



Trinity Church of England/Methodist Primary School

— BUCKSHAW VILLAGE —

Headteacher: Mrs Jill R Wright

✉ head@trinitybuckshaw.lancs.sch.uk

Remote Education Policy

Trinity is a Christian school with a caring environment in which each individual is valued as special and is encouraged to reach their full potential while enjoying life in all its fullness.

1. 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 use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Support effective communication between the school and families and support attendance

2 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending Trinity CE Methodist Primary*) 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.

Remote learning will be shared with families when they are absent due to Covid related reasons .

3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

Curriculum support materials on school website

- Online tool for EYFS KS1 KS2 - *Seesaw, for staff CPD we will access Zoom and parents sessions will be delivered via our website*
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools



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- Use of BBC Bitesize, Times Tables Rockstars, SATs companion and websites linked to specific learning outcomes

4. Home and School Partnership

Trinity CE Methodist Primary 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.

School will provide links to online training for parents on how to use Seesaw as appropriate and where possible, provide differentiated resources.

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

In line with School's 'Online Learning and Safety Advice' we would encourage parents to follow the 'digital 5 a day' frame which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes online safety rules and this applies when children are working on computers at home.

5. Roles and responsibilities

Teachers

Trinity CE Methodist Primary School will provide a refresher training session and induction for new staff on how to use SeeSaw.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes and if necessary, for those in their Year group teams.



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- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly work will be shared by 8.30am Monday
- Teachers will be setting work on Seesaw

- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed a response for the following day
 - All curriculum tasks submitted by 3.30pm and teachers/TAs will comment for the following lesson in the subject
 - Feedback will be given in line with our marking policy and may be verbal or written

- 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/s parents should be contacted via phone to assess whether school intervention can assist engagement, report concerns to SLT.
 - All parent/carer emails should come through the school admin account parentalconcerns@trinitybuckshaw.lancs.sch.uk
 - 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

Teaching Assistants

Teaching assistants must be available during their working hours.

They should undertake tasks allocated by the class teacher and regularly check work emails.

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.



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- Monitoring the effectiveness of remote learning – such as through regular emails with teachers, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Assisting pupils and parents with accessing the internet or devices

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding Policy.

IT Technicians

IT technicians 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

The SENCO

Liaising with the ICT technicians 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

The SBM

- 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:

- Complete work to the deadline set by teachers, to a good standard



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- 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 Body

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

6. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct (for Phone calls and recorded video or audio)
- End User Agreements for Seesaw

Policy compiled with support from Parent responses and staff input
September, 2020,
Jill R Wright Headteacher