



## The Froebelian School Remote Education Policy

### **Introduction**

The Froebelian School strives to be creative and innovative; fully supporting our parents and pupils in the best way possible to make pupil learning purposeful and holistic. Our strategy for Remote Learning continues our work in School.

### **Aims**

This Remote Education Policy aims to:

- Ensure consistency in the approach to Remote Learning for all pupils (inc. those with SEND) who are not in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations for all members of the school community with regards to the delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, in addition to the promotion of physical and emotional pupil health and well-being.
- Provide parental support.
- Support effective communication between the school and families together with supporting engagement with remote learning.

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

- A child (*and their siblings if they are also attending The Froebelian 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.
- A child's whole bubble due to whole school closure or enforced closure by the Government.

This Remote Learning Policy will be shared with families when they are absent due to Covid-related reasons.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 (*WeTransfer, WeCollect Seesaw, Zoom*),
- Use of recorded video (*or live video streaming if used*), instructional videos and assemblies.
- Emails, phone calls or Zoom video calls home.

- Printed learning packs- these may be sent home prior to remote learning commencing where possible.
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, TT Rockstars, commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.

### **Home and School Partnership**

The Froebelian School is committed to working in close partnership with families. We recognise that each family is unique and because of this remote learning may look different for different families in order to suit their individual needs.

The Froebelian School will provide guidance for parents via the school website on how to use Seesaw. The children in Transition-FIV classes are familiar with the platform as it is used in School.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Froebelian School would recommend that each pupil's 'school day' maintains a similar structure to the actual school day; i.e. ensuring a balance of rest and play breaks between learning sessions.

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. Allocating time out for regular breaks and encouraging some physical activity is also highly recommended.

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 should be supervised by a parent when accessing the internet at home and parents should ensure appropriate filtering is in place to safeguard children from accessing unsuitable content. All Junior children have signed an 'Acceptable Use Policy' at school which includes online safety rules and this applies when children are working on computers at home. The Froebelian School expects all children to behave and respect one another online just as they would do in the classroom.

### **Roles and responsibilities**

#### **Teachers**

The Froebelian School will provide a refresher training session and induction for new staff on how to use Seesaw, where necessary.

When providing remote learning, teachers 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.

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 subjects for the class had they been in school, wherever possible. As a minimum this will include: a Maths task, an English task and one Foundation subject task on a daily basis.

This will take the children, on average, 3-4 hours to complete each day for all children from Transition to FIV. EYFS children will have activities set which will require shorter focused timeframes.

- Weekly/daily work will be shared and discussed via Zoom sessions.
- Teachers from Transition to FIV will be setting work on Seesaw. LKG and KG teachers will use Zoom and WeTransfer or WeCollect.
- Class teachers will hold at least one daily Zoom session with all of the children and teaching assistant present.
- Providing feedback on work:
  - All work will be marked and oral or written feedback will be provided by the relevant teacher and/or teaching assistant.
  - We will endeavour to mark work and provide feedback in a timely manner to allow children to respond whilst the task is still fresh in their minds.
  - Regular feedback will be provided in various ways both individually via Seesaw / WeTransfer / WeCollect / group Zoom sessions and as whole-class feedback, where appropriate.
- Keeping in touch with pupils who are not in school:
  - If there is a concern around the level of engagement of a pupil/s, parents will be contacted by the class teacher via phone or email to assess how and if school intervention can assist more positive engagement.
  - All parent emails should go through the school office account (office@froebelian.co.uk) **OR** directly to the relevant class / subject teacher's email address as appropriate.
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, staff should refer immediately to the DSL or DDSL.

### **Teaching Assistants**

Teaching assistants 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, teaching assistant must complete tasks as directed by their class teacher.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – including meetings with teachers, reviewing work set and feedback provided, seeking 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.

### **ICT Technician/Support through RABB-IT**

The ICT technician/external ICT Support are 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 SENDCo**

- Ensuring that pupils with EHC/IEP plans continue to have their needs met while learning remotely and liaising with the headteacher and other organisations to make any alternative arrangements if required.
- Supporting class teachers in identifying children who require additional provision to allow them to access remote learning.

### **Finance & Operations Manager/Assistant**

- 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.

### **Pupils and Parents**

Staff can expect pupils learning remotely to:

- Attend the daily Zoom session(s) and behave as if in a live lesson.
- Complete work to the deadlines set by teachers.
- Seek help if they need it, from teachers/assistants.
- Alert teachers if they are not able to complete work.
- Complete the 'core' work as stated by the teacher as a minimum.
- Attempt to complete the 'optional work' when time allows.

Staff can expect parents with children learning remotely to:

- Provide a suitable learning space to enable the child to be able to concentrate and participate in the daily Zoom session(s).
- Make the school aware if their child does not have digital or online access at home. In this instance school will provide a school iPad and charger.
- Provide support to enable their child to complete the daily core activities. It is recognised that the activities may be completed outside of the normal school hours to flex around parents' working commitments and weekend time might provide valuable catch up time.

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it via email or contact through the school office.
- Be respectful when making any complaints or concerns to staff.

**Remote education for self-isolating pupils**

Individual pupils who are self-isolating will be largely taught as stated above with a planned and well-sequenced curriculum with meaningful and ambitious work set each day in a number of different subjects, including providing feedback. Zoom contact to check on progress and any pastoral issues will be arranged on an individual basis through liaison between the class teacher and parent.

**Governing Board – The School Council**

The School Council 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 and development plans**

This policy is linked to our:

- Safeguarding & Child Protection Policy
- Promoting Positive Behaviour Policy
- Effective Marking & Feedback Policy
- Data Protection Policy and Privacy Notices
- Online Safety and Acceptable Use Policies

Policy approved by Head Teacher: .....

Date: .....

Policy approved by Governing Body: ..... (Chair of Governors)

Date: .....

The date for the next policy review is.....