



Remote Education Policy for Riverside Primary School

Date approved:	Approved July 2020
Review Frequency:	Every year
Date next review due:	July 2021
Scope of Policy:	This policy applies to all staff, students and volunteers at Riverside Primary School

1. Statement of School Philosophy

At Riverside Primary School we take pride in developing a love of learning in all children. We challenge all children to strive for academic, creative, sporting and personal success within a broad, vibrant and enriched curriculum.

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 digital tools
- Provide clear expectations for 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
- Consider continued education for staff and parents (e.g. CPD, open days, parents' evening via telephone)
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child attending Riverside 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.
- All children that attend Riverside Primary School when the school is closed directed by the Government.



Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week. **A letter will be issued to families on the first day of registered self-isolation – this letter contains a reminder how to access ‘Office 365’, and a list of digital learning tools used regularly. Physical work booklets are available for those families who are unable to access IT.**

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Classwork material uploaded weekly onto the school Microsoft Teams notebook.
- A list of online tools for all students.
- Phone calls home
- Physical printed learning packs
- Use of BBC Bitesize and Oak Academy

The detailed remote learning planning and resources to deliver this policy can be found here:

- Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- Office 365: <https://www.office.com/>
- White Rose Maths: <https://whiterosemaths.com/homelearning/>
- Numbots: <https://play.numbots.com/#/account/school-login/29922>
- Times Tables Rock Stars: <https://play.ttrockstars.com/auth/school>
- Oxford Owl: <https://home.oxfordowl.co.uk/reading/free-ebooks/>
- BBC Bitesize: <https://www.bbc.co.uk/bitesize>
- Oak Academy: <https://classroom.thenational.academy/subjects-by-key-stage>
- BBC Bitesize Health and Well-being: <https://www.bbc.co.uk/bitesize/subjects/z3tfcdm>

5. Home and School Partnership

Riverside 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. Riverside Primary School will be delivering 3 live lessons per day, when the whole class is off self-isolating or in a national lockdown. If there are individual children who are self-isolating, then there will be work set mirroring what the class is learning in school. If the class teacher is unable to deliver live lessons then work will be set through Microsoft teams.

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 online be an issue, we have provided physical work booklets for your child. Parents should contact the school promptly if there are any issues and alternative solutions may be available. These will be discussed on case-by-case basis.

We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

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 – *what if scenarios*:

Scenario	Action
Select students self-isolating	Students will have access to digital platforms and the Microsoft Teams area where lessons are uploaded for the week. Supporting learning packs will be available on request. 50% or more of a class self-isolating, there will be 3 live lessons taught each day.
Whole year group bubble self-isolating	Lessons will take place on Microsoft Teams and supporting learning pack will be available on request. Teachers will be live teaching 3 lessons a day. Students will receive feedback on work.
Whole school self-isolating	Lessons will take place on Microsoft Teams and supporting learning pack will be available on request. Teachers will be live teaching 3 lessons a day. Students will receive feedback on work.
Teacher is unable to deliver live lessons	Students will have access to digital platforms and the Microsoft Teams area where lessons are uploaded for the week. Supporting learning packs will be available on request.

Riverside Primary School will provide a refresher training session and induction for new staff on how to use Microsoft Teams.

When providing remote learning to a bubble, teachers must be available between 8.30am and 3.00pm.

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.



PARTNERSHIP LEARNING
RIVERSIDE PRIMARY SCHOOL

Excellence for All



Headteacher: Sarah Kinnaird | Address: Renwick Road, Barking, IG11 0FU | Web: www.riversidecampus.com

Email: primary@riverside.bardaglea.org.uk | Tel: 020 3946 5888

When providing remote learning, teachers are responsible for:

- **Setting work:**
 - Teachers will set work for the pupils in their classes who are individually self-isolating. In the case of a whole bubble closing or national lockdown then 3 live lessons will be taught each day with work for pupils to complete on Microsoft Teams (timetables will be sent out to inform parents / pupils when they should be accessing the live learning).
 - Weekly/daily work will be directed by the Senior Leadership.
- **Providing feedback on work:**
 - Work will be submitted, monitored and marked on Microsoft Teams or any other digital platform that the subject uses.
- **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 the teacher should notify the Senior Leadership and Parents will then be contacted via phone to assist with engagement.
 - All parent/carer emails should come through the school admin or year group account.
 - 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 between 8.30am and 3.00pm.

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 a member of the SLT.

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.



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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
- Assisting pupils and parents with accessing the internet or devices, helpline number displayed on the website

The SENDCo

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.
- Identifying the level of support

The SBM

- 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, include those here
- Be respectful when making any complaints or concerns known to staff

Governing Board

The governing board is responsible for:



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- 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
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for phone calls, video conferencing and recorded video
- End User Agreements for Microsoft Teams

