



Remote Education Policy for Riverside School

Date approved:	Approved June 2022
Review Frequency:	Every year
Date next review due:	June 2023
Scope of Policy:	This policy applies to all staff, students and volunteers at Riverside School

1. Statement of School Philosophy

Riverside 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 digital tools
- 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
- 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 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. **A pack will be issued to families on the first day of registered self-isolation – this pack contains a reminder how to access 'Remote Access', a list of digital learning tools used regularly and physical work booklets.**

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 Remote Access student area
- Online tools for all students: CenturyTech, Hegarty Maths, Vocab Express, Seneca Learning
- Reading and quizzing on Scholastic Reading Pro
- 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:

- Remote Access <https://access.riversidecampus.com/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>
- CenturyTech <https://app.century.tech/login/>
- Hegarty Maths <https://hegartymaths.com/login/learner>
- Vocab Express <https://www.vocabexpress.com/login/>
- Seneca Learning <https://app.senecalearning.com/login>
- Scholastic Reading Pro <https://educator-slz03.scholasticlearningzone.com/slz-portal/#/login3/GBR8TF8>
- 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 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 School would recommend that each 'school day' maintains structure and students should **follow their usual school timetable that is in their planner.**

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 provided with home learning pack and have access to digital platforms and the school's shared area where lessons are uploaded for the week. Quizzes marked automatically via digital platform.
Whole year group self-isolating	Students to follow their usual timetable. Lessons will take place on Microsoft Teams. Teachers will teach from their classroom using webcams provided. Students to receive feedback on work in-line with the school's marking policy.



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Whole school closure	Both teachers and students to follow their usual timetable from home via Microsoft Teams. Students to receive feedback on work in-line with the school's marking policy.
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Riverside 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 3.30pm.

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 and live online lessons will take place on Microsoft Teams (lesson times will follow the usual school timetable for the class)
 - Weekly/daily work will be directed by the Head of Department.
- Providing feedback on work:
 - Work will be submitted, monitored and marked on Microsoft Teams or any other digital platform that the subject uses. This will be in line with the school's marking policy.
- 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 Head of Department/ Head of Year. Parents will then be contacted via phone to assist with engagement.
 - All parent/carer emails should come through the school admin 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 3.30pm.

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:



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- 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.

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

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 and IHPs
- 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



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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:

- 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
- Digital and hardware Development Planning
- Code of Conduct for phone calls, video conferencing and recorded video
- End User Agreements for Microsoft Teams, Remote Access, CenturyTech, Seneca, Hegarty Maths, Vocab Express