**Plumbland CE School Remote Education Policy**

Plumbland CE School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and enjoyable and accessible. Our strategy for remote learning continues this.

Aims

This Remote Education Policy aims to:

* Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school through use of quality Online and offline resources.
* Provide clear expectations for members of the school community, with regards to delivery high quality remote learning.
* Include continuous delivery of the school curriculum, as well as support of Health and Well-Being for children and parental support.
* Consider continued education for staff and parents where possible.
* Support effective communication between the school and families and support attendance.

Who is this policy applicable to?

* A child (and their siblings if they are also attending school) who 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 whose 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 at start of each week

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

* Online tools ( TT Rockstars, Accelerated Reading and work set by teachers on Showbie),
* Phone calls home
* Printed learning packs sent via email, post or collected if members of the household are NOT isolating
* Physical materials such as story books and writing tools where required

Home and School Partnership

Plumbland CE 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.

We will provide online support and/or induction for parents on how to use different resources when required.

Where possible, it is beneficial for young people to maintain a regular and familiar routine, 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 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 a case-to-case basis.

All parents and children are expected to abide by our Acceptable Use and Online Safety policies and this applies when children are working on computers at home.

Roles and responsibilities

Teachers

 When providing remote learning, teachers must be available between the normal hours of their working day.

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 for whole bubbles, 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 via the schools Showbie system.

Feedback for children will be given as required.

Keeping in touch with pupils who are not 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 the school email accounts.
* 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/DDSL and record on the Cpoms system.

 Teaching Assistants

Teaching assistants must be available between the hours of their normal working day.

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 a member of SLT or their class teacher.

Head Teacher

Alongside any teaching responsibilities, the Head teacher is responsible for:

* Co-ordinating the remote learning approach across the school including monitoring of engagement.
* Monitoring the effectiveness of remote learning through virtual meetings with teachers.
* 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 Child Protection Policy.

The SENCO

* Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
* Identifying the level of support required and contacting families to monitor engagement and provide additional guidance where needed.
* Support staff in planning for children with SEND.

Pupils and parents

Staff can expect pupils learning remotely to:

* Complete work 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.
* 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.

Policy Review, September 2021