Connect,
Learn & Grow

FRINTON ON SEA PRIMARY SCHOOL

REMOTE EDUCATION POLICY

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Executive
Head Teacher: Mrs T. Caffull

Chair of Governors: Mrs S. Young

Ratified and Approved   by Governing Body Autumn 2020

To be reviewed: Autumn 2022

1. **Statement of School Philosophy**

Frinton-on-Sea Primary School has always strived to be creative, innovative and support our parents/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 are not in school through use of quality Online and offline resources and teaching videos

- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning

- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent/Carer support

- Consider continued education for staff and parents/carers (e.g. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families and support attendance

- Provide appropriate guidelines for data protection

3. **Who is this policy applicable to**?

- A child *(and their siblings if they are also attending Frinton-on-Sea Primary)* 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.

4. **Data Protection**

When accessing personal data for remote learning purposes this is done through our server in our secure IT network.

All staff will use their issued work laptops/computers – NOT their own personal equipment.

Staff members may need to collect and/or share personal data e.g. email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen – Staff are reminded to collect and/or share as little personal data as possible.

All staff members will:

- Keep their device password protected with a strong password at least 8 characters with a combination of upper and lower case letters, numbers and special characters (asterisk/currency symbol etc).

- Ensure the hard drive is encrypted – this means that if the device is lost or stolen no one can access the stored files.

- Making sure the device locks if left inactive for a period of time

- Not sharing the device with family and friends

- Installing anti-virus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates.

5. **Home and School Partnership**

Frinton-on-Sea Primary 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. Frinton on Sea Primary School would recommend that each 'school day' maintains structure.

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 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/carers 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 Policy' at school which includes e-safety rules, and this applies when children are working on computers at home – See Appendix A.

6. **Roles and responsibilities**

Teachers

When providing remote learning, teachers must be available between 9 – 12 p.m. This communication will be via email, phone calls will only be used if no email correspondence has been established.

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 to the Executive Head Teacher using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:

    - Teachers will set work for the pupils in their classes including set work and pre-recorded video lessons.

    - The work set will follow a suggested timetable for the class, wherever possible.

    - The work will be uploaded on the website and class email accounts.

    - Teachers will co-ordinate, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

- Keeping in touch with pupils who are not in school and their parents/carers:

    - If there is a concern around the level of engagement of a pupil, the parents/carers should be contacted via phone to access whether school intervention can assist engagement.

    - If teachers are unable to contact parents/carers they should refer to the Deputy Head Teacher who will then update the Executive Head Teacher.

    - All parent/carer emails should come through the school class email accounts.

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

Teaching Assistants

Teaching assistants must be available to assist the teacher with remote learning.   If supporting individual children by email it will be under the direction of the teacher.

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 SLT/Class Teacher.

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 – e.g. through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

- Monitoring the weekly attendance grids written by teachers i.e. which families are making regular email correspondence. If there is no communication for 5 days the teacher or SLT member (depending on the individual case) will make telephone communication, recorded on a 'parent dialogue' form – See Appendix B.

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 Technicians

IT technicians are 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/Executive Head Teacher

The SENCO

Liaising with the ICT technicians to ensure 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 Executive Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work set by the teachers
- Seek help if they need it, from their teacher
- Alert their teacher if they are not able to complete their work

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or why they are unable to complete their work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing Board

The Governing Body 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

Staff

- SLT will meet weekly
- Staff need to be available should team meeting be needed.

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Child protection policy

- Data protection policy and privacy notices

- ICT Policy

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Website – www.frintonprimaryschool.org.uk
Mrs Tracey Caffull : Executive Head Teacher

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Responsible Use of Internet

Children:

I will ask permission before entering any Web site, unless my teacher has already approved that site.

I will use only my own login and password, which I will keep secret.

I will only e-mail people I know, or my teacher has approved.

The messages I send will be polite and sensible.

When sending e-mail I will not give my home address or phone number, or arrange to meet someone.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

Any work I display will be work that I know I would want my family and friends to see.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I know that the school will check my computer files and monitor the Internet sites I visit.

I understand that if I deliberately break these rules, I will be stopped from using the internet.

Childs Name:_____   Date:_____

Parent/Carer Consent for Internet

I have read and understood the school rules for responsible use of ICT/Internet and will discuss them with my child. I give permission for my son / daughter to use the Internet under supervision at school I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school
cannot be held responsible for the nature or content of materials accessed through the Internet

I also agree that should my son/daughter need to access the Internet at home or anywhere else, I agree that I will take all reasonable precautions to ensure my son/daughter cannot access inappropriate materials and that he/she will use their desktop in an appropriate manner.

I will try to ensure that my child understands the importance of keeping their password a secret.

I agree that my son/daughter's work may be published on the school website.

Parent/Carer:_____   Date:_____

Signature:_____   Parent/Carer of:_____

Frinton-on-Sea Primary School

Parent/Carer Dialogue Form

Parent/carer conversation

In person/by phone

Name of parent/carer spoken to:	Date:	Follow up needed?
Name of child: Year group:	Member of staff:	By who? When?

Key points of conversation:

Any further actions:

Signed:_____   Print:_____