

# Wilden V. A. Primary School

A Church of England School



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*The mustard seed, the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.  
Matthew: 13, v 32*

## Remote Education Policy for Wilden VA Primary School

October 2020

In partnership with parents, governors, St Nicholas Church and community, we strive to ensure all children are embraced and nurtured. Our creative curriculum teaches our children to be generous, loving, resilient, inquisitive and courageous; enabling them to flourish as they journey through God's ever-changing garden of life.

### Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including children with SEND) who are not in school through use of quality online and offline resources and teaching videos
- Provide clear expectations to 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 motivation, health and well-being and parent support
- Consider continued education for staff and parents (e.g. CPD, supervision and meet the teacher)
- Support effective communication between the school and families and support attendance

### Who is this policy applicable to?

- A child who has difficulty in attending school due to a temporary health issue, but who can continue learning whilst recovering.
- A child (and their siblings if they are also attending Wilden VA Primary) 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's whole bubble that is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

### **Content and tools to deliver this Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1, KS2 (*Class Dojo*), as well as for staff CPD and parents' sessions.
- Use of recorded material for instructional videos and collective worship
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, White Rose, NCTEM, MyMaths, Talk for Writing, Mastery English, Bug Club, Hamilton Trust, Twinkl and Nessy.

The detailed remote learning planning and resources to deliver this policy will be kept in a shared folder on the drive for teachers to use.

### **Home and School Partnership**

Wilden VA Primary School is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning will look different for different families in order to suit their individual needs.

Wilden VA Primary School will provide information/induction for parents on how to use Class Dojo as appropriate and where possible, provide personalised resources.

It is beneficial for young people to maintain a regular and familiar routine. Wilden VA Primary School would recommend that each 'school day' maintains structured.

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.

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

## Roles and responsibilities

### *Teachers*

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

Wilden VA Primary School will provide a refresher training session and induction for new staff on how to use Class Dojo.

When providing remote learning, teachers must be available between Monday and Thursday, 8.30am-3.30pm and Friday 8.30am-1pm.

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 for the class had they been in school, wherever possible
  - Weekly/daily work will be shared.
  - Teachers in Pre-school to Year 6 will be setting work on Class Dojo.
- Providing feedback on work:
  - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by the following day via Class Dojo or parent email.
  - All curriculum tasks submitted by 3.30pm - teachers will comment at the end of the week.
- 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, parents should be contacted via phone to assess whether school intervention can assist engagement.
  - Teachers can be also be contacted by Class Dojo or school email.
  - 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 Safeguard Lead or the Family Support Worker.

- System Issues:
  - Fixing issues with systems used to set and collect work.
  - 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

### *Teaching Assistants*

Teaching assistants must be available during their work 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 assistants must complete tasks as directed by a member of the SLT.

### *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 - examples include regular meetings with teachers and subject leaders, 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.
- Providing updates on the effectiveness of remote learning to Governors.

### *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, including the addendum that addresses the Covid period.

### *The SENCO*

- Liaising with teachers 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 EHCP plans continue to have their needs met while learning remotely and liaising with the head teacher and other organisations to make any alternative arrangements for pupils with EHC plans and EHAs.
- Identifying the level of support

### *The Governing Body*

- 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.
- 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

### *Pupils and parents*

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff

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, Video conferencing and recorded video
- End User Agreements for Class Dojo

Head Teacher.....

Date.....

Chair of Governors.....

Date.....