



## LHPSN Policy for Remote Education (September 2020)

Lickey Hills Primary School and Nursery has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

**The Contingency/Remote Learning Plan can be put into action immediately if:**

- There's a local outbreak and the school is asked to close temporarily for most pupils OR
- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open

**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 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
- 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

**Who is this policy applicable to?**

A child (and their siblings if they are also attending LHPSN Primary) 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.

**OR**

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.

Remote learning plans will be shared with families when a parent informs the school of a child's absence.

**Contents and Tools to Deliver the Plan**

Resources to deliver this Remote Education Plan include:

- Year group home learning email addresses
- Use of Recorded video for registration, instructional videos and assemblies
- Printed learning packs
- Physical materials such as reading books and writing equipment
- Use of BBC Bitesize, Oak Academy
- Timetable and structure for remote learning
- Downloadable Printable Documents - e.g. Islington Resources developed by
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

**Home and School Partnership**

Lickey Hills Primary School and Nursery 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.

Lickey Hills Primary School and Nursery will provide an online/phone call training session and induction for parents on how to use and implement remote learning as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Lickey Hills Primary School and Nursery would recommend that each 'school day' maintains structure. We 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.



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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.

### Roles and responsibilities

#### Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when there are fewer children isolating and the majority of the class are in school.

LHPSN will provide a refresher/ training session for staff on how to use the remote learning system

When providing remote learning, teachers must be available between 8.15am and 4.15pm

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:**

#### 1)Setting work:

- Teachers will set work for the pupils in their classes - this includes those responsible for streamed groups or PPA lessons
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared via the timetable and monitored daily by all year group staff via the homelearning email
- Timetables will be published on class website pages if a whole year group bubble is isolating

#### 2)Providing feedback on work:

- Reading, writing and maths work, all completed work submitted by 4pm and feedback provided within 48hours unless exceptional circumstances
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

#### 3)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 by the Assistant Head to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school [office@lickeyhills.worcs.sch.uk](mailto:office@lickeyhills.worcs.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to the headteacher at [office@lickeyhills.worcs.sch.uk](mailto:office@lickeyhills.worcs.sch.uk)
- Any safeguarding concerns should be referred immediately to the Designated Safeguarding Leads and followed up in writing in My Concern.

#### Teaching Assistants

Teaching assistants must be available between 8.30am and 4pm (or during their 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, the teaching assistant must complete tasks as directed by a member of the SLT.

#### Senior Leaders



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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 – explain how they'll do this, such as 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 2020.

### The SENCO

- 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IPMs
- Identifying the level of support

### The SBM

- 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.
- Liaising with the 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 staff with accessing the internet or devices

### 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
- Be respectful when making any complaints or concerns known to staff

### 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

Links with other policies and development plans

This policy is linked to our:



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- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- *Code of Conduct for Phone calls, Video conferencing and recorded video*