

Seghill First School

Remote Education Policy

1. Statement of School Philosophy

Seghill First School has always strived to be creative, innovative and 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 those with Special Educational Needs and Disabilities) who aren't in school through use of quality online and offline resources and teaching videos
- 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 Meet the Teacher).
- 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 Seghill First 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 with families when they are absent due to Covid related reasons and not to all at start of week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 are Tapestry and Google Classroom, as well as Number Bots, Times Tables Rockstars, Northumberland County Council padlets, as well as for staff CPD and parent/carer sessions;
- Phone calls home;
- Printed learning packs if agreed by the headteacher and only if the child has no internet access or additional needs that make the use of remote learning incompatible;
- Physical materials;
- Use of BBC Bitesize, Oak Academy.

The detailed remote learning planning and resources to deliver this policy can be found here:

- Proposed timetable and structure for remote learning- appendix 1.
- Access to School360 login <https://school360.co.uk/login1/index.php>
- Northumberland Learning Padlet; resources for learning at home during school closures in Northumberland https://nlandeducation.padlet.org/gill_finch2/home

- Northumberland Learning Padlet; return to school resources for parents and carers
<https://padlet.com/nies1/parentcarerresources>
- Northumberland Learning Padlet; Early Years home learning
<https://padlet.com/clairrealisonjohnson/ufgivcbbe0ck>
- Teacher Code of Conduct for making telephone calls- appendix 2.
- Acceptable Use Policy Agreement- appendix 3.

5. Home and School Partnership

Seghill First 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.

Seghill First School will provide a refresher online training session and induction for parents on how to use Google Classroom and Seesaw/Classdojo as appropriate and where possible, provide personalised resources.

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

6. 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.

Seghill First School will provide a refresher training session and induction for new staff on how to use Tapestry/Google Classroom.

When providing remote learning, teachers must be available between 9:00am and 3:30pm.

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:

1. Setting work:

- Teachers will set work for the pupils in their classes. This is only possible when the whole class is not able to attend and the teacher is also isolating.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared by 9:00am.
- Teachers in Nursery and Reception will be setting work on Tapestry.
- Teachers in Years 1 to 4 will be setting *work on Google Classroom*.

2. Providing feedback on work:

Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 9am the following day.

All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

3. 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 each teacher's school email address- see appendix 2.

Any complaints or concerns shared by parents or pupils should be reported to the Headteacher. For any safeguarding concerns, refer immediately to the DSL.

There may be some disruption if the teacher becomes unwell when the whole class is isolating. The Headteacher will act swiftly to find a replacement as soon as possible.

Teaching Assistants

Teaching assistants must be available between 9am and 3pm.

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 agreed and directed by the class teacher and/or the Headteacher.

Headteacher

Alongside any teaching responsibilities, the Headteacher is 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 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.

IT Technician

IT technician is 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 is responsible for:

- Liaising with the IT technician and class teachers 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

The Office Manager is responsible for:

- 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.
- Ensuring the emails received via the school admin email address and telephone calls are passed to appropriate member of staff in a timely and accurate manner.
- Provide advice to parents about isolation and illness in line with current advice from PHE.
- Ensure parents/carers are well informed by via email, text or letter.

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 Body

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:

- Safeguarding policy;
- Behaviour policy;
- Child protection policy;
- Data protection policy and privacy notices;
- Online safety acceptable use policy;
- Code of Conduct for teachers making telephone calls;
- End User Agreements for Google classroom and Tapestry.

8. EYFS

Activities for Nursery and Reception will be uploaded to Tapestry each morning at 9am. There will be a daily phonics and maths activity as well as a weekly grid of activities. We will aim to have a weekly theme and grid activities will follow this theme whilst also supporting the other areas of learning.

So we know that you have accessed the daily and weekly tasks please can you 'like' the post, and upload onto Tapestry photographs/videos or a brief note of your child completing the activity. The activities will be mostly play-based, using resources that you will have at home.

Version control	
Policy adopted	12 October 2020
Next review date	October 2021

Remote Education Policy Appendix

Timetable for key stages 1 and 2

9:00 – 9:30	9:30 – 10:00	10:30 to 11:00	11:00 – 11:30	11:30 to 12:00	1:00 – 2:00	2:00 – 3:00
Read to an adult	Phonics or spelling / grammar activity	English activity followed by a break	Number skills	Maths activity	Select an activity from NLP followed by a break	Select an activity from NLP

NLP = Northumberland Learning Padlet; resources for learning at home during school closures in Northumberland https://nlandeducation.padlet.org/gill_finch2/home

Timetable for Reception

9:00 – 9:30	9:30 – 10:00	10:30 to 11:00	11:00 – 11:30	11:30 to 12:00	1:00 – 2:00	2:00 – 3:00
Read to an adult or share a book with an adult	Phonics or spelling / grammar activity	English activity	Number skills	Maths activity	Select an activity from NLPEY	Select an activity from NLPEY

Parents / carers should decide when and for how long the breaks should be between each activity listed above.

Timetable for Nursery

9:00 – 9:30	9:30 – 10:00	10:30 to 11:00	11:00 – 11:30	11:30 to 12:00
Read to an adult or share a book with an adult	Phonics or spelling / grammar activity	Select an activity from NLPEY	Number skills	Select an activity from NLPEY

Parents / carers should decide when and for how long the breaks should be between each activity listed above.

NLPEY = Northumberland Learning Padlet; Early Years home learning <https://padlet.com/clairrealisonjohnson/ufgivcbbe0ck>

Remote Education Policy Appendix 2

Teacher Code of Conduct for making telephone calls

- All calls should be made from the school landline. Where this is not possible, please use your own mobile/home number but preface the number called with 141 to ensure your personal phone number is not disclosed to parents/carers;
- Any costs incurred should be itemised and sent to Mrs Elliott. School will not reimburse 'free minutes'.
- The headteacher's school mobile is available if a teacher is unable to use their own mobile/home number.
- Any concerns regarding IT should be logged and sent to the computing lead, Mrs Kembrey and copied to the Headteacher;
- Any concerns regarding safeguarding must be report immediately to the DSL, Miss Chappell and copied to Mrs Knowles;
- If physical resources are requested please explore all on-line options first as sharing physical resources increases the risk of infection spreading.
- Children with SEND who cannot access their EHCP targets without resources will have these provided.
- Where a bubble is closed, parents/carers can expect one call every two weeks. If a call is missed, parents should attempt to contact the school and arrange a suitable time for a call back; an email is preferable. This will reduce the time required for teachers to make calls as they should focus on delivering the curriculum and assessing children's work.

School and staff contact details

School telephone number- 0191 237 0419

School email address admin@seghill.northumberland.sch.uk

Staff email addresses

anna.bell1@school360.co.uk

amanda.lyons@school360.co.uk

sarah.watson1@school360.co.uk

pamela.knowles@school360.co.uk

sarah.kembrey@school360.co.uk

hannah.askew@school360.co.uk

Remote Education Policy Appendix 3

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that Seghill First School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails if:
 - I do not know and trust the person / organisation who sent the email;
 - I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings unless directed by a teacher.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that school also has the right to take action against me if I am involved in incidents of inappropriate behaviour (that are covered in this agreement) when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to action which would be loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.