

Remote Education Policy for Holy Family School
We live, love and learn together



1. Statement of School Mission and Philosophy

As God's family, we work together as brothers and sisters in a safe, happy and compassionate environment. We take pride in everything we do ensuring that our children are motivated to achieve and be the very best they can be.

Holy Family has always strived to be creative, innovative and supportive to our children and their families.

Our strategy for remote learning continues this.

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.
- Provide clear expectations to members of the school community concerning delivery of high quality interactive remote learning.
- Support effective communication between the school and families and support attendance.

3. Who is this policy applicable to?

- A child (*and their siblings if they are also attending Holy Family*) 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.
- 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 family in the event of a whole school closure.

4. Curriculum

Our approach includes a blend of workbooks, reading materials and virtual face to face sessions through MS Teams and resources available through online learning platforms:

- Purple Mash
- Oak National Academy
- White Rose Maths
- BBC Bitesize
- Times Table Rockstars
- Spag.com
- DFE Letters and Sounds

The detailed remote weekly, daily learning planning and resources to deliver this policy can be found on our school website and twitter pages:

Website: <https://www.holyfam.bham.sch.uk/>

School Twitter @HolyFamilyScho1

Nursery @holy_nursery

Reception @ReceptionHoly

Year 1 @HolyFamilyYear1

Year 2 @HolyFamilyYear2

Year 3 @HolyFamilyYear3

Year 4 @year_family

Year 5 @year_holy

Year 6 @Year616

5. Home and School Partnership

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Holy Family Catholic Primary School would recommend that each 'school day' maintains structure. A suggested timetable will be made available on the school website each week under COVID Home Learning.

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 via the school website and class twitter page. 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 follow e-safety rules at school and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating.

When providing remote learning, teachers must be available during the working school day. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should inform HT.

When providing remote learning, teachers are responsible for:

Setting work:

- For their class pupils.
- The work set should follow a timetable for the class.
- Weekly/daily work will be uploaded on twitter and or school website.
- Learning will include website links needed along with clear information about to access home learning.

Providing feedback on work:

- Pupils to be encouraged to email or tweet work to class email and or twitter account.
- Staff to assess work and give feedback to pupils via class email or on the phone.
- Staff will respond, within reason to requests for support from families at home.

E.g. email: Year1@holyfam.bham.sch.uk

Keeping in touch with pupils who are not in school and their parents:

- Staff are encouraged to give feedback to pupils within school hours.(8 am- 5pm)
- If there is, a concern around the level of engagement of a pupil/s parents should be contacted via phone or email to assess whether school intervention can assist engagement.
- All parent/carer emails should come through to the year group account.
- 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.

Attending virtual meetings with staff, parents and pupils

- Avoid areas with background noise or anything that might be considered inappropriate in the background.

In the event that a class are in school but a children/ group of children are away, the class teacher will arrange contact to discuss the learning arrangements. The class teacher will continue to support the class on a daily basis; providing periodic feedback and communication with children out of school via the class email.

Teaching Assistants

Teaching assistants must be available during their 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 will be engaged in activities to support children's learning and or complete tasks as directed by a member of the SLT or teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Staff Co-ordinating the remote learning approach across the school including daily monitoring of engagement
- Consider any aspects of the curriculum that need changing to accommodate remote learning
- Monitor the effectiveness of remote learning- explain how they'll do this, such as through regular meetings with teachers and subject leads
- Alerting teachers to resources
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Recognise the achievements of the children and reward accordingly.

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.

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 pupils and parents with accessing the internet or devices

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 IHPs
- Identifying the level of support

The Office Manager

- 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.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Governing Body

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

7. 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
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Microsoft Teams