



Remote Education Policy for Moss Hey Primary School



Our Intent

Our intent at Moss Hey Primary is to deliver a challenging and creative curriculum that inspires our children to know more and remember more. We develop curious, resilient and enthusiastic learners to prepare our pupils for the next phase of education and beyond. Our strategy for home learning continues this aim as much as we can.

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 to 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

Who is this policy applicable to?

- A child (*and their siblings if they are also attending Moss Hey Primary*) 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.

Implementation

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2: Tapestry / Microsoft Teams / Seesaw / Mathletics / Rising Stars Reading Planet / Spelling Shed
- Use of Recorded video through Seesaw– instructional videos and modelling tasks
- Live video through Microsoft teams: children in small groups – check in and short session teaching new concepts or addressing misconceptions
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize and Oak Academy

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

- Model Timetable and structure for remote learning on Seesaw
- Downloadable Printable Documents – uploaded onto Seesaw and printable activities on our online learning subscriptions – Mathletics and Spelling Shed
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End User Agreements for Microsoft Teams and Seesaw

Home and School Partnership

Moss Hey 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.

We will provide invites and instructions for parents on how to use Seesaw and Microsoft Teams as well as for online programmes that we have subscribed to.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Moss Hey 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 a 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.

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.

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

When providing remote learning, teachers will be available between 8.45am and 3.30pm

If they are unable to work for any reason during this time, parents will be informed and alternative arrangements may be made.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their class.
 - The work set will follow a similar timetable for the class had they been in school, wherever possible
 - Daily work will be shared through Seesaw on your child's profile
 - Teachers will share a timetable for the week for live sessions on Microsoft Teams where possible
- Providing feedback on work:
 - Reading, writing and maths work is to be submitted by 2pm to be guaranteed teacher response. We politely request that work is uploaded as it is completed rather than all pieces being added at once at 2pm.
 - All curriculum tasks submitted by 3.30pm and teachers will provide feedback by the end of the week.
 - We will do our utmost to provide prompt feedback but if the class teacher is ill this may not always be possible
- 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 will be contacted via Class Dojo and then by phone to assess whether school intervention can assist engagement.
 - All parent/carer should contact their child's class teacher through Class Dojo; if they are not contactable parents should send an email to the school admin account - admin@mosshey.stockport.sch.uk or to Mrs Messham – Headteacher@mosshey.stockport.sch.uk
 - Any complaints or concerns shared by parents or pupils should be reported to Mrs Messham or Mrs Malkin and for any safeguarding concerns, refer immediately to Mrs Messham

Teaching Assistants

Teaching assistants will be available between 8.45am and 3.30pm

During the school day, teaching assistants 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 monitoring of engagement.
- Monitoring the effectiveness of remote learning: through regular meetings with teachers and subject leaders, reviewing work set and gaining feedback from parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, supporting class teachers and teaching assistants to ensure that reasonable adjustments are made where required

Pupils and parents are responsible for:

- Ensuring work is completed (unless child is unwell)
- Seeking help if they need it, from teachers
- Alerting teachers if they're not able to complete work:
- Use Class Dojo to communicate with teachers or email to contact Mrs Messham or Mrs Malkin
- Be respectful when making any complaints or concerns known to staff

Impact

This policy sets out the intent and guidelines that will underpin the school's actions if there is a need for pupils to work remotely and remain at home due to an outbreak of CV19 or in the event of a local or national lockdown. The working details of the policy may need to be revised at the time of need so that they can address the particular circumstances of that emergency.

Our intention is that pupils will continue to be educated whether at school or at home. We recognise that parents and school need to work together in partnership more than ever in order to deliver our high quality and creative curriculum in the current circumstances that we find ourselves in. This policy is in place to support our strategy for home learning.