Cubbington C of E Primary School

Our aim is as simple as **ABC**

Achieving, Belonging, Caring

'Be courageous, for the Lord your God will be with you wherever you go' Joshua 1:9

Remote Learning Policy
September 2020

1. Statement of School Philosophy
Cubbington C of E Primary School strives to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic.

2. 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
- Provide clear expectations members of the school community with 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 etc.)
- Support effective communication between the school and families and to support attendance

3. Who is this policy applicable to?
Remote learning will be shared with families when they are absent due to Covid related reasons. This could be because:
- 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.
- A child (and their siblings if they are also attending Cubbington C of E 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.

4. Content and Tools to Deliver This Remote Education Plan
Resources to deliver this Remote Education Plan include:
- Online tools for all children via Seesaw
- Use of recorded video for start of the day messages, instructional videos and assemblies
- Phone calls home
- Printed learning packs where appropriate
- Physical materials such as story books, exercise books and writing tools
- Use of BBC Bitesize, Oak Academy, Spelling Shed, and a wide range of apps and accessible software

5. Home and School Partnership
- Cubbington C of E Primary 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.
- Cubbington C of E Primary School will provide guidance for parents on how to use Seesaw and where possible will provide personalised resources.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine.
- Cubbington C of E Primary School 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 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.
- Cubbington C of E Primary will support families where there may be issues accessing appropriate technology.

- 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.

6. Roles and responsibilities
Teachers - full bubble closure
- Set appropriate learning activities which will be available on Seesaw at 9.00 am every day. The work set should follow the usual timetable for the class had they been in school and will follow the planned school curriculum.
- Access Seesaw at regular intervals throughout the school day (9.00 – 3.30 pm) to respond to work and activities completed by children. All work completed should be acknowledged by the teacher.
- Communicate with individuals and groups of children via Seesaw and, where asked to by the school by telephone and/or email, in order to maintain contact and support remote learning.
- Monitor completion of activities and report this to SLT on a weekly basis.
- Discuss teaching and learning progress with SLT on a regular basis.
- Expect all school policies including those on behaviour and e-safety to be adhered to online.
- Offer support and advice related to learning activities only.
- Be aware of families requesting support or experiencing difficulties in other areas. Teachers should refer any concerns to the SENDco and SLT who will attempt to signpost additional sources of support.
- Forward any safeguarding concerns immediately to a DSL and complete a CPOMS incident form in the usual way.
- Be aware of their own workload and well being and seek help and support from SLT if appropriate
- Be mindful of the amount of screen time that children will experience when setting activities
- Report any concerns about communication to SLT as soon as possible.
- Maintain a professional relationship with families at all times.
- Use 141 if dialling from a home telephone or turn off Caller ID on an Iphone.
- Send any email communications through admin3144@welearn365.com

Teachers – individual pupil absence for COVID reasons
- Provide a folder on Seesaw containing 'Day 1 absence activities'
- Once the office has informed you that a child will be absent the teacher will make contact on Seesaw by the end of the day 1. Work will then be provided for Day 2 to mirror the work that took place in class during Day 1.

Teaching Assistants
If teaching assistants are unable to work for any reason, 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.

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 – 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.

The SENDCO
- 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.
- Identifying the level of support needed for individuals.
- Writing risk assessments for individual pupils as required.

Pupils
Staff can expect pupils learning remotely to:
- Log on to Seesaw at least once every school day and find the activities set by their teacher
- Complete the activities on the day they have been set if possible but if this is not possible try to complete them as soon as they can.
- Ask for help from either an adult at home or their teacher through Seesaw if they are experiencing difficulties or need extra support.
- Remember that they should behave online in the same way as we would expect them to behave in school and think carefully about our school behaviour and e-safety policies.

Parents
Staff can expect parents with children learning remotely to:
- Make the school aware if their child is sick or otherwise can't complete work.

- Support their child by making sure that they have access to Seesaw on a PC, tablet or mobile device
- Inform school if either an appropriate device or WIFI is not available.
- Help their child access the activities set by their teacher.
- Provide where possible an appropriate time and space for their child to complete the activities set.
- Communicate with the class teacher through the Seesaw messaging system if further support and advice is needed.
- Contact teachers between the hours of 9 am and 3.30pm.
- Understand that teachers may not be available to answer immediately as remote working may mean they also have family responsibilities to attend to.
- Refrain from asking for additional activities – please see the website for links to suitable websites you can use with your child if you wish to.
- Be respectful when making any complaints or concerns known to staff

School Governors

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

7. Links with other policies and development plans

This policy is linked to our:
- Child Protection and Safeguarding Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Seesaw