



Remote Education Policy

Autumn 2023

Reviewed by Curriculum, Standards and Wellbeing Committee:
Spring 2024

Information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education.

We acknowledge that this may be a difficult time for families, as parents or carers may be working from home also. Please do not hesitate to contact us if you need further support. We appreciate the work you complete with your child in these circumstances.

For details of what to expect where individual pupils are self-isolating, please see the final section.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions if we need to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

We will endeavour to ensure that remote education provision will be made available immediately and we will endeavour to:

- Provide all children with a basic resource pack to support remote learning immediately. These packs will be sent home.
- Passwords and usernames will be e-mailed to parents for children to log onto online resources – if needed.

Should you require any of the following, please contact us,

- Books/ paper/ pens/pencils or any other equipment
- Support to access work on line.
- Support to access communication systems

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, if children are baking in school, you will not be expected to get a delivery of the ingredients to bake.
- We provide a curriculum sequence that allows access to high-quality online and offline resources and teaching videos that are linked to the school's curriculum expectations
- We will give access to high quality remote education resources
- We will work with families to deliver a broad and ambitious curriculum
- We will set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- We will teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- We will provide / signpost families to online, high quality lessons, videos and resources daily when necessary
- We will ensure all resources and lessons provided link to current curriculum objectives within their classroom
- We will ensure work for each day is provided at least the day before
- We will provide paper-based resources for all subjects / maths and English / foundation subjects when necessary.

Remote teaching and learning each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day. Again, we appreciate that families who have more than one child may need to share a device when needed.

Primary school-aged pupils	3 hours a day Early Years – Little and often is key. 5 – 10 minute learning tasks will be provided through the online programme Tapestry.
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	<p>Year 1 and Year 2 again, breaks between learning tasks will be beneficial. In school, children move around their classroom. Children do not sit at desks for long periods of time. 15 minutes maximum is needed before a change in activity.</p> <p>Year 3 and Year 4 Most children will be able to concentrate on a task between 20 and 30 minutes before a break is needed.</p> <p>Year 5 and Year 6 Most children will be able to concentrate on a task for longer than 30 minutes at a time.</p>
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Accessing remote education

How will my child access any online remote education you are providing?

Tapestry online programme (Early Years Foundation Stage and Year 1)

Microsoft Teams Meetings where appropriate (Year 1 – Year 6)

Phonics Play (Key Stage 1)

Maths Shed (Key Stage 2)

Spelling Shed (Key Stage 2)

Deepening Understanding (Upper Key Stage 2)

If my child does not have digital or online access at home, how will we support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

Children may access some of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will ensure they are provided with / endeavour to provide a laptop for the duration of their child's absence.

We take the following approaches to support those pupils to access remote education:

- We have a number of devices available to loan to families who do not have access to a suitable device. For further information please contact the headteacher / class teacher / main school office.
- If needed, pupils can access printed materials if they do not have online access. If this is the case, pupils will submit work to their teachers and receive feedback, in person, following the period of isolation/school closure.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Early Years Foundation Stage (Nursery and Reception Class)

- Tapestry online programme will be used to set activities. Parents will access this using their own username and password.
- Live sessions with Early Years Staff (two per week)
- Teachers will record sessions when appropriate. These will be accessible via Tapestry.

Year 1 – Year 6

Tasks set online will be shared. These list the learning which is needed to take place and will include some of the following

- recorded teaching (e.g. Oak National Academy lessons, White Rose, video/audio/powerpoint) At least 5 Recordings a week.
- Teachers may provide additional pre-recorded sessions when necessary.
- Live sessions (At least 2 per week)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- online programmes

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Parents should endeavour to support children's remote learning by creating a positive environment for their child to learn, for example:

- Distinguish between weekdays and weekends, to separate school life and home life.
- At the end of the day, have a clear cut-off to signal school time is over.
- Create and stick to a routine.
- Provide the correct equipment in order for your child to complete the work given.
- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- Encourage your child to work to the best of their ability and praise their efforts.
- Encourage and support children to access remote education daily.
- Encourage and support children to keep up with the work set by school each day.
- Contact school if they are experiencing problems with accessing remote education
- support children, where possible, to consider feedback on work submitted.

Parents can e-mail their child's class teacher for support –

nursery@edmondsley.durham.sch.uk
reception@edmondsley.durham.sch.uk
year1@edmondsley.durham.sch.uk
year2@edmondsley.durham.sch.uk
year34@edmondsley.durham.sch.uk
year45@edmondsley.durham.sch.uk
year56@edmondsley.durham.sch.uk

Teachers will respond to e-mails as soon as possible. Please do not expect any responses during a weekend or after 4:30pm weekdays. Continue to use our office e-mail address for any other queries.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

If an individual child or a small number of children need to isolate, the school will endeavour to:

- check children's engagement with remote education daily
- contact parents where there is a concern regarding engagement with remote education

If one or more class bubbles need to close, or if the whole school closes or goes into local/national lockdown, the school will fulfil all of the above criteria and in addition:

- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am – 4:30pm
- contact parents/carers who do not have access to the internet (or mobile data), weekly
- contact parents/carers following no work submission or contact through messaging, after two consecutive days
- provide weekly welfare calls (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements

We hope that any problems parents or carers are having at home, engaging their children in work, can be rectified by us knowing your concerns and finding solutions together that works for everyone.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. Our approach to feeding back on pupil work is as follows:

If an individual child or a small number of children need to isolate, the school will endeavour to:

- provide individual feedback daily of work submitted via the online learning platform
- provide individual feedback on paper-based work via on return to school
- provide access to digital learning platforms that provide automatic bespoke feedback
- assess children's understanding of remote education / key knowledge and skills covered on return to school. (This can be done using a variety of methods including written feedback on submitted work, using quizzes, meeting with teaching staff to discuss learning)

If one or more class bubbles need to close, or if the whole school closes or goes into local/national lockdown, the school will fulfil all of the above criteria and in addition:

- provide individual feedback daily of work submitted via the online learning platform
- provide whole class 'live' feedback each week

For those without internet access:

- where possible, pupils will receive feedback on their work via a pre-arranged telephone call daily
- pupils will submit work to their teachers and receive feedback, in person, following the period of isolation.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- teachers will set appropriate work matched to individual children's Special Educational needs.
- your child's class teacher / the Teaching Assistant who supports your child / school will make contact, via telephone in the first instance, to discuss a bespoke approach for your child
- your child / family will receive regular phone calls from their class teacher

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school. We have endeavoured to provide information regarding this above. If you require any further information, please do not hesitate to contact your child's class teacher / the main school office / the headteacher.

Home and School Agreement on the use of TEAMS

In the event of another lockdown or a whole class bubble having to isolate for 2 weeks or more, we may use Microsoft Teams with our classes. This online application from Office 365, allows teachers to video conference their class as well as set work and teach them remotely by uploading appropriate tasks. We hope this will help children to feel more connected to us and their classmates if children have to be away from school again.

To begin with, Teachers will **not** be using the Video Conferencing function. Teachers will only use Microsoft TEAMS to upload work and possibly recordings of themselves demonstrating something. For example, a teacher may upload a video of themselves completing an addition sum for your children to see. This way, your child can access the work when it is convenient for you as a family. Video Conferencing would mean that your child has to log on at a specific time which may cause issues if you have only one device and more than one child needing to use it.

The uploaded sessions, may include Teachers reading to the children, sharing documents and assignments with them and modelling concepts. We feel this is an excellent opportunity for the children but it is optional - your child does not have to take part if they don't want to. Home learning grids will also continue with one Maths and one English task each week alongside daily Family fun activities. If you would like your child to use the online platform, we will need your permission and also your agreement to abide by the procedures set out below.

Taking part in Teams meetings will require children to have internet access and a Teams account. We will send your child's Teams log-in information via text, once we've received your parental permission via Monkey Survey. Your child will be put into their 'Team', which is their class group.

We have taken certain steps to ensure children remain as safe as possible while using Teams:

- Pupil accounts are hidden, so they can't be found by other Office 365 users
- Pupils are unable to initiate a video call in the Class Team, only teachers can do this
- Pupils have restricted email accounts. They cannot send/receive emails outside of our Office 365 environment and have no access to address lists, so cannot find other users (N.B. they can email their school friends if their friend gives them their email address. As with all such communication, we would encourage parents to keep an eye on the messages their child is sending and receiving.)
- Only members of the team can access that meeting/tasks. When Video Conferencing is used in the future (we will inform you if/when this is to happen), the invites will be sent within Teams, meaning nothing is leaving the Teams environment so invites cannot be intercepted.

AGREEMENT

Teachers will:

- Obtain permission from Parents who wish their child to take part in TEAMS, via Monkey Survey

If/When video conferencing is being used – (You will be informed if/when this is going to happen by Mrs Angela Rees, Head Teacher)

- Dismiss any participant who is not behaving appropriately (or if anything inappropriate is happening in the background!) if/When meetings are being held.
- Prevent participants from screen sharing.
- Prevent participants from recording meetings.
- Mute participants when necessary. This will ensure the sound quality is as good as it can be, without distracting background noise.
- Disable 'private' chatting. Participants will be able to chat as a class but not privately.
- Not record the meeting.
- Not email children or families directly but communicate, when needed, through the School email account.

Families should:

- Take responsibility for your child's username and password. You will be asked to change the password when you first log on. Please do this and keep it safe.

In the event of using Video Conferencing -

- Dress and talk appropriately.
- Be kind to others who are taking part in the meeting by letting everybody take their turn when talking.
- Make sure an adult is present in the room during the call. If at any point you are unhappy with the meeting, children can leave immediately.
- Be conscious of background environments, noise and others in the room.
- Enter the meeting with your microphone turned off, to avoid the sound disrupting the meeting. You can turn this on when asked to speak by the teacher.

- Ensure children are using the 'chat' function appropriately.
- Use the 'raise hand' function if you would like to talk, or have a question you would like to ask.
- Use class e-mails or telephone to contact class Teachers. (January 2021 update)

nursery@edmondsley.durham.sch.uk
reception@edmondsley.durham.sch.uk
year1@edmondsley.durham.sch.uk
year2@edmondsley.durham.sch.uk
year34@edmondsley.durham.sch.uk
year45@edmondsley.durham.sch.uk
year56@edmondsley.durham.sch.uk