

Runnymede St Edward's Catholic Primary School

Remote Education Policy and Procedures



Written by: Head Teacher and Senior Leadership Team

Date agreed by staff: 30/09/2020 (updated 05/01/2021)

Date agreed by Governors: 5th October 2020

Date to review: March 2021

Remote Education Plan for the Education of all pupils at Runnymede St Edward's Catholic Primary School

Rationale

In the event of a school / bubble closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online/home) learning. Extensive Remote Education would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote Education may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer-term illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms. There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their children from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

Aims

This Remote Education policy aims to:

- Ensure consistency in the school's approach to Remote Education
- Set out expectations for all members of the school community with regards to Remote Education
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

This policy meets the expectations set out in the DfE guidance 'Remote Education Support'

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

The school will use the COVID-19 page on the website for communicating important information regarding Remote Education during absence from school.

<https://www.runnymede-school.org.uk/covid-19>

If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children and will provide paper packs of learning. Where funding can be accessed, remote devices (e.g. laptops) and/or 4G connections will be sought, particularly for disadvantaged children. Parents will be reminded to make the school aware of any barriers to accessing Remote Education.

Our Remote Education strategy will provide learning across the curriculum and children will be expected, as far as possible, to spend a similar amount of time completing whilst ensuring they have opportunity for free time/play just as they would in school.

Expectation of the parent/carers

We encourage parents/carers to support their child's education at home, and we understand this is not easy. Seesaw and paper activities can be accessed, suitable for the individual family.

A member of the Senior Leadership Team may become involved with the family to support the well-being of the child. This will be done via telephone conversations. We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage with their learning.

Seesaw and home learning activities can be completed by the child at any time of the day, at a time suitable for the family. The mental well-being of both parent/carers and child is also of the utmost importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.

Please note: If your child is unwell, but NOT COVID-19 symptoms (e.g. stomach bug, ear infection, common cold etc) work will not be set as they would return to school once their initial symptoms have subsided and they are well enough to do so. For stomach bugs, they must be clear of all symptoms for at least 48 hours from the last episode.

Protocol for providing work;

Scenario 1: In the event of a child going into self-isolation

Step 1: Parent/carers phones school to notify school.

Step 2: Parent/carers will be asked if the child is unwell.

- **Unwell, with one or more COVID-19 symptoms (new, persistent cough; temperature > 37.8°C; loss of taste/sense of smell):** Work will be set after 3 days of absence as we would assume your child is unwell within these first few days with symptoms such as a temperature or a cough.
- **Isolating for 10 days after contact with someone who has tested positive for COVID-19 (Child fit and well):** Work will be set

Step 3: Teacher will be notified; work will be set the first morning of absence and then teacher will set work for the child at the end of the school day for the remainder of the school week. The child is to use Seesaw or other resources directed to by the teacher. The work set will be closely aligned with what your child's peers have/will be learning in class and consolidation of their previous learning.

Scenario 2: In the event of a bubble lockdown or whole school lockdown

Step 1: Parent/carers will be notified of the closure

Step 2: Work set through Seesaw and other mediums following timetables (shared online and Seesaw).

Step 3: Parent or carers to notify us by email admin@runnymede-school.org.uk. if their family require any additional support

Scenario 3: In the event of a class teacher in self- isolation (well and able to work from home)

Children will follow their usual timetable in school. The class teacher will continue to support Remote Education by setting tasks for other pupils in isolation, homework activities and the weekly planning for the rest of the class. A qualified adult will supervise the class.

Scenario 4: In the event of a class teacher being unwell and unable to deliver Remote Education during full school opening

A qualified adult will take classroom responsibilities including Remote Education with the support of the LSA.

Scenario 5: In the event of a class teacher being unwell and unable to deliver Remote Education during a bubble closure or whole school closure.

In event of this happening the school will identify an appropriate member of staff to support the children with their learning. If we have a large amount of qualified teaching staff unavailable to provide learning, your child will be supported by another appropriate adult within the school such as support staff.

Scenario 6: In the event of a self-isolation / closure, where the child will not engage in home learning tasks.

We would urge parent/carers to contact school via telephone 0151 281-2300 or email admin@runnymede-school.org.uk. A member of staff will contact you to discuss barriers to learning.

<u>Year group</u>	<u>Work to be set daily via Seesaw and through other means (CGP, Language Angels etc)</u>
Reception	Activities to engage children for all Areas of Learning Daily Maths activity Daily English activity Story read each day Phonics – Read, Write Inc videos RE activities throughout the week
Year 1 & Year 2	Daily White Rose maths and English lessons Phonics – Read, Write Inc videos Weekly extended writing activity An activity chosen by the teacher for one of the foundation subjects Oak Academy Daily Reading Book (if not already at home) or access to OxfordOwl.co.uk Grammar activities Spelling shed weekly spellings with daily activities Times table Rockstar activities (TT Rockstars) RE activities throughout the week
Year 3-6	Daily White Rose maths and English lessons Weekly extended writing activity An activity chosen by the teacher for one of the foundation subjects from Oak Academy Daily Reading Book (if not already at home) or access to Oxford Owl Grammar activity Spelling shed weekly spellings with daily activities Times table Rockstar set activities (TT Rockstars) RE activities throughout the week

Remote Education Curriculum Overview

EYs / KS1 & KS2

The weekly timetable will include:

- Maths – Early Bird and White Rose Maths and Number Bots / Times Tables Rockstars
- Reading – Using the Oxford Owl online scheme
- Writing – Using the Hey Pobble 365 Picture of the Day
- Spelling/Phonics – using Floppy Phonics and Spelling Shed
- Foundation subjects - learning linked to the year group curriculum – Using the Oak National Academy.
- Computing – using Purple Mash

Please, as much as possible, follow the lessons that are planned in the weekly timetable. We will provide a robust, continuous plan for our children's learning.

SUBJECT	WEB LINK	DETAIL
RE	www.comeandsee.co.uk	One written lesson per week will be set via Seesaw. Other suitable lessons will be provided. Children should be encouraged to say their daily prayers as they would whilst in school.
MATHS	https://whiterosemaths.com/homelearning/ https://trockstars.com/ http://www.sumdog.com	Using White Rose maths, children will be guided to the appropriate year group they are in and to one of the topics available. They then select a lesson to complete; this includes a video and subsequent questions. Who will be the next Times Tables Grand Champion? Children have their own TTRockStars login details to practise and rehearse their times-tables at the appropriate level. Children from Year 1-6 will also be able to access their Sumdog account to play a variety of number games which will help consolidate the basic skills practice they would normally undertake in school.
READING	https://home.oxfordowl.co.uk/reading/free-ebooks/	Reading is everything. Read as much as you can at home as we celebrate our Year of Reading. Children are to read from their own reading book or download and read a free e-book from Oxford Owls - parents will be contacted with the correct Oxford Level for their child.
WRITING	https://www.pobble365.com/	A brilliant, fun and entertaining way to write. Click on PDF download for the 'picture of the day' eg, Darth's Dream Car- reading and writing activities are provided based on the picture provided.
SPELLING	https://www.spellingshed.com/en-gb/	Keep on top of your spellings with the Spelling Shed. Log in and see what your teacher has set for you.

		Weekly spellings will be published on the Class Page for those children in KS2 using the strategies learnt in class.
PHONICS	https://home.oxfordowl.co.uk/reading/learn-to-read-phonics/	Phonic activities based on the Phase your child is working from.
FOUNDATION SUBJECTS	https://www.bbc.co.uk/bitesize/this-terms-topics OR https://classroom.thenational.academy/ PLUS https://www.purplemash.com https://www.languageangels.com/schools/	Your teacher will guide you whether to use BBC Bitesize OR the Oak Academy. Children can select their year group and subject (science, history or geography) then complete a relevant learning activity linked to their classroom learning. Use your Purple Mash account to do some great computing work. Keep on top of your French by using Language Angels.

The Oak National Academy.

The 'teaching content' will be provided to children through age-appropriate video content on the DfE published list of educational resources site; Oak National Academy website. This provides the equivalent of 3 hours of lessons per day for primary school children. In their 'classroom' each lesson is an hour-long. They are delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there's no login or password, and you can access the lessons on any device- pupils only need materials they can find at home.

Providing feedback

Pupils can send any completed work to teachers via Seesaw which staff will then mark. Answer sheets for CGP booklets will be sent to allow you to mark the work with your child. This will enable you to provide immediate feedback to your child.

Alternatively, work that children complete on paper should be kept safe and returned to school when safe to do so. However, staff will only provide light touch marking due to the volume of work being sent in.

Feedback will be given during the hours of 9am and 4pm.

Contact with pupils/ parents

Parents are able to contact the school via telephone or the school admin email address.

Teachers will email back feedback if required, BCC copying the Headteacher into any correspondence. Any response should be made within 48 hours. Where a pupil is self-isolating on medical grounds for a significant period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed.

Pupils identified as vulnerable will be contacted by a member of staff on a weekly basis and support offered as necessary.

In the event of a city wide/national lockdown, please bear in mind that many of our staff have school age children themselves and therefore may not be able to respond immediately to any queries or questions. We would ask for your patience and understanding with this.

Safeguarding

Please refer to Child Protection and Safeguarding Policy.

Data protection

When accessing personal data, all staff members will only use the official school email accounts and connect to the school network using their school laptop only.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – including any necessary security updates.

Monitoring arrangements

This policy will be reviewed by the SLT as and when updates to home learning are provided by the government.

The staff member who will be responsible for Remote Education at Runnymede St. Edward's Catholic Primary School is Jamie Long, Deputy Head Teacher.

Links with other policies

This policy is linked to:

- Positive Behaviour policy
- Child Protection and Safeguarding policy
- GDPR policy
- Computing and Online Safety Policy
- Staff Code of Conduct
- Seesaw's Terms of service, GDPR and DMCA policies