Remote Education Policy

1. Statement of School Philosophy

Schools in Coast Academies always try to ensure that learning is purposeful and inspiring. Our strategy for remote learning will endeavour to continue this whenever possible. We intend to provide a variety of ways for children to access remote learning but aim to ensure that every child in our trust has the ability to access learning online

2. 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 and teaching videos

➢ Provide clear expectations of members of the school community with regards to delivery of high quality interactive remote learning

➢ Include continuous delivery of the school curriculum, as well as support of each school's values, Health and Well-Being and Parent support

➢ Support effective communication between the school and families and support remote attendance

➢ Due regard for appropriate staff workload and well being

3. Who is this policy applicable to?

➢ Any child who needs to stay at home for any Covid related reason or indeed any other reason for example other medical conditions.

➢ 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.

➢ All teaching staff

4. Content and Tools to Deliver This Remote Education Plan

The curriculum

During periods of self-isolation or lockdown pupils will be able to access broadly similar content to that which they would receive in school. Please be aware that following any new period of lockdown or isolation this may take a few days to become fully established.

Audit

Each school will ensure they are aware of the online digital status of each family. Schools should try to establish:

➢ How the family can access online content eg wi fi or 4G

➢ Is the family successfully able to access online content and if not, what were the barriers?

➢ The number and type of digital devices available (include gaming consoles if these allow online content to be viewed)

➢ Families struggling to access online content should contact their school office since the school may well be able to assist with providing devices or access to the internet.

Sharing the learning

Early Years use Tapestry and ILD which provides communication between home and school and allows pupil work and activities to be shared.

KS1 and 2 use either Microsoft Teams or SeeSaw as the principle method of sharing learning however access to content may take a number of different forms:

- Use of lessons recorded by our teachers
- Live sessions for example start of day registration, instructional videos and assemblies
- Use of sessions/videos from online resources such as Oak National Academy
- Phone calls, texts or emails home
- Printed learning packs
- Physical materials such as story books and writing tools including CGP revision books
- Use of Online resources such as BBC Bitesize, *Times Tables Rockstars, Minecraft, Class Dojo, Sumdog and Robin Hood's Bay Trust*

It is expected that children in KS2 would be provided with approximately 3 hours work per day.

5. Home and School Partnership

We are 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 plan to develop training sessions and induction for parents on how to use MS Teams and Seesaw as appropriate and where possible, provide personalised resources. Pupils will regularly use the home leaning resources when in the classroom so that they are familiar with the tools

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure during lock downs or self-isolation.

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.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

Schools will monitor engagement carefully and in any extended lockdown periods will make video/phone calls to parents regularly to support this.

6. Roles and responsibilities

Teachers

Each school will provide a training session and induction for new staff on how to use the apps and learning platforms relevant to the school and age group of children

When providing remote learning, teachers should be available during 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:
    - o Teachers will ensure work is consistent with the other children in the year group/bubble by sharing planning

- o Weekly/daily work will be shared approximately 3 hours per day but less for younger children

- o Expectations and timing of work and sessions should be clearly set out for pupils but should provide families with flexibility.

- Providing feedback on work:

  - o Teachers and teaching assistants will ensure that they provide appropriate feedback for pupils' work whenever possible

  - o Or as per the marking policy

- Keeping in touch with pupils who are not in school and their parents:

  - o If there is a concern around the level of engagement of a pupil/s parents should be contacted to access whether school intervention can assist engagement.

  - o All parent/carer emails should come through the school admin account, but parents can message the teacher for example via the class Teams page or email

  - o 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

- Dress code when using video and images of self or others

  - o When providing video content either recorded or live, staff should apply the same standards that are upheld when in the school building

  - o Pupils should also be asked to ensure appropriate dress if posting images or video content from home

  - o Staff should be made aware of selecting an appropriate background. Pupils should be made aware of this consideration too (Please see the guides below)

Teaching Assistants

Teaching assistants should be available for their usual 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 should complete tasks as directed by a member of the leadership team or their class teacher. Teaching assistants may be involved in the communication with pupils via the learning platform

Examples of other responsibilities could be:

- Supporting individual pupils who are self-isolating and keeping in regular contact

- Attending virtual meetings

- Completing training

- Finding and preparing resources

- Providing feedback on pupil work

Teaching Assistants should follow the dress code outlined above

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

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

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or getting 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 Policy.

IT Team

The IT team are responsible for:

- Managing the user accounts and related class lists
- 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

Liaising with the IT Team 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

Pupils and parents

We expect that children will:

- "arrive" or log in on time to any live lessons
- be dressed appropriately for learning eg not in pyjamas
- Choose a good place to learn. If possible, somewhere quiet, with a good internet connection, where an adult can supervise you and think about what others might see in the background
- do their best to complete all independent learning tasks
- request help if they are unsure of what to do, or how to do it
- abide by the class's agreed remote learning rules and the remote learning contact

We ask that parents and carers

- help children to log in to live learning
- monitor children's safe access to the internet
- report any problems accessing learning to the class teacher

- set routines at home to support their child's education

- ensure that children "arrive" or log in promptly each morning

- Support the child with choice of appropriate clothing

- Help children to choose an appropriate location for the session

More information is included in the guide at the end of this policy

7. Data Protection

Staff should be aware of collecting and sharing as little personal data as possible when online and engaged in remote learning

Staff would usually use only school owned devices to carry out remote learning work. Should it be necessary to use a personal device this should be agreed with the head and the security measures listed below must be in place

All staff members will take appropriate steps to ensure their devices remain secure. Most of the following will already be in place for all school devices.

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

- Hard drives are (for most devices) encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates

8. Links with other policies and development plans

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Data protection policy and privacy notices

- Online safety acceptable use policy

- End User Agreements for all digital platforms

- IT and MAT improvement plans

9. Pupil and Teacher Guide Posters

10 TOP TIPS FOR CHILDREN

Remote education ensures continuous learning outside the classroom. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote education and to support them in ensuring their experience is as safe and secure as it can be.

1. TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.

2. USE CLASSROOM LANGUAGE

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid positing negative comments or spamming the chat.

3. TAKE REGULAR SCREEN BREAKS

Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

4. ALWAYS CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME

To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.

5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.

6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION

Your school should issue you with guidance on remote education and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.

7. DRESS IN SCHOOL UNIFORM

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.

8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS.

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.
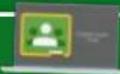
10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING.

Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

COAST ACADEMIES

10 TOP TIPS FOR EDUCATORS

Remote education ensures continuous learning outside the classroom. For school staff and teachers, there is a lot to consider and planning is key to ensuring effective and successful delivery. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote education experience they can, both for themselves and their students.

1. FAMILIARISE YOURSELF WITH THE RELEVANT POLICIES

Remote education should be an extension of learning at school. Ensure you still adhere to the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.

2. CONSIDER YOUR SURROUNDINGS

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.

3. CREATE AND DISSEMINATE CLEAR REMOTE EDUCATION POLICY AND GUIDANCE

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

4. ONLY USE SCHOOL-APPROVED PLATFORMS AND COMMUNICATION CHANNELS

Make sure that you keep to communicating through official outlets, such as your schools online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.
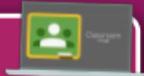
5. MAINTAIN PROFESSIONAL DRESS AT ALL TIMES

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.

6. DISTRIBUTE A CLASS TIMETABLE/SCHEDULE FOR REMOTE TEACHING

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.

7. ENSURE YOU USE THE CORRECT/APPROPRIATE TECHNOLOGY

Remote education will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.

8. PROTECT PERSONAL DATA

Only use appropriate systems and software that require email and password login. It's always best practice to only use school-provided email addresses.

9. CONSIDER THE NEEDS OF SEND PUPILS AND VULNERABLE LEARNERS

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.

10. TRY TO MAKE LESSONS FUN AND ENGAGING AND ENCOURAGE REGULAR FEEDBACK

Remote education is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.