



'We want every child to be happy, caring and successful.'

Remote Education Policy

Introduction

This document sets out our approach to remote education during a period of school disruption due to COVID-19. This policy will remain under constant review throughout this period, with adaptations being made if necessary. It is intended that this policy will be shared with all staff, governors, parents/carers, so that there is a clear and consistent approach and understanding of all roles and responsibilities.

Aims of this policy

- To set out the legal requirements by government bodies, such as the DfE and Ofsted
- To make the roles and responsibilities of all members of the school community clear in relation to remote learning
- To provide an explanation of how pupils will access their remote learning when they are not at school
- To explain how we will deliver remote learning in a safe and secure way, in accordance with safeguarding, data protection and the health and safety of all staff and children

Legal requirements and recommendations by the government and Ofsted

The Department for Education announced that from 22nd October 2020, state funded schools have a legal duty to provide immediate remote education where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home. The government and Ofsted advise that this support should be of a high quality and aligned as closely as possible with standard school provision.

At Cedars Primary School, we believe that we can offer remote learning that is well-planned and sequenced. Where necessary, new learning will be introduced, built on and reinforced over time. Our aim is to continue to provide a balance of subjects where possible and practical, and to encourage pupils to be physically active at home.

Our remote learning will be made available to all pupils and parents/carers via Purple Mash. For those pupils who the school has identified as not having computer or internet access, we will either provide a computer (a discussion will be held with these families and a Home Laptop and Ipad Loan Agreement will be signed) or printed copy of the resources.

Roles and responsibilities of all stakeholders

It is the teachers' responsibility to plan and make learning materials available to all children as needed. Teachers are also responsible for offering clear instructions and scaffolding, monitoring engagement in learning, tailoring support for pupils with SEND, and providing some form of feedback. Teachers will set a variety of tasks for pupils to complete in Purple Mash - pupils in EYFS will have access to Mini Mash. All tasks will have a brief explanation and the due date indicated.

For children who are self-isolating beyond 3 days, an outline of the work will be sent to pupils (via email) they can complete. Purple Mash tasks will then be set following this.

For a large group of children (e.g. a class) that needs to self-isolate, at short notice, an outline of work will be sent to pupils (via email) and Purple Mash tasks will be set within 24 hours. Work will then be set on a Monday by 9am for each subsequent week the children are not at school. All completed work will be reviewed and feedback given within three working days (this is subject to change according to staff absence). A mixture of live streamed check-ins and lessons will be available to pupils through Zoom. Although this will be dependent upon staffing.

Staff can expect pupils who are learning remotely to be contactable during the school day. It is the parents/carers responsibility to support their child with accessing, engaging, and completing their work. Pupils should complete the work to the deadline set by the teachers. Consideration will be taken as to the circumstances of individual families who are experiencing ill health during isolation periods.

Parents/carers can contact the teachers in the year group via the Key Stage email address between 9am and 5pm, if they have any questions or their child is struggling with their work. Work can be sent to the Key Stage email address if a pupil is experiencing difficulties uploading their work.

If the school is experiencing high levels of staff and pupil absence, then self-isolating children will be sent an outline of work and further tasks to complete. These tasks will be related to the current learning taking place in school and based on different areas of the curriculum.

The school's IT Technician is responsible for helping staff and parents/carers with any technical difficulties. For issues related to passwords and logging in to Purple Mash they can be contacted by emailing passwords@cedarsprimary.org.uk. In their email, Parents/cares will need to include their child's full name and their class teacher. The IT Technician will oversee the distribution of loaned computers and ipads. Any families experience difficulties with their device, should contact homesupport@cedarsprimary.org.uk

The Deputy Head (Mrs McGarragh) will be responsible for co-ordinating the home learning approach across the school. Along with the Senior Leadership Team and Subject Leaders, they will monitor the effectiveness of remote learning by reviewing work that has been set and reflecting on feedback from teachers, parents/carers and pupils. The Deputy Head will oversee the training of teachers so they can use Purple

Mash to deliver remote learning. The school will provide teachers with troubleshooting support where needed.

When pupils are self-isolating, the Designated Safeguarding Lead (Lisa Munday) and Deputy Designated Safeguarding Leads (Claire McGarragh and Rachel Alger) will maintain contact with vulnerable families.

[Safeguarding and data protection of staff and children](#)

The safeguarding of children, families and school staff is essential. Our remote learning is planned and undertaken with this in mind, and we follow the principles set out in our staff behaviour policy/code of conduct. Following guidance from the DfE, our local authority and organisations, such as the NSPCC, we have identified these core principles:

- Staff should not communicate with parents or pupils outside agreed school channels
- For data protection, staff will ensure that there is nothing that can identify pupils in shared online resources
- Teachers will follow expected professional standards for videos they record. For example, by considering their video background, attire and any personal information that they share
- Families should set age-appropriate parental controls on devices and use internet filters to block malicious websites
- Online abuse or misconduct should be reported immediately to the school safeguarding leader/headteacher/other contact
- The wellbeing of children, families and school staff is our priority. School staff will support children's, parents' and their own mental health, following the agreed school policies and resources
- Any Safeguarding concerns should be reported to the Designated Safeguarding Lead: Lisa Munday of the Deputy Designated Safeguarding Leads: Claire McGarragh and Rachel Alger
- Live lessons will be recorded according to Home-School Agreement: Cedars' Live Lessons 2021

[Links to other policies](#)

This policy is linked to our:

- Teaching and Learning Policy
- Attitudes and Behaviour Policy
- Child Protection Policy
- Safeguarding Addendum
- Data protection policy and privacy notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online safety policy
- Staff Privacy Notice Addendum – Remote Learning
- Home-School Agreement: Cedars' Live Lessons 2021

Claire McGarragh (Deputy Head)

