# Remote Education Policy

**Policy updated: November 2023**

**To be reviewed by: November 2024**

**Policy reviewed by Mrs Rodel/Miss A O'Hare; to LGB**

Version Control

| Date | Change |
|---|---|
| **September 2023** | Policy reviewed and updated. |
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**At All Saints' we are 'Children of God'.
We wear our crowns with pride.
Together, we are Included, Involved and Inspired.**

24 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize.
25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.
26 So I run with purpose in every step.
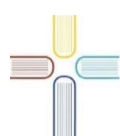
*1 Corinthians 9: 24-26*

## Vision Statement

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

***Together · Included · Involved · Inspired***

**St Edmundsbury and Ipswich**
Diocesan Multi Academy Trust

# Contents

## 1. Aims
This Remote Education Policy aims to:

- ensure consistency in the approach to remote learning for all pupils who are not in school (including those with. SEND) through use of quality online and offline resources and teaching videos
- provide members of the school community with clear expectations 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.

## 2. Content and Tools to Deliver this Remote Education Plan
Resources to deliver this Remote Education Plan include:

- online tools for EYFS  (Tapestry), KS1 & KS2 (Class Dojo), as well as for staff CPD and parents sessions.
- phone calls home
- use of BBC Bitesize, Oak Academy, Accelerated Reader, White Rose Maths, Little Wandle phonics, NumBots, TT-Rockstars, Spelling shed, Letterjoin.

The detailed remote learning planning and resources to deliver this policy can be found on the school website; *Tapestry* for Reception and *ClassDojo* for KS1 & KS2. The model timetable and structure for school closure remote learning is attached below (Appendix 2).

## 3. Home and School Partnership
All Saints' CE Primary School is committed to working in close partnership with families and recognises that each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The School will provide a refresher online training session and induction for parents on how to use *Google Classroom*, *Tapestry* and *ClassDojo* as appropriate, and where possible, provide personalised resources for those will need it.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure, and we would encourage parents to support their children's work, including by finding an appropriate place to work and, to the best of their ability, by 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.

In line with the 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, provided in their home learning packs, which includes online safety rules. This also applies when children are working on computers at home.

## 4. Roles and Responsibilities
### 4.1 Teachers
All Saints' CE School will provide a refresher training session and induction for new staff on how to use Class Dojo.

When providing remote learning, Teachers will be available between 8:30am – 3:30pm. 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 with shared responsibility groups and classes.
    - the work set should follow the modelled timetable for the class, wherever possible. This will be sent out in the event of school closure or the closure of individual classes.
    - weekly work will be shared on a Monday. Some daily work will be added for non-curriculum subjects.
    - Teachers in Reception will be setting work on Tapestry
    - Teachers from Years 1 - 6 will be setting work on Class Dojo. KS2 will share resources and lessons on Google Classroom where appropriate.

- providing feedback on work:
    - all curriculum tasks will be monitored and feedback provided where necessary.

- 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 could be contacted via phone to access whether school intervention can assist engagement.
    - all parent/carer emails should come through the school admin email account (admin@allsaints.suffolk.sch.uk). Parents can equally contact their child's teacher directly through messages on Tapestry / ClassDojo.
    - 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.

### 4.2 Teaching Assistants
Teaching Assistants and Office staff must be available between their usual 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 and office staff must complete tasks as directed by a member of the SLT.

### 4.3 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, with support through class teachers.
- monitoring the effectiveness of remote learning. This will achieved through regular meetings with teachers and/or subjects leaders to determine pupil engagement and

quality of online work submitted, as well as to discuss changes or amendments to home tasks where necessary.
- monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 4.4 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.

## 4.5 IT Technician
The IT Technician is 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 with the set-up of remote learning equipment

## 4.6 The SENDCO
The SENDCO is responsible for:
- liaising with the ICT technicians/SLT 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 EHCP 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.

## 4.7 The Finance Officer
The Finance Officer is responsible for:
- 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.

## 4.8 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 cannot complete work
- seek help from the school if they need it – should parents need guidance on which external agencies to contact, the school website has links for further support.
- be respectful when making any complaints or concerns known to Staff

## 4.9 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

## 5. Links to Other Policies and Documents

This **Remote Education Policy** is linked to our **Privacy Notices** (sent to families with induction packs when they join the School) as well as the following policies (see the **Documents and Policies Library** on our website):

- Behaviour Policy
- Child Protection and Safeguarding Policy
- MAT Data Protection Policy
- Online Safety and Acceptable Use policy
- Code of Conduct for Phone Calls, Video Conferencing and Recorded Video

## Appendix 1: Remote Education for Individual Pupils: Daily Timetables
### A1.1 Remote Education for Individual Pupils: Daily Timetable for Ruby Class (Reception)

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|---|---|
| | **Registration**<br>**Log onto tapestry daily** |
| | **Maths**<br>***White Rose***<br>https://whiteroseeducation.com/parent-pupil-resources/maths/home-learning |
| | **Literacy**<br>***Oak Academy***<br>**https://classroom.thenational.academy/subjects-by-key-stage/early-years-foundation-stage/subjects/literacy** |
| | **Phonics/ Reading**<br>https://www.youtube.com/@lettersandsoundsforhomeand9824 |
| | **Monday: Music**<br>**https://classroom.thenational.academy/subjects-by-key-stage/early-years-foundation-stage/subjects/music**<br><br>**Tuesday and Wednesday:  Understanding the World (*Oak Academy*)**<br>***https://classroom.thenational.academy/subjects-by-key-stage/early-years-foundation-stage/subjects/understanding-the-world***<br><br>**Thursday: P.E**<br>*Youtube; Cosmic Kids; Jump start Jonny; Boogie Beebies*<br><br>**Friday: RHE *(Oak Academy)***<br>***https://classroom.thenational.academy/subjects-by-key-stage/early-years-foundation-stage/subjects/rshe-pshe*** |
| | **Story Time:**<br>**Share stories together** |

In the event of School closure / Lockdown tasks and activities will be set on *Tapestry*.

## A1.2 Remote Education for Individual Pupils: Daily Timetable for Years 1 & 2

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|---|---|
| **8.45-9.15** | **Registration: Log onto Dojo daily** |
| **9.15-10.15** | **English/Phonics:** weekly activities will be set on dojo.<br>**https://wandleenglishhub.org.uk/lettersandsounds/**    (phonics lesson videos)<br>Oak National Academy Online Classroom (thenational.academy)<br>**www.phonicsplay.co.uk**  (some free resources) |
| **10:15am – 10. 45am** | **Playtime –** |
| **10.45 – 11.00am** | **Times Tables Numbots** https://play.numbots.com/#/intro **www.TimesTables.me.uk** |
| **11.00 – 12.00** | **Maths**<br>Weekly activities will be set using White Rose.<br>Maths home learning \| Home learning \| White Rose Maths (whiteroseeducation.com) |
| **12- 1.00pm** | **Lunchtime** |
| **1.00 – 1.30** | **Reading Time:** Children can use Oxford Owl for online books.https://www.oxfordowl.co.uk |
| **1.30 – 3.05pm** | **Suggested afternoon activity:** this will consist of:<br>*History, Geography, Science, Music, PE,  PSHE, Art or DT*<br>*This tasks will be directed by the class teacher, using the usual class timetable.* |

In the event of School closure / Lockdown tasks and activities will be set on Dojo.
**Maths: TTRockstars and Numbots** logins are the same and can be found in your child's homework folder. (Our school postcode is CB8 8JE)
**Reading: 15-30 minutes every day**- either using a book from home or online.
**Accelerated Reader** logins can be found in your child's homework folder. (Our school is listed as All Saints CE Primary **Newmarket**)
**Other useful websites** with free reading resources:
http://en.childrenslibrary.org/ This site offers children's tales in lots of different languages.
freekidsbooks.org Lots of picture books and longer stories which can be downloaded and read for free as PDF files.

## A1.3 Remote Education for Individual Pupils: Daily Timetable for Years 3, 4, 5 & 6

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|---|---|
| **8.35 – 8.45** | **Log onto Class dojo daily** |
| **8.45-9.15** | **Spellings and handwriting-spelling shed and letterjoin** |
| **9.15-10.15** | **Mathematics**<br>https://whiterosemaths.com/homelearning/ or **Oak Academy** (govt recommended website, which follows our Maths scheme)<br>https://classroom.thenational.academy/schedule-by-year: please selected the day of the week; watch the video and complete the activity.<br>==Please post evidence of completed task on ClassDojo.== |
| **10:15– 10. 45am** | **Playtime –** |
| **10.45 – 11.00am** | **TTRockstars**: https://play.ttrockstars.com/auth/school/student/2243   https://play.numbots.com/#/account/school-login/2243 |
| **11.00am – 12.00** | **English**<br>**Oak Academy** (government recommended website) https://classroom.thenational.academy/schedule-by-year<br>Please selected the day of the current week; watch the video provided and complete the activity.<br>==Please post evidence of completed task on ClassDojo.== |
| **12.00 – 1.00pm** | **Lunchtime** |
| **1.00 – 1.30pm** | **Reading Time:** You can **access Accelerated Reader at home**, so you are able to quiz on any books you have read at home.<br>https://ukhosted69.renlearn.co.uk/1896055/ |
| **1.30 – 2.30pm** | **Afternoon Activities – choose from:** Challenges set on ClassDojo page or school Facebook page<br>A History, Geography, Science, Art, Music, PSHE or Music activity from https://classroom.thenational.academy/schedule-by-year<br>Practising a musical instrument; Writing a letter or drawing a picture to post to a relative or friend to cheer them; Keeping a diary |
| **2.30 – 3.05pm** | **Exercise:** Go for a walk, a bicycle ride**,** play a game of football or catch or even a run around the block all with parental permission!<br>https://www.gonoodle.com/tags/QXBVXl/activity-type   **Yoga**: https://www.youtube.com/user/CosmicKidsYoga |

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freekidsbooks.org Lots of picture books and longer stories which can be downloaded and read for free as PDF files.