



GRASVENOR AVENUE INFANT SCHOOL

## **Remote Education Policy**

**DATE RATIFIED: November 2020**

**REVIEW DATE: November 2021**

# Remote Education Policy

## Grasvenor Avenue Infant School September 2020

### 1. Statement of School Philosophy

*Grasvenor Avenue Infant School strives to be individual, inspiring and inclusive of all our parents/carers/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 who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regard to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support motivation, health and well-being and parent/carer 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 is absent because they are required to self-isolate or quarantine. The rest of their school 'bubble' are attending school and being taught as normal.
- A child's whole 'bubble' 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 there are any other school closures or absences due to Covid-19 related reasons

### 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan may include:

- Online tools for learning: Seesaw, MyMaths, Evernote, Bug Club
- Use of recorded video and voice "hello" communications and starting the day, instructional videos and assemblies (See Saw and Zoom)
- Phone calls home

- Printed learning packs- only where absolutely necessary
- Physical materials such as story books, reading books and writing tools
- Use of BBC iPlayer, Oak Academy and You Tube
- Additional materials as necessary to support pupils with SEND

The remote learning timetable and further details on how remote learning will be delivered is available in Appendix 2.

## **5. Home and School Partnership**

Grasvenor Avenue Infant School is committed to working in close partnership with families and recognises that 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. We would therefore recommend that each 'school day' maintains structure and will issue the attached timetables.

We encourage parents/carers to support their children's learning, including finding an appropriate place to learn and, to the best of their ability, support pupils with learning encouraging them to learn with good levels of concentration.

Every effort will be made by staff to ensure that learning is set promptly. Should accessing learning be an issue, parents/carers 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 that includes e-safety rules and this applies when children are learning on computers at home.

## **6. Roles and responsibilities**

### **Teachers**

Grasvenor Avenue Infant School will provide a refresher training session and induction for new staff on how to use SeeSaw and MyMaths.

When providing remote learning, teachers must be available between 8.30-4pm

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.
  - The work set will follow the agreed remote learning timetable, which loosely follows the usual timetable for the class had they been in school, wherever possible
- Providing feedback on work:
  - As the majority of work set will be on Seesaw, My Maths or Bug Club, for most pupils, they will be able to submit it as they complete it. All other work should be uploaded by 4pm that day.
  - Where this is not possible parents should communicate with the teacher via email or evernote.

- Teachers will endeavor to mark work as quickly as possible on the same day, and always by the end of the next day.
- Feedback may be a ‘thumbs up’ to show it has been seen for some pieces of work and more in depth comments will be provided on other pieces of work.
- It is not our expectation that detailed comments will be provided for each piece of submitted work but it is expected that each piece will be acknowledged by the teacher and regular in -depth feedback and ‘next steps’ are given, in line with our marking policy.
- Keeping in touch with pupils who aren’t in school and their parents/carers:
  - 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 (office@grasvenoravenue.barnetmail.net)
  - 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
  - Any pupils not taking part in the remote learning and no contact from parents providing satisfactory reason why this is so, such as illness, will be considered ‘missing online’.
  - Any pupils ‘missing online’ should be swiftly brought to the attention of the DSL team and logged on My Concerns. The DSL team will follow the safeguarding measures in place which may include phone calls to the family, home visit or contacting children’s services.

#### Teacher Code of Conduct statement for Phone calls, Video conferencing and Recorded Video

- Teachers will maintain professional conduct at all times, just as if they were physically in front of the class.

### **Teaching Assistants**

Teaching assistants must be available between their normal work hours unless otherwise advised by SLT.

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.

## **IT Technicians (contracted company)**

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

## **The SENCO**

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head-teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required and materials necessary to support remote learning.

## **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/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

## **Board of Trustees/LAB**

The school governance 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

## **Data Protection**

- All those involved with remote learning have a responsibility to ensure data is protected and is only shared with those who it is intended for.
- Any information that is not meant for the recipient should not be looked at and immediately brought to the sender's attention.
- All Data breaches should be immediately reported to the Head-teacher and Data Controller.
- All online learning platforms should be set so other pupils cannot see the work of others
- Staff should consider what information may be visible in the background when making video calls or photos
- When emailing, staff should take care that the email address is correct and no additional information is included, especially when forwarding emails or using the same template email for multiple pupils.

## **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

## Appendix 1

## Grasvenor Avenue Infant School Pupil technology acceptable use agreement

At Grasvenor Avenue Infant School, we know that it can be fun to use technology as part of your learning experience. We want everyone to be able to use technology, like computers and tablets, but it is important that you are safe when you are using them.

We have created this agreement to help you understand how to be safe when you are using technology. Please read this carefully and sign your name to show that you understand your responsibilities when using technology. Ask your teacher/ parent/ carer if there is something that you do not understand.



### I will:



- ✓ Only use technology, such as a computer, when an adult, such as my teacher or parent/carer, has given me permission.
- ✓ Only use technology for the reason I have been asked to use it.
- ✓ Only use the internet when an adult has given me permission.
- ✓ Ask for help when I have a problem using the technology.
- ✓ Look after the device and try not to damage it.
- ✓ Tell an adult my device is not working or damaged.
- ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
- ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.

### I will not:



- ✗ Share usernames and password with others.
- ✗ Share personal information, such as my age and where I live, about myself or my friends online.
- ✗ Access social media, such as Facebook and WhatsApp at school, or by myself at home.
- ✗ Speak to strangers on the internet.
- ✗ Take photos of myself or my friends unless asked to do by a safe grown up, such as my teacher or parent/ carer

**Please read each statement and provide a tick to show that you agree, and then write your name below.**



- I understand why it is important to use technology safely and correctly.
- I understand my responsibilities when using technology.
- I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- I will follow these rules at all times.

Pupil name (please print):

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Date:

Parent name (please print):

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Parent signature:

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Date:

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## **Parent information sheet on remote learning in the event of a lockdown**

### **Reception:**

- 2-3 set activities a day plus reading:
  - SeeSaw each day: Hello video from staff, 1 Literacy activity, 1 other activity (Topic activities, 1 weekly PE activity suggestion, 1 weekly RE, at least 1 weekly PSED, 1 weekly art activity suggestion, 1 weekly role play suggestion) 1 My Maths activity per day, record regular reading in reading record.
- Learning will be uploaded by 9am each day.
- Learning should be completed by 3.30 pm at home and uploaded that day onto SeeSaw/ My Maths.
- Teachers will mark learning as soon as possible and provide any feedback.
- Parents will promptly contact school with any issues accessing the home learning and school will do their best to resolve.
- We suggest that you do each session around 10-20 minutes, then allow your child some playing time or go out for a walk etc. in between sessions. You could allow them to continue the suggested role play/ imaginative play suggestion for the week. For an art, role-play or PE session your child may be able to focus for much longer and that is fine but for written learning aim for sessions around 15 minutes long maximum.
- Extra reading books will be sent home in the event of a closure. It is nice to ask your child to read you a story (their reading book) and then you read them a story. The staff may sometimes upload story videos you may like to use.
- High Frequency words and phonic sounds covered in Reception will be sent home- please notify the teacher through Evernote if you have not received this.

- Please ensure you note where you have supported your child and where they have worked independently.

### Suggested Reception timetable to follow at home:

Day	Session 1	Session 2	Session 3	Session 4
<b>Mon</b>	Seesaw: <ul style="list-style-type: none"> <li>● Watch Hello video</li> <li>● Complete Literacy session and upload.</li> </ul>	Reading time and record in reading record. Use this session to go through the learnt phonic sounds/High Frequency words. Record in reading record.	My Maths: <ul style="list-style-type: none"> <li>● Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Weekly role-play suggestion (link to topic) upload photos onto Evernote.</li> </ul>
<b>Tues</b>	Seesaw: <ul style="list-style-type: none"> <li>● Watch Hello video</li> <li>● Complete Literacy session and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Weekly PSED lesson</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>● Complete day's lesson and upload.</li> </ul>	Reading/story time and record in reading record.
<b>Wed</b>	Seesaw: <ul style="list-style-type: none"> <li>● Watch Hello video</li> <li>● Complete Literacy session and upload</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Topic activity</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>● Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Weekly Art/music lesson (link to topic). Upload photos onto Evernote.</li> </ul>
<b>Thurs</b>	Seesaw: <ul style="list-style-type: none"> <li>● Watch Hello video</li> <li>● Complete Literacy session and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Weekly RE lesson</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>● Complete day's lesson and upload.</li> </ul>	Reading/story time and record in reading record.
<b>Fri</b>	Seesaw: <ul style="list-style-type: none"> <li>● Watch Hello video</li> <li>● Complete Literacy session and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>● Weekly PE lesson</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>● Complete day's lesson and upload.</li> </ul>	Reading/story time and record in reading record.

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## Year 1:

- 3-4 set activities a day plus daily reading/story:
  - SeeSaw each day: Hello video from staff, 1 Literacy lesson, 1 or 2 other activities (Topic activities, 1 weekly PE activity suggestion, 1 weekly RE, at least 1 weekly PSED, 1 weekly art activity suggestion, suggested music activities)
  - 1 My Maths activity per day
  - Record regular reading in reading record.
- Learning will be uploaded by 9am each day.
- Learning should be completed by 3.30 pm at home and uploaded that day onto SeeSaw/ My Maths
- Teachers will mark learning as soon as possible and provide any feedback.
- Parents will promptly contact school with any issues accessing the home learning and school will do their best to resolve.
- We suggest that you do each session around 15-30 minutes and then allow your child some playing time or go out for a walk etc in between sessions. For an art or PE session your child may be able to focus for much longer.
- Extra reading books will be sent home in the event of a closure. It is nice to ask your child to read you a story (their reading book) and then you read them a story. The staff may sometimes upload story videos you may like to use.
- High Frequency words and phonic sounds covered in Year 1 will be sent home- please notify the teacher through Evernote if you have not received this.
- Please ensure you note where you have supported your child and where they have worked independently.

## Suggested Year 1 timetable to follow at home:

Day	Session 1	Session 2	Session 3		Session 4	Session 5
<b>Mon</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete Literacy session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	Reading time and record in reading record. Use this session to go through the learnt phonic sounds, including digraphs and HF words. Record in reading record.		SeeSaw: <ul style="list-style-type: none"> <li>• Weekly PSED lesson</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>
<b>Tues</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete Literacy session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>	L U N C H	SeeSaw: <ul style="list-style-type: none"> <li>• Weekly music activity</li> </ul>	Reading/story time and record in reading record.
<b>Wed</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete Literacy session and upload</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	Reading time and record in reading record. Use this session to go through the learnt high frequency words. Record in reading record.		<ul style="list-style-type: none"> <li>• SeeSaw:</li> <li>• Suggested PE lesson</li> </ul>	
<b>Thur</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete Literacy session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>		SeeSaw: <ul style="list-style-type: none"> <li>• Weekly RE lesson</li> </ul>	Reading/story time and record in reading record.
<b>Fri</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete Literacy session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	Reading/story time and record in reading record.		SeeSaw <ul style="list-style-type: none"> <li>• Weekly Art lesson</li> </ul>	

## Year 2:

- 4-5 activities a day plus daily reading:
  - SeeSaw each day: Hello video from staff, 1 phonics/ reading session, 1 writing/spelling lesson, 1 to 2 other activities (2/3 Topic activities, 1 weekly PE suggestion, 1 weekly RE, at least 1 weekly PSED, 1 weekly art /music activities)
  - 1 My Maths activity per day
  - Daily reading and record in reading record
- Learning will be uploaded by 9am each day.
- Learning should be completed by 3.30 pm at home and uploaded that day onto SeeSaw/ My Maths
- Teachers will mark learning as soon as possible and provide any feedback.
- Parents will promptly contact school with any issues accessing the home learning and school will do their best to resolve.
- We suggest that you do each session around 20-45 minutes and then allow your child some playing time or go out for a walk etc in between sessions. For an art or PE session your child may be able to focus for much longer.
- Extra reading books will be sent home in the event of a closure. It is nice to ask your child to read you a story (their reading book) and then you read them a story.
- High Frequency words and phonic sounds covered in Year 2 will be sent home- please notify the teacher through Evernote if you have not received this.
- Please ensure you note where you have supported your child and where they have worked independently.

## Suggested Year 2 timetable to follow at home:

Day	Session 1	Session 2	Session 3		Session 4	Session 5
<b>Mon</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete writing session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Weekly PSED lesson</li> </ul>		Seesaw: Phonics/ Reading comprehension activity	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>
<b>Tues</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete writing session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>	L U N C H	SeeSaw: <ul style="list-style-type: none"> <li>• Weekly music activity</li> </ul>	Seesaw: Phonics/ Reading comprehension activity
<b>Wed</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete writing session and upload</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	Seesaw: Phonics/ Reading comprehension activity		<ul style="list-style-type: none"> <li>• SeeSaw:</li> <li>• Suggested PE lesson</li> </ul>	Reading time and record in reading record.
<b>Thur</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete writing session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	SeeSaw: <ul style="list-style-type: none"> <li>• Topic activity</li> </ul>		SeeSaw: <ul style="list-style-type: none"> <li>• Weekly RE lesson</li> </ul>	Seesaw: Phonics/ Reading comprehension activity
<b>Fri</b>	Seesaw: <ul style="list-style-type: none"> <li>• Watch Hello video</li> <li>• Complete writing session and upload.</li> </ul>	My Maths: <ul style="list-style-type: none"> <li>• Complete day's lesson and upload.</li> </ul>	Seesaw: Phonics/ Reading comprehension activity		SeeSaw <ul style="list-style-type: none"> <li>• Weekly Art/ Music lesson</li> </ul>	Reading time and record in reading record.