



Ashbeach School
Remote Education Policy



1. Statement of School Philosophy

Ashbeach School has always strived to be creative, innovative and support our children in the best way possible to make learning purposeful and child-centred. Our strategy for remote learning continues this.

This policy has been constructed to ensure the school is following DFE guidelines and recommendations.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not 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 delivery of 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
- Support effective communication between the school and families and support attendance
- To ensure equality of education to those children in school and those children remote learning though excepting there may have to be suitable changes

3 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending Ashbeach School*) is absent because they are awaiting test results and the household is required to self-isolate or child or their household has been asked to isolate by Track and Trace. 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.
- In the event of a national lockdown when schools are closed to children or closed to all except those of critical workers or those classified as vulnerable.
- In the event of school closures for specific regions/tiers or closed to all except those of critical workers or those classified as vulnerable.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 (*Google Suite, Accelerated Reader, TT Rockstars*)
- *Staff CPD and parents sessions*
- Use of Recorded video for instructional videos and assemblies
- Phone calls home
- Printed learning packs

- CGP work books
- Physical materials such as story books and writing tools
- Use of White rose maths, BBC Bitesize, Oak Academy, TT Rockstars and Accelerated Reader

The detailed remote learning planning and resources to deliver this policy can be found here:

- Model Timetable and structure for remote learning - Appendix 1
- How the planning for in school will be delivered at home - Appendix 2
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video - Appendix 3

5. Home and School Partnership

Ashbeach 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.

Ashbeach School will provide an instructional resource for parents on how to use Google Classroom as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Ashbeach School would recommend that each 'school day' has a structure similar to the in-school structure. Ashbeach School will ensure that children have access to a broad range of subjects.

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 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.

Parents/carers will be invited to complete a survey on their ICT provision at home relating to devices, broadband and mobile data. The school will use this to support individual families on a case by case basis.

6. Roles and responsibilities

Teachers

- Ashbeach School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning when a whole bubble is self-isolating or in the event of a national /regional lockdowns when there are school closures or schools are closed to all except those of critical workers or those classified as vulnerable teachers must be available between the normal school hours provided they are fit and healthy to work.

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 with work that will build up skills and knowledge incrementally
 - It will be clear what the focus of the learning is
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Weekly and daily work will be shared
 - Teachers will use their judgements to adjust the work being set or adjust the pace of the work
- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 9.00am the following day of being set to be guaranteed teacher response within 24 hours.
 - All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.
- 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 (office@ashbeach.cambs.sch.uk)
 - Teachers will check their emails at least once in the morning and once in the afternoon and should try and ensure a response is made to all parents within 24 hours (on normal working school days), even if the email acknowledges the parent email and explains there has been a delay in responding.
 - Any concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL or DDSL
 - Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
- In the event of school closures to all except those of critical workers or vulnerable children, the school will operate bubbles within the usual class structure to begin with. This will be reviewed weekly to see whether bubbles can be merged for efficiency without compromising safety. Teachers will therefore be expected to be in school on their normal days to teach those children in school and operate the online learning. If school uptake is small, the school may put in place a rota system to cover the operating bubbles. This might involve children not usually within the teacher's class.
- If school is required to be open for half term or other holidays, bubbles may have to be merged to ensure appropriate staffing, to ensure staff are able to get a break and for the emotional wellbeing of the children having to attend.

Teaching Assistants

Teaching assistants who are self-isolating must be available during their normal 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 or by the person leading their bubble.

In the event of school closures to all except those of critical workers or vulnerable children, the school will operate bubbles within the usual class structure to begin with. This will be reviewed weekly to see whether bubbles can be merged for efficiency without compromising safety. Teaching assistants will therefore be expected to be in school on their normal days to teach those children in school and operate the online learning. Teaching assistants may need to be moved to another bubble to ensure appropriate staffing. If school uptake is small, the school may put in place a rota system to cover the operating bubbles. This might involve children not usually within the teacher's class.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc 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
- Ensure work is set for those pupils whose teacher is unwell within 24 hours of the first day of absence by the teacher.

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.

The Additional Needs Leader

Liaising with the 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 EHC plans continue to have their needs met while learning remotely, and liaising with the headteachers and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Be contactable during the school day
- 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:

- Maintain a regular and familiar routine with reference to the model timetable
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Support their children's work as far as they are able
- 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
- The remote education link governor is Joan Morters.

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device. If the device is not yet encrypted, making sure the device is secured securely when not in use.
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date
- Staff will be allowed to take school iPads home to assist with managing online learning but all iPads will have a passcode created on them and all photos and data relating to the children will be removed from the device. Only staff members are allowed to use school iPads and no family members are permitted to use the devices.
- Staff will be able to access their Google Classroom on their own device provided SLT are aware and have granted permission and provided that no information or data is stored on the personal device. Staff employees are responsible for ensuring that they log out of the Google

Suite before family members use the device. Devices that do not belong to the school should not be taken into the classroom during the hours that children are in school.

- Before devices are sent home to children to support home learning, parents/carers will be required to sign an agreement accepting responsibility for the device and accepting an acceptable use policy. All equipment will remain the property of Ashbeach School/Government.

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

The following measures have been taken to safeguard online learners:

- Children can only comment on their class stream and cannot post their own post
- Google Hangouts has been disabled so that children cannot communicate with each other and there can be no private communication between staff members and children
- A host will be created for all Google Meet meetings. The host will know that they are the host and be clear that they need to leave the meeting last in order to close the meeting and stop children re-joining.
- Google Meet meetings will be set up so that meetings cannot start without the host.
- All Google Meet Meetings will have 2 staff members as participants.
- Parents/carers will be informed not to use links where these measures are not in place.
- Staff members will be able to comment on individual children's work but these comments will be visible to other staff members. These comments are important for marking and feedback.
- Children will access the Google Meet meetings and the classroom through their own G mail accounts and not the accounts of a parent or other adult.
- Children will be disabled from being able to set up Google Meets to each other
- If children are being unsafe or disruptive online, then the class teacher will initially phone the parent/carers to discuss. The second time the headteachers will phone and a third time the headteachers will call and explain that any further behaviour will result in their accounts being limited or suspended.
- Where staff have to join a staff meeting remotely, either due to the fact they are working from home or because all staff are joining remotely, the staff member working at home, will ensure they are in a separate room to other family members. All staff whether in school or at home will use children's initials as a precaution. If a staff member accessing the meeting remotely has got family members in the same room (this should only happen in exceptional circumstances i.e. where young children cannot be left in a separate room) they will let the attendees of the meeting know so that everyone is aware that nothing sensitive should be disclosed whilst that person is in attendance.

10. 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

11. Contact

Anyone with queries or concerns regarding our remote education policy or remote education provision should contact the school office either on 01733 844262 or at office@ashbeach.cambs.sch.uk.

If the office are unable to resolve the issue, then the head teachers (Hayley Challinor and Sophie Mosley) have responsibility for the remote education policy and provision.

In the event of a complaint or concern as opposed to technical issue, then the above lines of contact should be followed. In the event that the situation is not resolved, then the person with the concern or complain will be directed to our complaints policy.

12. Equality

Ashbeach is an inclusive school and does not discriminate against any of the nine protected characteristics. Please see Equality Policy. We use every opportunity to promote diversity, difference, equality and British Values.

In the event of a limited number of devices being available to send home for home learning, it is accepted that not all families will be able to be supported. The school will use their knowledge of their learners and their families to ensure the decision as to how to allocate will have the best impact on engagement.

13. Monitoring

This policy will be reviewed annually or as changes are needed.

The Curriculum Governors will review this policy.

This policy was ratified by Governors on 2nd November 2020. All amendments will be sent to Governors.

Signed:

Appendix 1 Model Timetable and Learning Structure For Remote Learning

The DFE expectation is that remote learners in KS1 (years 1 and 2) will complete on average 3 hours of learning remotely and children in KS2 (years 3-6) will complete on average 4 hours of learning remotely. The school would not expect any child to be completing more than 5 hours of remote learning in one day.

The core lessons for each child is shown on the table in green. Additional tasks are shown in blue. Parents can use this timetable to see the learning that will be set and ensure their child is accessing the right amount of learning for them.

60 mins	Maths lesson
60 mins	English lesson
60 mins	Theme (history/geography/science/art/DT/PSHE)
15 mins	TT Rockstars / Times table practise or counting if year 2 or below
15 mins	Reading
15 mins	Spelling practise
15 mins	CGP book page
60 mins	Physical activity and mindful moments

Appendix 2 How The Planning For In School Will Be Delivered At Home

Maths lesson	Powerpoint from White Rose premium resources for lesson and worksheet uploaded to Classroom Teacher may choose to upload answers so children can self-mark.
English lesson	Task set broadly in line with what the children are completing in school - adaptation will be made to plan
TT Rockstars/Times table practise/Counting	KS2 Times table posters uploaded to classroom and sent home TT Rockstar logs in sent home for KS2 Counting theme for KS1 uploaded to Classroom Times table booklets uploaded to Classroom
Reading	Every child has a book at home
Spelling Practise	Word lists for each year group uploaded to classroom Spellings for spelling pattern being learnt uploaded to classroom
Physical Activity and mindful moments	Physical activity ideas for home uploaded to classroom
Theme	Task set broadly in line with what the children are completing in school - adaptation will be made to plan

Appendix 3: Code of Conduct for Phone calls, Video conferencing and recorded video

- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
- A log of the call must be made using the school format
- Calls should be made between the hours of 9 - 4pm unless authorised by a member of leadership.
- Video conferencing and recorded video must have a neutral background and ensure no personal effects are in shot
- No staff family's members to be within the video or room of the call.
- All participants must be clothed appropriately
- Video conferencing with the class or individuals must have 2 staff members as participants