

# Remote Education Policy

Autumn 2020

Reviewed by Curriculum, Standards and Wellbeing Committee:  
Spring 2021

## **Information for parents**

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

We acknowledge that this will be a difficult time for families, as parents or carers may be working from home also. Please do not hesitate to contact us if you need further support. We appreciate the work you complete with your child in these circumstances.

For details of what to expect where individual pupils are self-isolating, please see the final section.

### **The remote curriculum: what is taught to pupils at home**

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

#### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

If your child is being sent home from school, your child will have either workbooks or photocopied sheets in the first instance.

If a whole Class/Bubble or School is closed, Home Learning Grids will be provided within the first two days.

#### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, if your child receives Ukulele lessons, these will not continue remotely. If children are baking in school, you will not be expected to get a delivery of the ingredients to bake.

## Remote teaching and learning each day

### How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day. Again, we appreciate that families who have more than one child may need to share a device.

Primary school-aged pupils	<p>3 hours a day</p> <p>Early Years – Little and often is key. 5 – 10 minute learning tasks will be provided through the online programme Tapestry.</p> <p>Year 1 and Year 2 again, breaks between learning tasks will be beneficial. In school, children move around their classroom. Children do not sit at desks for long periods of time. 15 minutes maximum is needed before a change in activity.</p> <p>Year 3 and Year 4 Most children will be able to concentrate on a task between 20 and 30 minutes before a break is needed.</p> <p>Year 5 and Year 6 Most children will be able to concentrate on a task for longer than 30 minutes at a time.</p>
----------------------------	---

## Accessing remote education

### How will my child access any online remote education you are providing?

Tapestry online programme (Early Years Foundation Stage)

Microsoft Teams Assignments and Meetings (Year 1 – Year 6)

Phonics Play (Key Stage 1)

Maths Shed (Key Stage 2)

Spelling Shed (Key Stage 2)

Deepening Understanding (Upper Key Stage 2)

### If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

Two surveys were completed (one through Monkey Survey and the other a paper version) to allow parents to inform us if they do not have access to a device. If you have not informed us, please let us know so support can be given).

Additional devices are ready to be ordered through DfE.

As of January 2021, Secondary Schools have been placed as a priority. Primary schools will be contacted when their allocation is ready.

Additional devices were shared with families February 2021.

January 2021. Increased free data allowances for families who access free school meals, can be accessed. Parents have been contacted for details and permission.

Support from our School Technician is available. This will enable you to access online learning platforms, such as Rising Stars reading books.

## How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

### Early Years Foundation Stage (Nursery and Reception Class)

- Tapestry online programme will be used to set activities. Parents will access this using their own username and password.
- Live sessions with Early Years Staff (two per week)
- Teachers will record sessions when appropriate. These will be accessible via Microsoft Teams.

### Year 1 – Year 6

- Learning Grid links will be shared via text and uploaded on our School Website. These list the learning which is needed to take place and will include some of the following
  - recorded teaching (e.g. Oak National Academy lessons, White Rose, video/audio/powerpoint) At least 5 Recordings a week.
  - Teachers may provide additional pre-recorded sessions when necessary.
  - Live sessions (At least 2 per week)
  - printed paper packs produced by teachers (e.g. workbooks, worksheets)
  - textbooks and reading books pupils have at home
  - commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
  - online Maths Shed and Spelling Shed
  - Deepening Understanding
  - Rising Stars

When parents request username and password for TEAMS, they agree to the Terms and Conditions of use. (Please see below)

## Engagement and feedback

### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- Set a routine to support your child's education which works well around home life. We acknowledge that many parents may still be working from home during this period, may be ill themselves or have only one device per family.
- The e-mail addresses below can be used to communicate with class teachers for the following purposes
  - Send photographs of children learning/carrying out a task
  - Send photographs of completed work sheets/work.
  - Log on detail issues for any on line learning
  - Queries about Learning From Home

nursery@edmondsley.durham.sch.uk  
reception@edmondsley.durham.sch.uk  
year1@edmondsley.durham.sch.uk  
year2@edmondsley.durham.sch.uk  
year34@edmondsley.durham.sch.uk  
year45@edmondsley.durham.sch.uk  
year56@edmondsley.durham.sch.uk

Teachers will respond to e-mails as soon as possible. Please do not expect any responses during a weekend or after 5pm weekdays. Continue to use our office e-mail address for any other queries.

### How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Teachers will keep a daily log of any engagement that is observed ie. E-mailed work, photographic work e-mailed, TEAMS assignments handed in, online books read, Spelling and Maths Shed activities completed etc
- If engagement is a concern, parents will be contacted by phone via the school office or a letter via e-mail/post.
- Teachers will send Text Message reminders to parents, asking them to contact school if they feel their children are not engaging as well as they would like.

We hope that any problems parents or carers are having at home, engaging their children in work, can be rectified by us knowing your concerns and finding solutions together that works for everyone.

## **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. Our approach to feeding back on pupil work is as follows:

- Text messages to parents will provide feedback
- Microsoft Teams feedback will be given when assignments are handed in.
- Text messages giving out Castle Points - Gold Coins.
- E-mail where appropriate.
- On return to school feedback will be given in person.

## **Additional support for pupils with particular needs**

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Teachers will set appropriate work matched to individual children's Special Educational needs. This may include directing parents to Learning Grids which are different to the child's year group.

## **Remote education for self-isolating pupils**

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

- Individuals will receive a more personalised approach. For example, if paper based work is more likely to work for the child and family then more paper based work will be given.
- If it is more appropriate for children to receive work that is revising what has already been learned, then this will be given.

## **Home and School Agreement on the use of TEAMS**

In the event of another lockdown or a whole class bubble having to isolate for 2 weeks or more, we are intending to use Microsoft Teams with our classes. This online application from Office 365, allows teachers to video conference their class as well as set work and teach them remotely by uploading appropriate tasks. We hope this will help children to feel more connected to us and their classmates if children have to be away from school again.

To begin with, Teachers will **not** be using the Video Conferencing function. Teachers will only use Microsoft TEAMS to upload work and possibly recordings of themselves demonstrating something. For example, a teacher may upload a video of themselves completing an addition sum for your children to see. This way, your child can access the work when it is convenient for you as a family. Video Conferencing would mean that your child has to log on at a specific time which may cause issues if you have only one device and more than one child needing to use it.

The uploaded sessions, may include Teachers reading to the children, sharing documents and assignments with them and modelling concepts. We feel this is an excellent opportunity for the children but it is optional - your child does not have to take part if they don't want to. Home learning grids will also continue with one Maths and one English task each week alongside daily Family fun activities. If you would like your child to use the online platform, we will need your permission and also your agreement to abide by the procedures set out below.

Taking part in Teams meetings will require children to have internet access and a Teams account. We will send your child's Teams log-in information via text, once we've received your parental permission via Monkey Survey. Your child will be put into their 'Team', which is their class group.

We have taken certain steps to ensure children remain as safe as possible while using Teams:

- Pupil accounts are hidden, so they can't be found by other Office 365 users
- Pupils are unable to initiate a video call in the Class Team, only teachers can do this
- Pupils have restricted email accounts. They cannot send/receive emails outside of our Office 365 environment and have no access to address lists, so cannot find other users (N.B. they can email their school friends if their friend gives them their email address. As with all such communication, we would encourage parents to keep an eye on the messages their child is sending and receiving.)
- Only members of the team can access that meeting/tasks. When Video Conferencing is used in the future (we will inform you if/when this is to happen), the invites will be sent within Teams, meaning nothing is leaving the Teams environment so invites cannot be intercepted.

## **AGREEMENT**

### **Teachers will:**

- Obtain permission from Parents who wish their child to take part in TEAMS, via Monkey Survey

If/When video conferencing is being used – (You will be informed if/when this is going to happen by Mrs Angela Rees, Head Teacher)

- Dismiss any participant who is not behaving appropriately (or if anything inappropriate is happening in the background!) if/When meetings are being held.

- Prevent participants from screen sharing.
- Prevent participants from recording meetings.
- Mute participants when necessary. This will ensure the sound quality is as good as it can be, without distracting background noise.
- Disable 'private' chatting. Participants will be able to chat as a class but not privately.
- Not record the meeting.
- Not email children or families directly but communicate, when needed, through the School email account.

**Families should:**

- Take responsibility for your child's username and password. You will be asked to change the password when you first log on. Please do this and keep it safe.

In the event of using Video Conferencing -

- Dress and talk appropriately.
- Be kind to others who are taking part in the meeting by letting everybody take their turn when talking.
- Make sure an adult is present in the room during the call. If at any point you are unhappy with the meeting, children can leave immediately.
- Be conscious of background environments, noise and others in the room.
- Enter the meeting with your microphone turned off, to avoid the sound disrupting the meeting. You can turn this on when asked to speak by the teacher.
- Ensure children are using the 'chat' function appropriately.
- Use the 'raise hand' function if you would like to talk, or have a question you would like to ask.
- Use class e-mails or telephone to contact class Teachers. (January 2021 update)

nursery@edmondsley.durham.sch.uk  
 reception@edmondsley.durham.sch.uk  
 year1@edmondsley.durham.sch.uk  
 year2@edmondsley.durham.sch.uk  
 year34@edmondsley.durham.sch.uk  
 year45@edmondsley.durham.sch.uk  
 year56@edmondsley.durham.sch.uk