



## Blackwater Community Primary School

Remote Learning Policy 2020-2021

## 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 and linked live teaching experiences.
- 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 and Parents Evening)
- 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 Blackwater School*) 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.

**Remote learning will be shared immediately when children are absent due to Covid related reasons.**

## Content and Tools to Deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Including: Seesaw, Tapestry, Spelling Shed, Maths Factor, Read Theory and TTRockstars,* ), as well as for staff CPD and parent's sessions.
- Use of Recorded video for Start Day registration, instructional videos and the class story
- Phone calls home
- Printed learning packs – for collection
- Physical materials such as story books and writing tools
- Use of Mathematics White Rose, Oak Academy to support daily lessons.

The detailed remote learning planning and resources to deliver this policy will be found on our website under 'Home Learning'

[http://www.blackwater.cornwall.sch.uk/web/home\\_learning/511214](http://www.blackwater.cornwall.sch.uk/web/home_learning/511214)

- Model Timetable and structure for remote learning – class daily expectations.
- Downloadable Printable Documents – Home learning packs and resource links to class learning
- Curriculum resources – links to core subject packs and online support materials

## Home and School Partnership

Blackwater 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.

Blackwater School will provide a refresher online training session and induction for parents on how to use Seesaw as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Blackwater 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.

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 it is fewer children isolating and the majority of the class are in school.*

Blackwater School will provide a refresher training session and induction for new staff on how to use SeeSaw and Tapestry to set and assign work.

When providing remote learning, teachers must be available on their normal working routine.

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. This includes those responsible for setting individual programmes for SEND pupils, in line with EHCP and APDRs.

- 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 apps and on the school website. Teachers will be responsible for uploading their class work.
- All teachers will be setting work on *Seesaw and Tapestry*
- Teachers should add work onto the OneDrive to School Headteacher for emailing to parents where pupils are individually isolating.
- Providing feedback on work bubble closure:
  - Reading, writing and math's work, all completed work submitted by 1pm to be reviewed by 5pm. With comments made where needed.
  - All curriculum tasks submitted by 1pm will be commented on.
  - TAs within the bubble will be responsible for responding to work.
- Providing feedback on work individual isolation:
  - Reading, writing and maths work, all completed work submitted by 1pm to be responded to on the same day.
  - All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.
  - Teachers will be responsible for responding to work.
- 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 to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account [secretary@blackwater.cornwall.sch.uk](mailto:secretary@blackwater.cornwall.sch.uk)
  - 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 [head@blackwater.cornwall.sch.uk](mailto:head@blackwater.cornwall.sch.uk)

## Teaching Assistants

Teaching assistants must be available within 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 assistant must complete tasks as directed by the bubble teacher, and respond to pupil work on seesaw as described above.

## 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 –
- 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.

### **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

### **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 other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support

### **School Administrator**

- 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.
- Monitoring and forwarding emails to teachers to support remote learning, sending answers from teachers to parents.

### **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 – 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 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:

- Safeguarding and Child protection policy and Covid annex.
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety
- Acceptable use policy for pupils
- End User Agreements for Seesaw

### ***Those people responsible for remote learning matters in this school are:***

Mrs. Evey Evison ~ Headteacher  
Mrs. Jo Bell ~ Chair of Governors

**Date of Policy: Oct 2020**

**Review: Oct 2021**