

Belmont School Local Policy

Remote Education

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Authorisation

Designation	Name	Date	Signature
Headteacher :	Mr K Day		
Chair of LAB	Mr Paul Tibbetts		

In line with best practice and following the Department for Education (DfE) guidance Belmont has a Remote Education Policy to be applied in case children need to self-isolate or local lockdown is required.

DfE Guidance:

<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools>

1. Statement of School Philosophy

Belmont has always strived to be creative, innovative and support our parents & children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. 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
- Include continuous delivery of the core values and work 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. Continuing Professional Development, Supervision and Meet the Teacher)
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families to encourage engagement/ attendance to learning and best practice around remaining safe online.
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that pupils engage in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback

3. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - ❖ Not possible to do safely
 - ❖ Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness; preparing for or recovering from some types of operation; recovering from injury and attendance in school may inhibit such recovery

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional.
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan could include any of the following:

- Online tools for EYFS, KS1, KS2, KS3 & KS4 (*for example, Class DoJo, Teams, Education city*) as well as for staff *Continuing Professional Development* and parents sessions.
- Use of Recorded video (or *Live Teams Video*) for recording start of day registration, instructional videos or assemblies
- Phone calls and DoJo messages home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, *DoodleMaths, Education City etc*

5. Home and School Partnership

Belmont 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 with families to assess and agree the best structure for the learning and day.

Belmont School will provide a refresher/introduction training session for parents on how to use Teams, DoJo 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, Belmont staff will work toward 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.

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

In line with Belmont School's values for healthy lifestyle we would encourage parents to follow the ['digital 5 a day'](#) framework which provides practical steps to support a healthy and balanced digital diet.

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. The Belmont 'online safeguarding champion' sends resources and best practise guidance to families to support online safeguarding.

6. Roles and responsibilities

Teachers

Belmont School will provide a refresher training session and induction for new staff on how to use DoJo and Teams.

When providing remote learning, teachers must be available between 8.30am and 2.55pm 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 absence procedure.

For extended periods of time away from school, the class teachers will ensure the values and targets within the pupils EHCP are being included when planning work and monitoring 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/ carers, Key Stage Leaders (KSL) and inform the Deputy Headteacher/SENCO.

When providing remote learning, teachers are responsible for:

➤ Setting work:

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

➤ Providing feedback on work:

- ❖ Teachers will be expected to give regular (weekly) feedback to pupils in the core subjects
- ❖ The Assistant Headteacher will coordinate with class teacher and subject leaders on any formal assessments and feedback.
- ❖ Staff will be encouraged to work towards the values of the Belmont marking policy where this is realistic

➤ Keeping in touch with pupils who aren't in school and their parents/ carers:

- ❖ If there is a concern around the level of engagement of a pupil/s parents, they should be contacted via phone to assess whether school intervention staff can assist with engagement.
- ❖ All parent/carer emails should come through the school e mail accounts and via class DoJo. Staff are encouraged to use Teams for Teaching and Learning meetings and EHCP review to allow for views of children and wider family members where appropriate.
- ❖ 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 Designated Safeguarding Lead (DSL).

Learning Support Staff

Learning support staff must be available between the Belmont school hrs 8.30am to 2.55pm

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, the Learning Partner(s) (LP) must complete tasks as directed by a member of the leadership team or class teachers. The LP team will be active in engagement with reluctant learners, supporting teachers with feedback on work, adapting learning resources and encouraging life style choices around exercise, screen time and diet.

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 regular meetings with teachers and subject leaders, reviewing samples of work set or reaching out for 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. The DSL will work very closely with the KSL who will report daily if children or families do not engage or respond to communications.

SAND IT Services

IT Network Manager 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/ carers with accessing the internet, Teams or other apps to support learning or safeguarding.

The Assistant Headteacher

Will work with the EHCP coordinator and Key Stage Leaders to ensure that all EHCP reviews and planned Teaching and Learning evenings continue via Teams or other communications. Liaising with the IT team to ensure that the technology used for remote learning is accessible.

The Headteacher and SAND IT Service

- 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/ carers

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/ carers 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

The Local Advisory Board

The Local Advisory 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/Relationship policy
- Child protection policy
- Data protection policy and privacy notices

- Online safety acceptable use policy
- User Agreements for Teams and Class DoJo