

Remote education provision: information for staff, pupils and parents

This information is intended to provide clarity and transparency to staff, pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home or in the event of a lockdown.

For details of what to expect where individual pupils are self-isolating, please see section B.

Remote education is where the pupil and the teacher are not physically present in a traditional classroom environment. Information is relayed through other means such as online learning.

However, there are some circumstances where pupils cannot attend school because:

- They or a member of their household, has symptoms or confirmed Covid-19.
- They are a close contact of someone who has symptoms or confirmed Covid-19.
- They have been advised to shield on clinical or public health advice. This might be because they are in [the clinically extremely vulnerable group](#) and there is a local rise in infection rates.
- They are required by legislation to self-isolate as part of a period of quarantine including due to the closure of their whole bubble / cohort.
- A nationwide lockdown requires schools moving to remote learning.

Section A

If a child is unable to attend school because **a whole cohort or bubble is required to close**, then the school will provide work for those children as set out below.

We will use a combination of the following approaches to teach pupils remotely. These will vary depending on the age of the children and the subject being taught:

- Recorded teaching: English, maths and one other lesson
- Live meetings with classroom staff: at least twice daily
- Tasks and activities shared and handed in via Google Classroom
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

Work will be set daily via Google Classroom. Work will be set by 8pm the night before it is due to be completed. This work will be aligned to the whole school curriculum plans and will cover a range of subject areas.

How long can I expect work set by the school to take my child each day?

- For children in EYFS and KS1 (Y1 and Y2) work will be set to the equivalent of three hours.
- For children in KS2 (Y3,4,5 and 6), work will be set to the equivalent of four hours.

Providing feedback on work:

- Pupils should return any completed work to teachers via Google Classroom by 9am the following morning.
- Teachers will provide feedback via Google Classroom where appropriate
- When tasks are set, teachers will indicate which tasks will be marked and have feedback given. To help manage teacher workload, not all tasks will be marked / have feedback given.
- Teachers should respond to any concerns or questions from parents within 48 hours.
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Section B If an **individual child is unable to attend school because they are self-isolating**, then the school will provide work for those children as set out below.

On the first day of self-isolation, children will be set 'Day One' tasks. These will be relevant to the work they are doing that term but not explicitly aligned to the work taking place that day in school. This allows work to be set as quickly as possible.

Following the first day of remote education, your child will be taught broadly the same curriculum as they would if they were in school. This will be done using a combination of the following approaches. These will vary depending on the age of the children and the subject being taught:

- recorded teaching
- Tasks shared via Google Classroom
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

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The following information applies to both Section A and Section B

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Where there is not suitable access to the necessary technology at home, the school can lend Chrome books for children to use. Parents / carers should contact either their child's classteacher or the office for more information.
- In addition, where there is difficulty connecting to the internet, the school can supply dongles. Parents / carers should contact either their child's classteacher or the office for more information.

Additional support for pupils with particular needs

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND) including those with EHCPs may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and with the support of the SENCO, teachers will work with parents and carers to support those pupils in the following ways:

- All remote learning is planned and organised to suit the age range of the pupils and work set will be tasks that children are reasonably able to complete at home.
- Learning opportunities for our younger pupils (Reception and Year 1) will focus on smaller units of activity and will include visual, audio and physical learning opportunities to encourage maximum engagement.
- If required, differentiation of work will be undertaken to support children with SEND and this will be sent to pupils individually.
- Where parents and carers are struggling with supporting the remote learning of their child we ask they contact the class teacher immediately to discuss how they can further support.

Keeping in touch with pupils and parents:

- Teachers will share information about the work being set via the 'stream' in Google Classroom and in the task instructions.
- Messages received from parents and pupils are to be checked between 9am and 3pm, Monday - Friday and must be replied to within 48 hours. Only send replies between these times.
- Any issues that are received are to be dealt with professionally by the class teacher and the Phase Leader and or Headteacher should be BCC'd in the communication where appropriate.
- Teachers will complete the pupil engagement sheet on a daily basis. Any initial concerns regarding engagement of pupils should be followed up by a phone call from teachers.
- Engagement sheet to be checked regularly by SLT and any concerns followed up as appropriate.
- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Teaching assistants are responsible for:

- Supervising children in school while they complete access the learning set by the teacher
- Supporting pupils with learning remotely when requested by the SENCO.

Alongside their teaching responsibilities, as outlined above, **subject leads** are responsible for:

- Monitoring the work set by teachers in their subject.

Alongside any teaching responsibilities, **senior leaders** are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote/blended learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

The **Designated Safeguarding Lead** is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

Staff can expect **pupils** to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants.

- Alert teachers if they're not able to complete work.
- Raise any concerns they may have about online safety

Staff can expect **parents** to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

The **governing board** is responsible for:

- Monitoring the school's approach to providing remote/blended learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to Mr Harper (YrsEYFS, 1,2 and 3), Ms Davies (Yrs 4, 5 and 6) or Mrs Clark.
- Issues with pupil behaviour – Mr Harper (YrsEYFS, 1,2 and 3), Ms Davies (Yrs 4, 5 and 6) in the first instance
- Issues with IT – contact RLT support if needed nixon@riverlearningtrust.org
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection should be raised with the data protection officer (Lorraine Jones)
- Concerns about safeguarding must be raised with the DSL - Ms Stanley

If parents have any questions or concerns, they should contact:

- Teachers via the class email addresses.

Data protection

When accessing personal data, all staff members will:

- Use class email addresses to communicate with parents. Phase leaders, DHT or HT should be copied where appropriate.
- All staff have access to My Concern to record any welfare concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integriss using a secure password. Do not share any details with third parties and ensure Integriss is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Integriss. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Safeguarding

COVID-19 amendments to the Child Protection Policy also details reference to remote learning curriculum and risks online.

This policy is available on our website.

The following protocols are in place and shared with children and families regarding taking part in Google Meets.

- Staff and children must wear **suitable clothing**, as should anyone else in the household, when participating in any Meets.
- Any devices and computers used should be in appropriate areas, **with an adult nearby**.
- Where possible, a **neutral background** should be used. Google backgrounds are absolutely fine, as long as they are not changed during Meets when children should be concentrating.
- Live meetings will be kept to a **reasonable length of time**, depending on the age of the children.
- Children will only be able to join a meet link once there is a teacher in the meeting.
- Staff will ensure that all children 'leave' Meets before leaving themselves.
- **Language must be appropriate**, including any family members in the background.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of a Meet.
- Pupils who add **inappropriate content to the stream** (including reams of unnecessary symbols) may have their permission to add comments revoked for a determined period of time. If this happens, they will still be able to submit work and respond to feedback from their teacher.
- Pupils who add **inappropriate content to the chat during a Meet** (including reams of unnecessary symbols) may have their permission to add comments revoked for a determined period of time. If this happens, they will still be able to submit work and respond to feedback from their teacher.
- Please encourage children to get into the habit of **muting when they join a Meet** and only unmute when requested to do so.
- **Pupils will not be allowed to share their screens in Meets**. If the child has something they would like to share with the class, they can send it to the teacher (whether this is a screenshot, document, photo etc.) and the teacher can choose to share it themselves if appropriate.
- If a **1-1 Meet** is arranged, teachers will ensure another adult is present before continuing.

Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Email Policy