



Spread your wings, learn new things, fly as high as you can.

# Remote Education Policy

**Approval Date:** January 2022

**Review Date:** January 2023

Dovecotes Primary School strives to be creative and innovative and support parents/children in the best way possible to make learning both purposeful and maximise learning time. Our strategy for remote learning aims to be inclusive for all. Our strategy is in line with the DfE document [<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>] particularly regarding remote education support, and DfE Remote Education best practice guidelines [<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>]

## Aims

This Remote Education Policy aims to:

- Ensure consistency in our approach to remote learning for all pupils (inc. SEND) who are not in school through the use of quality online resources and teaching videos.
- Provide clear expectations for members of the school community with regards to delivering high quality, interactive remote learning.
- Include continuous delivery of the school curriculum, whilst being mindful of pupil's health and wellbeing.
- Support effective communication between the school and families and support attendance with a particular focus upon vulnerable children.

## Scope

This policy aims to support learners and their families in the following circumstances:

- If the school is closed due to nationwide school closures, or guidance received from Local Public Health Teams.
- If a child is unable to come to school but is still well enough to work from home. Under these circumstances, the rest of their school bubble will attend school and be taught as normal; the child at home will access remote education via work allocated on Microsoft Teams in the form of Assignments/Quizzes and/or files shared, which can then be completed and submitted online through Microsoft Teams and/or the class email, where feedback from the class teacher will be given.
- If at least 20-30% of children in a class (dependent on the vulnerability of the cohort) are absent or in fact a child's whole class is not permitted to attend school due to positive cases of Covid-19 and/or staff absences, children will access remote education through live lessons and activities/assignments posted via Microsoft Teams. Teachers will share screens and deliver lessons using a hybrid model. Children in school will receive teaching as normal in the classroom and children at home, who are well enough, will listen and watch 'live' as the lesson is streamed on Microsoft Teams; they will be expected to participate in lessons, following instructions carefully regarding cameras/microphones and ensuring Teams rules (shared with pupils and parents January 2022) are adhered to at all times. If the whole class is not permitted to attend school they will **all** access live lessons at home if they are well enough.
- If a member of staff needs to self-isolate, the class will be covered appropriately within the school building and if possible, and the member of staff is well enough to teach, they will still deliver lessons or support remotely via Microsoft Teams.

# Content and Tools to Deliver Remote Education Plan

Microsoft Teams is the principal tool used to deliver remote education at Dovecotes Primary School – this includes both taught lessons and to post the independent assignments to complete after the main teaching input. This will be supported by:

- Access to devices and/or internet access (if required);
- Opportunities for pupils to practice live sessions both in class and at home;
- Instructional videos on how to use Microsoft Teams;
- Assignments set through Microsoft Teams and/or PDF worksheets/tasks;
- Phone calls home to support and monitor access to remote learning;
- Physical materials such as story books, paper or work books and writing tools (if required);
- Use of online platforms such as BBC Bitesize, White Rose, Oak Academy and other educational resources.
- Printed paper learning packs if unable to access other digital methods.

## Home and School Partnership

Dovecotes Primary School is committed to working in close partnership with families and appreciates each family's unique circumstances. Because of this, remote learning may be tailored to meet different families' needs. We will provide resources for parents/carers on how to use Microsoft Teams through the use of a 'How To' guide (document/video) and provide personalised information and log ins.

Our remote education policy aims to maintain a regular and familiar routine so that each virtual 'school day' maintains structure where possible. We encourage parents to support their children by providing an appropriate place to work and, to the best of their ability, support their pupils with their work, encouraging good levels of concentration.

Every effort will be made by staff to ensure that personalised and differentiated work is set promptly. Should accessing work be an issue, parents should contact the school's classteacher through the class email provided and alternative solutions can be made available. These will be discussed on a case-to-case basis.

In line with Dovecotes Primary School's [Online Safety Policy](#) and learners' Acceptable Use Policy (AUP), we encourage parents to follow the ['digital 5 a day' framework](#) which provides practical steps to support a healthy and balanced digital diet.

## Online Safety/Safeguarding Considerations

This policy supports the school's Online Safety Policy, particularly the section related to Online Learning. It also refers to DfE guidance set out in Safeguarding and remote education during coronavirus (COVID-19) - <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

All learners have signed an Acceptable Use Policy (AUP) before using Microsoft Teams; they have also read, understood and agreed to an AUP specifically for the use of Microsoft Teams. These documents clearly articulate expectations for safe, respectful, and appropriate use as well as sanctions that may be taken in the event of misuse. All parents/carers have been notified that the school intends to use Microsoft Teams and have read, understood, and signed the AUP for parents/carers.

All resources made available through Teams, particularly video resources, will be thoroughly checked before use. If using YouTube videos, these will be displayed using a service such as <https://video.link/> or <https://safeshare.tv/> to avoid adverts, comments and other suggestive

content. Live lessons and Teams within Microsoft Teams will always have more than one member of staff present, including SLT, if appropriate. The school has carefully considered both the safeguarding risks as well as the benefits of delivering 'live' lessons. The Senior Leadership Team has made the decision that the main teaching input of 'live' lessons will also be recorded so that this can be referred to later should children need to revisit key concepts taught. This will also support pupils to access remote learning at a time that is convenient their household. To safeguard all pupils, when delivering the main teaching input during live lessons, cameras will be switched off whilst the lesson is recorded. Members of staff will then be available during the school working day to support pupils at home with their work.

The following steps detail further methods taken to ensure the safety of all involved when delivering 'live' and recorded sessions. These expectations, outlined below, are written into the AUPs and are shared with staff, pupils and parents.

These include:

- For school staff:
  - All 'live' lessons will be scheduled meetings via Microsoft Teams whereby the whole-class teaching input will be recorded, enabling pupils to view these at any point.
  - All Teams 'live' lessons will involve at least 2 members of staff, one of which may be a member of SLT, to monitor content and conduct within that Team.
  - During teaching time, only the teacher's screen and/or teacher (with a blurred or themed background when recording at home) will be shared with learners both in class and/or at home – all other cameras are to be turned off.
  - All lessons/activities will take place within the agreed school platform, Microsoft Teams, but may also be made available on the school website (if required).
  - Expected levels of staff professionalism (in accordance with the school's Code of Conduct Policy) and behaviour from pupils will be maintained at all times. Pupil expectations will be shared with them before any use of Microsoft Teams takes place.
  - Any behaviour or conduct which contravenes expectations and the school's behaviour policy will not be tolerated and sanctions will be put in place, as outlined in the AUP.
  - Any concerns will be reported immediately to the Designated Safeguarding Lead (Miss T Challenor) and/or Online Safety Lead (Mrs L Gould) if required; the Team members will be muted and/or ejected from the live lesson to address any issues.
  - Participants know that no pictures/screen shots are to be taken.
- For children and families (please see appendix A for document shared with parents):
  - Children and parents/carers will have read, understood and signed the AUP before any use of Microsoft Teams takes place.
  - Parents/carers will ensure that expectations in the AUP are upheld – these include good levels of behaviour, a suitable learning environment free from noise (bedrooms are not suitable) in which the lesson can be heard and appropriate guidance and support where needed. Backgrounds will be blurred (if possible) and children will need to follow instructions regarding camera/microphone use and lesson participation.
  - Although it is expected that parents/carers will be nearby for all learners, Microsoft Teams is for the child's communication of work (with the support of a parent/carer, especially for younger learners) and for the child's use only; other communication should be through usual methods via the school office or class email address.
  - Any safeguarding concerns will be reported immediately to the Designated Safeguarding Lead (DSL) and/or Online Safeguarding Lead (OSL).

# Roles and responsibilities

## **Teachers**

Dovecotes Primary School will provide a refresher training session and induction for new staff on how to use Microsoft Teams and will conduct regular CPD training sessions to support staff with remote learning, sharing good practice where possible.

When providing remote learning, teachers must be available in their usual working hours (whether working from home or within school). 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:

- Delivering lessons:
  - Lessons for those pupils at home (when exceeding 20-30% dependent on the vulnerability of the cohort) will be delivered 'live' with teachers screen sharing. In the event of the teacher being in school with pupils, the two screens (laptop and Interactive Whiteboard) will be used to ensure those in school can only see the lesson and only members of staff can see those pupils participating from home.
- Setting work:
  - All teachers will set work (either links to resources or assignments which will vary in type and duration depending on the class/year group) in line with DfE expectations, providing learning that is equivalent in length to the core teaching pupils would receive in school.
  - Teachers will set differentiated work to best suit the needs of the differing abilities of pupils in their classes, ensuring the inclusion of all pupils.
  - The work set will meet, and where possible exceed, the minimum expectation for Remote Learning (3/4 hours per day in KS1/2). It will prioritise core subjects of Reading, Writing and Maths but will also account for other extra-curricular subjects, including Science and RE (see appendix B).
- Providing feedback on work:
  - As per DfE expectations, there will be opportunities for pupils to receive timely and frequent feedback on their work including support on how to progress further, including through Teams, emails and if/where required, phone calls.
  - Work completed will receive praise and rewards in line with our usual school methods.
- Keeping in touch with pupils who are not in school and their parents:
  - If there is a concern around the level of engagement of pupils, parents will be contacted via phone to assess whether school intervention can assist. In the event of a full school closure, school will contact all pupils working from home to check, monitor and support both remote learning work and pupil well-being.
  - All parent/carer emails should come through the school office email or specific staff email set for remote learning, e.g. class emails (this should not be the member of staff's personal school email).
  - Any complaints or concerns shared by parents or pupils should be reported to a member of the Senior Leadership Team (SLT) using the usual methods (through the school office or email) – for any safeguarding concerns, refer immediately to the DSL.

## **Teaching Assistants**

Teaching assistants must be available during their usual working hours whether working in school or from home (remotely) to support learning (whether in class or remote).

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 procedures.

## Senior Leaders

As per DfE expectations, the school has identified **Mrs L. Gould** as the senior leader responsible for monitoring and co-ordinating the school's remote learning approach together with the rest of the SLT.

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 by overseeing and monitoring work set within each Team and contacting pupils/parents where necessary to both provide support and for feedback.
- Supporting the process of remote learning and any technological difficulties both for staff and/or families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## Designated Safeguarding Team

The DSL (**Miss T. Challenor**) is responsible for managing and dealing with all safeguarding concerns with the support of the Deputy Designated Safeguarding Leads (**Mrs L. Hehir** and **Mrs L. Jones**). For further information, please see the school's Child Protection Policy.

## Technical Support

Technical support (through eServices) is responsible for:

- Managing and addressing technical issues in Microsoft Teams, reported through etickets and/or direct contact.
- Supporting staff with any technical issues when contacted.

## The SENCO

The SENCO is responsible for liaising with the Technical Support Team and Senior Leaders to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required for pupils with Special Educational Needs.

- Liaising with the Headteacher and other organisations to make any alternative arrangements for pupils with EHC plans and IEPs and identifying the level of support required.

## The School Business Manager/Bursar

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working/learning arrangements.

## Pupils and Parents

Staff can expect pupils learning remotely to:

- Complete work set as best as they can within reasonable deadlines.
- Seek help from school staff if they need additional guidance.
- 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 require it, for example with support with devices and/or internet access. Also, where required, due to being unable to access technology, provide paper packs.
- Be respectful when making concerns known to staff and use the correct channels.
- Report any Safeguarding concerns to the Designated Safeguarding Lead.

## **Governing Board**

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.
- Ensuring the Remote Education policy is fit for purpose and fulfils requirements set out in DfE guidance - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

This policy is linked to, and should be read in conjunction with, the following policies:

- Child Protection
- Behaviour
- Data Protection Policy and Privacy Notices
- Online Safety Policy and Acceptable Use Policies (specific to remote education)

## Appendix A - Microsoft Teams for Remote Learning Parent/Pupil Expectations

Microsoft Teams allows for the online interaction between teacher and pupil, providing the opportunity to complete assignments, which could be especially useful in the event of staff/pupil isolation and/or the need for partial or whole-class remote learning. We want the use of Teams to be a safe, respectful and happy learning environment. To ensure this happens, the following rules are expected to be adhered to and, in the event of a breach of these expectations, paper copies of work may be given and the use of Microsoft Teams be withdrawn.

- Your child's safety is extremely important to us; protection of their password is vital – do not share this with anyone and do not allow anyone other than your child to log in. If you think that someone else knows the password, inform the class teacher immediately.
- Only the child is expected to post to the Team; do not allow anyone else to post, including family members; other issues should be discussed using the class email facility or via a phone call in to the main school office.
- Everything your child posts will have their name next to it and is constantly monitored by staff. All posts should be sensible, respectful and related to the work set. Any inappropriate content will be removed, and action will be taken – behaviour on Teams is expected to be in line with those expectations set in the classroom.
- If you are aware of any behaviour which you feel is inappropriate, please report this immediately either to the school office or via the class email. This includes behaviour towards your child/ren or others. We appreciate your support with encouraging sensible behaviour online so that remote learning can run as smoothly as it would in the classroom.
- Your child will be encouraged to add work and reply to posts on Microsoft Teams – please encourage your child to always check with a responsible adult, if they need to beforehand.
- At times, your child may be asked to take part in a 'live' lesson in order to support their work if they are in Years 1 to 6.

If so, it is important that:

- o Children understand the expectations within the Team and follow staff advice;
- o Work is conducted in a suitable environment - surroundings and appearance should be appropriate in the event that cameras are asked to be on. Children should work in a quiet place with a parent/carer nearby. **Bedrooms are not suitable;**
- o Children's behaviour is appropriate and of the same standard expected in school and class;
- o Videos and/or microphones may be disabled by an adult at any time and at no point will screenshots or videos of the screen be taken;
- o There are no other members of your family on screen, e.g. brothers or sisters (unless this has been agreed with the teacher).
- o If you have any concerns, worries or questions, please do get in contact with the school using the normal methods rather than voice concerns or ask questions within the Team.



**Appendix B – Example daily remote education schedule/plan**  
(if whole class is isolating or in the event of school closure).

Year group	Registration	Lesson 1 – Reading	Lesson 2 – Writing	Lesson 3 - Maths	Another curriculum activity e.g., topic	End of the day
EYFS	10 mins registration (for those in school)	Daily pre-recorded teaching videos are uploaded onto Teams for the children to access which leads onto a task for the children to complete. This is alongside a range of Home Learning activities to be completed across the week which are available for parents to access at the beginning of the week.				Feedback and respond to any work received, including through assignments, posts, pictures, email and parental contact (paper packs or phone – SLT support).
1	10 mins registration (for those in school) and welcome (this could be in the form of a post on Microsoft Teams).	<p>‘Live’ lesson including teacher input (which will also be recorded) and questioning/modelling through screen sharing a Smart Notebook document with lessons in line with school expectations</p> <p>Clear outline of task expectations for the day. Time given for children to complete activities/assignments shared on Teams (and the school website if required).</p>			Extra-curricular subjects will be provided, including Science and RE.	
2						
3						
4						
5						
6						