



# Remote Learning Policy

Ratified: Governors    Date:

Reviewed:    October 2023

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

Ingatestone Infant School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful. 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 aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivering 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
- Support effective communication between the school and families and support attendance
- Continue development of our youngest children and ensure they are ready for Key Stage 1.

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

- A child (*and their siblings if they are also attending Ingatestone Infant 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 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 related reasons and not to all pupils

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS and KS1 (*DBPrimary*),

- Use of Recorded video
- Phone calls home and or virtual meetings
- Year group emails where parents can email teachers for support
- Printed learning packs
- Use of BBC Bitesize and Oak Academy

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

Ingatestone Infant 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 according to their particular circumstances.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Teachers will set work on a daily basis allowing for flexibility within each families routine.

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.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All parents are reminded that they have signed 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**

When providing remote learning, teachers must be available between 9am and 3.15pm

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:

- Setting work:
  - Teachers will set work for the pupils in their classes.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Weekly/daily work will be shared on DBPrimary

- Providing feedback on work:
  - All curriculum tasks submitted by 3.30pm and teachers will comment at the earliest opportunity
  - Feedback will be given via DBPrimary or the year group email
  
- 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 concerned with home learning should come through the year group email:
    - [Foundation@ingatestone.essex.sch.uk](mailto:Foundation@ingatestone.essex.sch.uk)
    - [Year1@ingatestone.essex.sch.uk](mailto:Year1@ingatestone.essex.sch.uk)
    - [Year2@ingatestone.essex.sch.uk](mailto:Year2@ingatestone.essex.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 via [admin@ingatestone.essex.sch.uk](mailto:admin@ingatestone.essex.sch.uk)

### **Learning Support Assistants**

Learning Support assistants must be available during their normal 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 class teacher/member of the SLT.

Engage on DBPrimary through their year group blog.

### **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
- 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 SENCO**

Liaising with the class teachers 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.
- Liaise with SEN TA to provide appropriate additional online support where necessary.

### **The Office Manager/Finance Manager**

- Ensuring that the school has adequate insurance to cover all remote working arrangements.

### **Expectations**

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

### **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 and acceptable use policy
- Code of Conduct