# Writtle Infant School

**A very special place, where learning has no limits.**

## Remote Education Policy

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| **Date of policy:** | January 2021 |
| **Date last review adopted by governing body:** | 11th January 2023 |
| **Frequency of review:** | As required |

## 1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND) who aren't in school, through the use of quality online and offline resources and teaching videos;
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning;
- Include continuous delivery of the school curriculum, as well as supporting health and wellbeing 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;
- Prepare in case of lockdown.

**This policy runs alongside our communication policy which gives more detailed information on communication procedures.**

## 2 . Who is this policy applicable to?

- All children in the case of school closure

Please note that each situation will be considered separately and may need to be reviewed, for example if several staff are unwell.

## 3. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS and KS1 *(for example, Tapestry, Google, Bug club, White Rose)*
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- We may use Google Classroom for a mixture of live, recorded and individual/ group teaching and assemblies.

## 4. Home and School Partnership

- Writtle Infant School is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning may look different for some families in order to suit their individual needs.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Writtle Infant School would recommend that each 'school day' maintains structure.
- We would encourage parents to support their children's learning, including finding an

appropriate place to work and, to the best of their ability, supporting and encouraging pupils 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 the school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

# 5. Roles and responsibilities

**Teachers**

When providing remote learning, teachers are responsible for:

- Setting work/the content of remote contact:
- Providing feedback on work:
- Keeping in touch with pupils who aren't in school and their parents

Any complaints or concerns shared by parents or pupils should be reported to a member of Senior Leadership Team. For any safeguarding concerns, refer immediately to the Designated Safeguarding Lead. Learning Support Assistants may be involved in remote delivery.

**Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school within their year groups;
- Monitoring the effectiveness of remote learning in their year group;
- 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 our Child Protection Policy.

**The SENCO**

The SENCO is responsible for 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 or health issues that prevent attendance.

**Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning, to ensure the quality of education remains as high 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

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

- Communication Policy
- School Improvement Plan
- Child Protection Policy

## 7. Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnic, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.