



St. Michael's CE (Controlled) Junior School

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

Remote Education Policy

Creation Date	October 2020	
Issue Date	November 2021	
Agreed & Authorised (Name & Designation)	Mr Mark Sammes Headteacher	Mr Ian White Chair of Governors
Next Review Date	October 2022	
Remarks		

This policy has been written following our assessment of how children at St. Michael's Junior School accessed the home learning provided during the previous lockdown. We have developed a 'remote learning solution' which fits our community and ensures that ALL children at St. Michael's Junior School can access quality learning in the event of having to isolate at home.

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 the use of quality online and offline resources and teaching videos.
- Provide clear expectations for members of the school community with regards to the delivery of high quality remote learning.
- Include continuous delivery of all aspects of the school curriculum.
- Support effective communication between the school and families and support attendance.

Who is this policy applicable to?

- A child who is absent because they required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

Content and Tools to deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools: Google Classroom; TTRockstars; Vimeo
- Use of recorded video for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Use of BBC Bitesize and Oak Academy

Home and School Partnership

St. Michael's CE Junior School is committed to working in close partnership with families and recognises that each family is unique. This means that 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 and we 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 and encourage them with their learning. Some learning may need introducing and supporting, other work will require the children to be able to complete it independently.

We have provided a video and induction for parents on how to use Google Classroom, where the Home Learning will be shared. We have already sought the names of children for whom accessing may be an issue. We are sourcing technology for these families where available and we will discuss alternative solutions should the need arise.

Roles and responsibilities

Teachers

In the case of a bubble isolating, teachers must be available to carry out their professional duties between 8.30am-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 be setting work on Google Classroom.
- Organising work to be delivered to those children who need work printed.
- Setting work for the pupils in their classes and/or year group.
- Following the usual timetable for the class had the child been in school, wherever possible.
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2. Providing feedback on work:

- Learning tasks that are submitted by 3.30pm each day will be commented on by class teachers within 48 hours and feedback will be provided.
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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, parents will be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account: adminoffice@st-michaels-jun.hants.sch.uk and not through Google Classroom.
- Any concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL and record on CPOMs.

The School Community

Learning Support Assistants

During bubble isolation, LSAs must be available between 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, LSAs 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 the learning being set and gathering feedback from parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Leads

DSLs are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding Policy and Child Protection Policy.

The Family Support Worker

The Family Support Worker will:

- Provide further support and contact for children identified as vulnerable.
- Deliver Free School Meal packs for those children who are entitled to these.
- Identify children who may be eligible for a device through the government scheme or via local charitable organisations.

The SENDCO

The SENDCO will:

- Ensure that pupils with EHCPs and learning needs continue to have their needs met while learning remotely, and liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and ILPs.
- Identify the levels of support needed and make adjustments as needed.
- Maintain contact with families to support with their home learning.

The School Finance Officer

The School Finance Officer will ensure value for money when arranging the procurement of equipment or technology and ensure that the school has adequate insurance to cover all remote working arrangements.

The EAL Leader

The EAL Lead will liaise with EMTAS and families to provide translations of learning resources where needed.

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 or do not understand what is being asked of them.

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.

Links with other policies

This policy is linked to our:

- Safeguarding Policy
- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Staff Code of Conduct

Appendix 1 **Google Classroom**

Google Classroom is an online platform which we will be using in school to share remote learning with children and parents at home. Through Google Classroom teachers will be able to share tasks, videos, messages and also maintain communication with the children during any period of self-isolation too. The platform is one way that we are able to continue to support parents and children if anyone finds themselves in this situation.

Student Account

In the event of children self-isolating children will need to access Google Classroom through a student account. The student login is in the form of a log in and password. If for any reason this doesn't work we would ask parents to request this information from us.

Video

Children can make a video or take a video of a project they have completed e.g. reading aloud, a dance routine, a science experiment. They can add a caption to explain what they have done.

Picture

Children can take a picture of something they have created or something that they want to show their teacher. They can add a voice note to this or a caption if they want to.

Files

Children can upload a file to their portfolio if they wish to. This could be a document they have created at home that they would like to share with their teacher.

Drawing

Children can draw something or write something e.g. on a smartphone or an iPad or using a computer mouse. They could draw or show a Maths calculation or something that they want to show their teacher. They can also use the voice note feature to add their own spoken message to their teacher.

Appendix 2 Google Classroom Policy

We are using Google Classroom to support a strong link between home and school that enhances children's school experience especially during a period of self isolation. As stated in the School's Acceptable Use Policy, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Google Classroom, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be construed as, rude, insulting, aggressive, bullying or otherwise inappropriate.

Google Classroom's Acceptable Use Terms

1. Users will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. Users will not upload viruses or other malicious code, files or programs.
3. Users will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. Users will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. Users will not impersonate a Google Classroom for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. Users will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about school or pupil use of Google Classroom, please contact adminoffice@st-michaels-jun.hants.sch.uk

Breaches of this policy will be dealt with in line with the school behaviour policy (for pupils) or Code of Conduct (for staff).

Further to this, where an incident relates to an inappropriate Google Classroom post by a member of the school community, we will contact the parent or staff member and delete the post/ request that the post be deleted as appropriate and will expect this to be actioned immediately.

Appendix 3 **Teaching Remotely**

In the event that a teacher is shielding and providing remote live lessons to a classroom in school, the following procedures will be in place:

- Another member of staff will be in the classroom at all times during all live lessons.
- There will always be more than one child in the classroom during live lessons.
- All staff will follow the Staff Code of Conduct including dressing professionally when presenting live lessons.
- Teachers will ensure the location of 'live lessons', when recorded in a location not at school, is free from anything that would be deemed as inappropriate by checking the background that is visible.
- The live lesson will only have two participants: the teacher and the classroom, and will take place on a secure platform.
- Teachers will only use school devices for work and use Office 365 systems such as MSTeams for live lessons.
- The camera and microphone used will be directly linked to a secure network and only ever used through MSTeams.
- The camera and microphone will not be used for any other purpose at any other time of the day and therefore only used through a secure network.
- Parents will have been informed regarding the use of live lessons.
- Permissions from parents for the use of a webcam will have been sought for all children involved.
- Live lessons will not be recorded.
- All live lessons will be in line with the school safeguarding policy and any concerns will follow the correct procedures through reporting to a DSL.
- All systems have been secured through Microsoft and have been verified through Agile ICT also.

Guidance from the National Cyber Security Centre, Government and The South West Grid for Learning has been used to inform this part of the Remote Education Policy.