Remote Education Policy for Oakwood School

This policy applies to all pupils in the school including those in the EYFS.

1. Statement of School Philosophy

Oakwood School has always strived to be creative and innovative and to support our parents and children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. 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 the use of quality online and offline resources and teaching videos
- Provide clear expectations of members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child (and their siblings if they are also attending Oakwood) 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 and not to all at start of week

4. Content and tools to deliver this Remote Education Policy

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, Pre-Prep and Prep using Tapestry(EYFS), Oakwood Connect and Google Classroom
- Use of Google Meet for 'live' lessons
- Use of recorded instructional videos and recorded assemblies
- Phone calls home and Google Meet parent/teacher meetings
- Physical materials such as story books and writing tools
- Use of online subscriptions such as MyMaths, Sumdog Maths, Sumdog English

5. Home and School Partnership

Oakwood 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine and Oakwood School would therefore recommend that each 'school day' maintains structure, mirroring the school day where possible and appropriate.

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 focus 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 a case-to-case basis.

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

6. Roles and responsibilities

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

Teachers

Oakwood School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, full time teachers must be available throughout the working day (8.15am - 4.30pm) or for pro-rata times as Part Time teachers, and at allocated timetabled lesson times for specific classes, as per their normal daily/weekly schedule.

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:

  o Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Prep School.

  o The work set should follow the usual timetable for the class had they been in school, wherever possible.

  o The work should be published the night before to allow families time to prepare resources and check instructions.

● Keeping in touch with pupils who aren't in school and their parents:

  o 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.

  o Any complaints or concerns shared by parents or pupils should be reported to a member of SMT or SLT – for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available during their hours of employment as per their normal daily/weekly schedule.

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, the teaching assistant must complete tasks as directed by a member of the SMT or SLT as appropriate, to support the remote learning of pupils at home.

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 – explain how they'll do this, such as through 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

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.

IT - Network Manager

Oakwood's Network Manager, in liaison with SLT, is 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
- Assisting pupils and parents with accessing the internet or devices

SENDCo

In liaison with the IT Network Manager, the SENDCo ensures 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 and IHPs
- Identifying the level of support

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 arrangements

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'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 – if you know of any resources staff should point parents towards if they're struggling
- Be respectful when making any complaints or concerns known to staff

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

7. Links with other policies

This policy should be read in conjunction with the following school policies and plans:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct Policy
- Behaviour Management Policy
- Privacy Notices
- E Safety Policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google Classroom
- Teaching and Learning Policy

Reviewed: September 2020	By:	Chrissie Zoltowski, DSL Clare Bradbury, Headteacher
Signed: *Clare Bradbury*	By:	Clare Bradbury, Headteacher
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