Use of instructional PowerPoints and pre-recorded online videos
- Fortnightly telephone welfare calls
- Website or emailed learning packs (which can be printed and collected upon request)
- Communication for support via Google Classroom and email

## 5. Home and School Partnership

St Thomas of Canterbury Church of England Junior 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.

St Thomas' will direct parents to online training resources on how to use Google Classroom as appropriate and where possible.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure (see suggested model timetable in Appendix A).

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 sustained concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

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

## 6. 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.*

St Thomas of Canterbury Church of England Junior School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available between **8:30a.m** and **4:00p.m.**

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 by contacting the Deputy Headteacher in the first instance.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work, suitably differentiated, for the pupils in their classes.
  - 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 will be setting work on **Google Classroom**.
- Providing feedback on work:
  - Reading, writing and maths work which is completed and submitted by 1:00p.m. on the appropriate day will be marked in accordance with the school marking policy within 24 hours.
  - All foundation curriculum tasks submitted by 3:30p.m. on set date will be marked within a week (prior to the next lesson)
- 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 telephone or email to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through Google Classroom or the class email address (rather than year group).
  - 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 (Mr Moran/Mrs Coughtrey)

## Teaching Assistants

Teaching assistants must be available between **9:00a.m. – 3:15p.m.** (Or within their normal contracted hours)

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 may be asked to complete tasks as directed by a member of the SLT or teaching staff which may include, preparation of resources, i.e. teach bags.

## Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc. frequent monitoring of engagement.
- Monitoring the effectiveness of remote learning through: discussion with year group teams; monitoring of work set and analysis of feedback from parents and pupils.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated Safeguarding Lead**

The DSL and DDSL are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy available from the school website ([www.stthomasjnr.org](http://www.stthomasjnr.org)) .

## **IT Technicians (DL Solutions)**

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 (This may also be the role of the Computing Subject Leader)

## **The SENCO**

Liaising with the IT technician/Computing Subject Leader 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 IPPs
- Identifying the level of support

## **The Bursar**

- 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 unwell 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 Body

The Governing Body 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
- Exercising duty of care and ensuring well-being of all staff

## 7. Links with other policies and development plans

This policy is linked to our:

- Curriculum Intent Statement
- Character Education Policy (behaviour)
- Child Protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy/e-safety policy
- Code of Conduct Policy

## 8. Equality of Access

We have undertaken an access to technology survey amongst our school community to determine how freely families can access technology/devices and identify those who may not have adequate access.

We have also actively engaged with the DfE, 'Get help with technology service' which gives schools access to laptops and tablets supplied by the Department for Education during Coronavirus (COVID-19). From which, we have been allocated **3 devices**.

Devices will only be available to order when local coronavirus restrictions are confirmed, or if devices need to be requested for clinically extremely vulnerable children who are shielding following official advice.

**October 2020**

## Appendix 1

## Home learning suggested daily timetable

9:00 - 9:20	Spelling/Handwriting/ Comprehension
9:20 - 10:20	Maths
10:20 - 10:40	Worship
10:40 - 11:00	Break
11:00 - 12:00	English
12:00 - 13:00	Lunch
13:00 - 15:00	Foundation Subjects including physical activities