



Remote Education Policy

St Meriadoc CofE Junior Academy

Approved by:	Governing Body	Date: Oct 2020
Last reviewed:	N/A	
Next review due by:	March 2021	

1. 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 for 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 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

2. Who is this policy applicable to?

- A child (and their siblings if they are also attending St Meriadoc Junior Academy) 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.

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for KS2 (Google Classroom, Teams and Class Dojo), as well as for staff CPD and parents sessions.
- Use of Recorded video for start of day registration, instructional videos and Collective Worship.
- Phone calls home.
- Printed learning packs – accessed online if family are able to do so or printed and delivered by school when needed.
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, Spelling Shed, Accelerated Reader, TTRS,
- The detailed remote learning planning and resources to deliver this policy can be found on the individual class website pages, on the class dojo pages, emailed to parent/ carer if requested. <https://www.st-meriadoc-jnr.cornwall.sch.uk/home>
- Model Timetable and structure for remote learning.
- Downloadable printable documents.
- Curriculum resources.
- Teacher Code of Conduct for phone calls, video conferencing and recorded video.
- User Agreements for Google classroom, Teams and ClassDojo.

4. Home and School Partnership

St Meriadoc Junior Academy 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.

We will provide a refresher online training session and induction for parents on how to use ClassDojo as appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Meriadoc Junior Academy 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, supplying the correct resources (which school can provide support with) and enabling 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-to-case basis.

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.

5. Roles and responsibilities

Teachers

We will provide a refresher training session and induction for new staff on how to use Class Dojo, Teams and Google Classroom.

When providing remote learning, teachers must be available between 8.30am and 3.15pm.

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.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers in Year 3 to Year 6 will be setting work on Class Dojo and Google Classroom.
- Teachers in Year 5 and 6 will ensure printable/ downloadable work is available for each day of the week via class website page and dojo page each day.

Providing feedback on work:

- Reading, writing and maths work, all completed work submitted by 1pm to be looked at by the teacher who will endeavour to respond and comment by 5pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the 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 assess whether school intervention can assist engagement.

- All parent/carer messages should come via Class Dojo or to enquiriesmj@rainbowacademy.org.uk.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT as soon as possible – for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

- Teaching Assistants must be available between their contracted working 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 assistants must complete tasks as directed by a member of the SLT – these tasks may be classroom based.

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 – 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 Technicians

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.
- Assisting the Headteacher in ensuring all families have devices to access remote learning from.

The SENDCo

- Liaising with the ICT technicians 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 Head and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support needed for pupils and their families.

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 – teachers can signpost to Oak Academy videos, Spelling shed, TTRS, school website, SMJ reading, writing and maths crib sheets.
- Be respectful when making any complaints or concerns known to staff.

Board of Directors

The Directors are 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.

6. 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
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google Classroom, Teams, Seesaw and ClassDojo