Remote Education Policy for Baytree School

In line with best practise and following the DfE guidance Baytree School has a Remote Education Policy to be applied in case children need to self-isolate or local lockdown is required.

1. Aims

This Remote Education Policy aims to:

❖ Ensure access to remote learning for all pupils who aren't in school through use of quality Online and offline resources or Teams video facilities.

❖ Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning bespoke to the needs of the pupils.

❖ Include continuous delivery of the 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 to encourage engagement/ attendance to learning and best practice around remaining safe online.

2 . Who is this policy applicable to?

❖ A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school hub are attending school and being taught in classes as normal.

❖ A child's whole hub is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

❖ All children if the school is required to close as a result of local and/or national guidance.

Remote learning will be shared with families when they are absent due to Covid related reasons or children who are sick and unable to access learning due to illness.

3. Content and Tools to Deliver This Remote Education Plan

❖ Resources to deliver this Remote Education Plan could include any of the following and will be responsive to the individual needs of the pupil:

❖ Online tools for EYFS, KS1, KS2, KS3, KS4 & KS5 *(for example, tapestry, seesaw, teams, Education city)* as well as for staff CPD and parents sessions.

❖ Use of Recorded video (*or Live Teams Video)* for recording sessions, assemblies and whole school activities.

❖ Phone calls and Tapestry/Seesaw messages home

❖ Printed learning packs

❖ Physical materials such as story books, writing tools and crafts

❖ Use of BBC Bitesize, Oak Academy*, Education City etc*

4. Home and School Partnership

Baytree 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 and the needs of the young person.

Because of the SEND needs of the individual children teaching staff will work closely with families to assess and agree the best structure for the learning and day ensuring the pupils EHCP is taken into account.

Baytree School will provide support for parents on how to use Teams, tapestry, seesaw or other apps as appropriate and where possible, provide personalised resources.

Where possible, if it is recognised as beneficial for the young person to maintain a regular and familiar routine, Baytree staff alongside other professionals will support families with achieving this.

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 to the best of their ability with the resources provided.

Every effort will be made by staff to ensure that work is set promptly and realistic to be supported by the family.

All children and families are fully informed about the schools 'Acceptable Use Policy' which includes e-safety rules and this applies when children are working online at home which is available on Baytree School website. Online resources, guides and best practise guidance will be forwarded to families to support online safeguarding and they can contact directly

school.office@baytreeschool.co.uk

5. Roles and responsibilities

Teachers

The suggested responsibilities below relate to where a whole class/hub/school is isolating and would be reduced and adapted if fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers will be available between 8.40am and 3:40pm daily (subject to breaks). 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 school absence procedure.

For extended periods of time away from school, the class teachers will ensure the targets within the pupils EHCP are included when planning work to enable them to monitor progress. Teachers will make reasonable adjustments to work towards the

targets in the plan and if these present as unachievable via remote learning they will discuss with parents, Deputy and Head Teacher.

When providing remote learning, teachers are responsible for:

- Setting work:
    - o Teachers will set work for all the pupils in their classes.
    - o The work set should attempt to follow the usual percentage balance of the curriculum areas.
    - o Weekly/daily work will be shared with families to encourage active involvement where possible

- Providing feedback on work:
    - o Teachers will liaise with families and be expected to give regular (weekly) feedback with regard to remote learning/curriculum areas to pupils/families in the core subjects

- Keeping in touch with pupils who aren't in school and their parents:
    - o *Teachers will have contact daily with families who are either self-isolating, shielding or due to National Lockdown through various platforms: tapestry/seesaw, email, phone call, teams call or virtual learning session. This can be discussed with families to ensure it is supportive rather than intrusive. The expectation is on schools to maintain this contact.*
    - o If there is a concern around the level of engagement of a pupil/s parents, they should be contacted via phone to access whether school staff can assist with engagement.
    - o All parent/carer emails should come through the school email accounts and via class tapestry/seesaw. Staff are encouraged to use Teams for parents' meetings and EHCP reviews to allow for the views of children and wider family members where appropriate.
    - o Any complaints or concerns shared by parents or pupils should be reported to the Head Teacher and/or Deputy Head Teacher – for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead.
    - o DSL/SLT will organise families to call to ensure that every pupil/family who is at home has weekly welfare contact.

Learning Support Staff
(the role of support staff during class/hub/whole school closures and/or local/national lockdown)

Learning support staff must be available between the Baytree school hrs 8.40am to 3:40pm to support the family with online learning curriculum.

If a member of support 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.

During the school day, teaching assistants must complete CPD or class tasks as directed by a member of the leadership team or class teachers. The support team will be active in engagement with learners, supporting teachers with feedback on work, adapting learning resources and encouraging life style choices around exercise, screen time and diet.

Department Leaders

Alongside any teaching responsibilities, department leaders are responsible for:

- Co-ordinating the remote learning approach across the school including weekly monitoring of engagement.

- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing samples of work/planning set and 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 Baytree Safeguarding and Child Protection Policy available on the school website. The DSL will work very closely with the class teachers who will report immediately if children or families who are not engaging or responding to communications.

IT Coordinator/technician

IT staff member is responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff (and when possible parents) 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, staff and parents with accessing the internet, Teams or other apps to support learning or safeguarding.

The School Administrator

Will work to ensure that all EHCP reviews and planned parents evenings continue via Teams or other communications.

The Business 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.

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the best of their abilities set by teachers

- Inform parents or teachers if they're not able to complete work (if they are able)

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

- 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
- Behaviour, teaching and learning policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- User Agreements for seesaw and tapestry

Additions have been made to the policy referencing updated Government Guidance – January 2021.