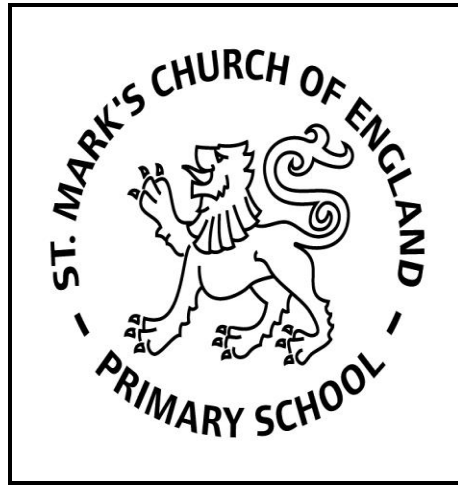


Remote Education Policy



'Thy Word is a Lamp to my Feet
and a Light to my Path'
Psalm 119 v 105

"Every Child, Every Chance, Every Day"



Every Child, Every Chance, Every Day

St Marks CE Primary School **Policy for Computing**

Governors and staff are committed to delivering the very best for our children. Our Vision is fundamental to our role as a Church of England School with its roots coming from the original blessing and verse presented to our school on its official opening in 1955.

Thy word is a lamp to my feet and a light to my path.

Psalm 119 Vs 105

The following five components describe the desired outcomes we offer through it.

- *Together, we will prepare you for life and learning*
- *Together, we will teach you to live within the values of God's word*
- *Together, we will safely lead you on your journey*
- *Together, we will guide you to a fulfilling future*
- *Together, we will forever help you to grow in confidence*

1. Statement of School Philosophy

St Mark's 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 aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being 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

3. Who is this policy applicable to?

- A child (*and their siblings if they are also attending St Mark's C of E Primary School*) 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 Plan

Resources to deliver this Remote Education Plan include: -

- Use of *Live Video (Google Meet)* for Start Day registration, instructional videos and assemblies delivered on pre-recorded video.
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of Google Classroom, BBC Bite-Size, Oak Academy, *Times Table Rockstars*.

5. Home and School Partnership

St Mark's 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.

St mark's will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Mark's 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 should contact school promptly and alternative solutions may be available. These will be discussed on 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.

6. Roles and responsibilities

Teachers

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

St Mark's School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available between 8.30am-4.00pm

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:

- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared via Google Classroom
- Teachers in Nursery and Reception will be setting work via the school website: -

<http://www.st-marks.islington.sch.uk/year-groups/nursery/>
<http://www.st-marks.islington.sch.uk/year-groups/reception/>

- Teachers in Year 1 and 6 will be setting work on *Google Classroom*.

Providing feedback on work:

- Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

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

- 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.
- All parent/carer emails should come through the school admin account (admin@...)
- 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 and Support Staff

Teaching assistants must be available on Google Classroom between 8.30am-4.00pm.

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, teaching assistant must complete tasks as directed by their class teacher/ line manager.

Senior Leadership Team (SLT)

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
- 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.

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 (Islington Schools ICT)

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
- Assisting pupils and parents with accessing the internet or devices

The SENCO

Pupils with Special Needs and Disabilities have the same entitlement to remote education as all other pupils and are offered the same curriculum provision. However particular applications of computing are used for pupils with difficulties in learning, who may need to practice basic skills regularly and intensively.

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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.

Pupils, Parents and Carers

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/carers 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, include those here

- Be respectful when making any complaints or concerns known to staff

St Mark's Governing Body

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 and development plans

This policy is linked to our:

- Safeguarding Policy

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/09/Safeguarding-Policy-Autumn-Term-2020-21.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/01/Safeguarding-children-who-are-vulnerable-to-extremism-and-radicalization-policy-Spring-2019-21.pdf>

- Behaviour policy

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/10/Behaviour-Policy-Autumn-Term-2020-21.pdf>

- Child protection policy

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/09/Child-Protection-Autumn-Term-2020-21.pdf>

- Data protection policy and privacy notices

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/10/St-Mark's-CofE-Primary-School-Data-Protection-Policy-Spring-2020-21.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/12/LDBS-Privacy-Notice-for-trainees.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/12/LDBS-Privacy-Notice-for-Supply-Contractors-Consultants.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/12/LDBS-Privacy-Notice-for-Staff.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/12/LDBS-Privacy-Notice-for-parents-pupils.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/12/LDBS-Privacy-Notice-for-Governors.pdf>

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2018/10/GENERAL-DATA-PROTECTION-REGULATION-for-website.pdf>

- Online safety acceptable use policy

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/10/Computing-Policy-Summer-2019-21.pdf>

- Code of Conduct for Phone calls, Video conferencing and recorded video

<http://www.st-marks.islington.sch.uk/wp-content/uploads/2020/09/Code-Of-Conduct-Autumn-Term-2020-21.pdf>

- End User Agreements for Google Classroom.

https://workspace.google.com/terms/education_terms_japan.html

Reviewed and ratified by Governing body	Autumn Term 2020		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be reviewed	Autumn Term 2022		