

**ST NEOT SCHOOL REMOTE EDUCATION POLICY**  
**(for children who can't attend school due to Covid-19 restrictions)**

### **1. Statement of School Philosophy**

St Neot School strives to be creative and innovative and to support our parents, carers and children in the best way possible to make learning purposeful and holistic. 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, including SEND, who aren't in school, through use of quality online and offline resources and teaching videos;
- Provide clear expectations to 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 health and well-being, and parent support;
- Encourage continued CPD for staff;
- Support effective communication between the school and families and support attendance.

### **3. Who is this policy applicable to?**

- A child (and siblings who attend St Neot School or Nursery) who is absent because they are awaiting test results and the household is required to self-isolate;
- A child's whole bubble who are not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid-19 related reasons.

### **4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2: Activelearn, Spelling Shed, TT Rockstars, GSuite for Education
- Use of recorded video or instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Commercially available websites supporting the teaching of specific subjects
- Use of BBC Bitesize, Oak Academy

### **5. Home and School Partnership**

St Neot 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Neot School 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, supporting pupils with work and 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-by-case basis.

All children sign an Acceptable Use Policy which includes online safety rules and this applies when children are working on computers at home.

### **6. Roles and responsibilities**

## **Teachers**

St Neot School will provide a refresher training session and induction for new staff on how to use online platforms. All pupil data will be stored in line with GDPR regulations.

When providing remote learning, teachers must be available between 9.00-12.00 and 13.00-15.00.

If staff 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 within the first two days of pupils beginning remote learning;
- Set work that follows the usual timetable and curriculum planning for the class had they been in school, wherever possible;
- Sharing weekly/daily work;
- Recognise and provide for the learning needs of the children who do not have suitable online access at home.

### **Providing feedback on work:**

- Reading, writing and maths work; all completed work submitted by 1pm to be guaranteed teacher response and comments by 5.30pm;
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

### **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 will be contacted via phone to access whether school intervention can assist engagement;
- All parent/carer emails should come through the school support account, [info@st-neot.cornwall.sch.uk](mailto:info@st-neot.cornwall.sch.uk);
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- any safeguarding concerns will be referred immediately to the DSL.

## **Teaching Assistants**

Teaching assistants must be available 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, 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 including daily monitoring of engagement;
- Monitoring the effectiveness of remote learning, through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents, in particular, SEND and vulnerable pupils and their families;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- Support staff to engage with families who do not have suitable online access at home.

## **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**

The SENCO will:

- Liaise 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;
- Ensure that pupils with EHC plans continue to have their needs met while learning remotely, and liaise with other organisations to make any alternate arrangements for pupils with EHC plans and IEPs;
- Identify the level of support;
- Liaise with SEND families to ensure the child is receiving appropriate support.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Work to normal school routine where possible, 9.00-10.30, 11.00-12.00, 1.00-3.00;
- 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:

- Assist their child to work to the normal school routine where possible, 9.00-10.30, 11.00-12.00, 1.00-3.00;
- 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.

### **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

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