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Remote Education Policy: Covid-19

Aims

This policy is to ensure the ongoing education of JKPS pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time due to school closure from Covid-19. It also covers the ongoing education of pupils who cannot be in school as a result of Covid-19 restrictions but are able to continue with their education when the school remains fully open.

This remote education policy aims to:

- set out and explain our approach to remote education during Covid-19 to the whole school community
- ensure consistency in the approach to remote education for pupils who are not in school
- set out expectations for all members of the school community with regards to remote education
- provide appropriate guidelines for data protection.

Remote education

If one or more of the following events occur, remote education will be implemented by the School for all affected students:

- An individual student is awaiting a Covid-19 test result
- An individual student is self-isolating due to Covid-19
- A proportion of students from a class/year group/bubble are self-isolating due to Covid-19
- A whole class/year group/bubble is self-isolating due to Covid-19
- The school is only open to critical workers/vulnerable children due to Covid-19
- The school is closed due to Covid-19.

Remote education minimum standards

Anthem commits to the following minimum standards for remote education provided in the above scenarios:

- Work will be provided for all affected students and will be accessible on our pre-agreed platform(s).
- Affected students will have access to remote education which is equivalent to core teaching every day.
- Affected students will be provided opportunities for feedback and assessment on a regular basis.
- Work provided will be ambitious and in line with the in-school curriculum.
- Affected students will have the opportunity for daily contact with a member of staff.

Remote educational provision

For all students affected as above, we will provide access to a weekly timetable of remote education activities. The same provision will be provided for all affected students, whether an individual or a whole

class is isolating or otherwise affected. This is to ensure equality of provision. Our remote learning offer will be shared through our online learning platforms. This provision will link to our long-term curriculum plans and the learning those in school will or would be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will sometimes make use of a number of carefully selected and high-quality online materials such as activities from agreed platforms (Mathletics, Reading Eggs, Readwriter, Duloingo) and carefully selected lesson videos (WhiteRose, BBC)

Staff will endeavour to view and feedback on as much of students' work as they are able, while balancing other areas of their workload.

We commit to putting in place remote education from the first day an affected student is off school, however please note there may initially be an interim period of one or two days before the whole program and normal ongoing support is accessible and ready.

Platforms and how to access

Anthem-approved remote education platforms are Google Classrooms.

Parents and students can access this school's remote education offer here:

- Tapestry
- Mathletics
- Duolingo
- Readwriter
- WhiteRose maths
- ReadingEggs

Support to enable students to access remote education

We understand that remote education during current times presents new challenges for many. We commit to the following to help support students to access remote education

Ensuring all students complete an Anthem Remote Education Agreement prior to accessing the online learning platforms.

- Using computing lessons to upskill students in our online learning platform through delivering all elements of the lesson through this platform.
- Providing audio and video guides which students can access from home to support students with accessing Google Classroom and Google Meets.
- Letters and visual guides/videos sent home with instructions on how to access remote education.
- Weekly phone calls and/or Google Meets from form teachers and TAs to guide students through use of technology.
- Providing practical support with technology where possible.

Roles and responsibilities

Teachers

When providing remote education, teachers will be available between 8:30 and 4:30. If a teacher is 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 education, teachers are responsible for:

A Setting work for class (school) lockdown :

- For year groups: one English, one maths and one foundation lesson per day
- when this work needs to be set by the day before
- where work should be uploaded to either Google Classroom (Years 1-6) or sent via SchoolsBuddy(Reception)
- Phase leaders will monitor work and check work loads
- German, PE and Music teachers will be expected to set work for each year group for their subjects they are in charge of

B Setting work where teacher is at school

- Planning lessons for their classes and making these available to students who are working remotely within 12 hours of the lesson having been taught in school (either Google Classroom (Years 1-6) or sent via SchoolsBuddy(Reception).
- They will offer one English, one Maths and one foundation lesson for four days

Ensuing Good Practice:

- Working closely with other teachers and staff to support all students with accessing a carefully planned lesson sequences.
- Providing feedback on work – cover details such as:
 - how they'll get access to completed work from pupils- pupils to upload on Goggle Classroom or Tapestry and teachers will mark all uploaded work
- Responding to quizzes or assignments completed online with praise, comments, scores or next steps.
- Keeping in touch with pupils who aren't in school and their parents – cover details such as:
 - Teachers will respond to parents queries via emails and children's queries on the Google Classroom chat
 - All complaints will be forwarded to SL where work is not being handed in Class teachers will contact families to offer support
 - Any safeguarding concerns will be reported following schools Safeguarding policy
 - All Google Meet meetings should happen with adults wearing professional attire, in a minimalist background in a as quiet a place as possible.

Teaching assistants

When assisting with remote education, teaching assistants will be available between 8:30-and 4:30 to support with creating resources, contacting children, marking work and delivering Google Meet sessions (following the above criteria)

If a teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When assisting with remote education, teaching assistants are responsible for:

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Senior Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote education.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.
- Co-ordinating the remote education approach across the school.
- Monitoring the effectiveness of remote education.
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for:

- Jo Ryan

IT staff- Anthem

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote education systems and flagging any data protection breaches to the data protection officer.

Pupils and parents

We expect pupils learning remotely to:

- Be contactable during the school day – although we understand that you may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if you need it, from teachers or teaching assistants.
- Alert teachers if you are not able to complete work.
- When attending live lessons or conversations with school staff, to dress appropriately (no pyjamas or offensive images/wording) and to have an appropriate background (ideally a clear background with no other people in view, with no offensive imagery).
- To be kind, considerate and respectful when communicating with other students and school staff online, in line with the school's Behaviour Policy and Anti-Bullying policy.
- To complete the Anthem Remote Education Agreement and be aware of the Interim Online-Safety Policy for parents and pupils.

We expect parents with children learning remotely to:

- Make the school aware if your child is sick or otherwise can't complete work.
- Seek help from the school if you need it.
- Be respectful when making any complaints or concerns known to staff.
- Be aware of the Interim Online-Safety Policy for parents and pupils.

Anthem

The Trust is responsible for:

- Working across all schools in the Trust to develop a remote education strategy, as set out within this remote education policy.
- Setting up CPD for remote education.
- Enabling peer support on remote education between schools across the Trust, for example via the PLN network.
- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons.

Live teaching

There is no expectation on schools to deliver Live teaching. Online lessons may be recorded, or they may be delivered live. Live teaching will only be delivered if the following criteria can be met:

- It has to be safe
- It has to be inclusive
- It has to be the most effective approach to the learning

Live teaching will only be considered once basic access to lesson resources for all relevant students is in place. Where lessons are delivered live, the Live Teaching Protocol will be followed.

Children with SEND

It is primarily the role of the SENCo Kristin Hoogland to ensure all SEND needs are supported effectively and that appropriate resources are allocated and available to meet pupil need. However, all teachers and teaching assistants have a duty to support children with SEND. Teachers should ensure that work is differentiated as required for all learners when setting online tasks.

To support children with SEND and or learning difficulties with remote education, the SENCo will:

- know which students they are expected to support and liaise with LSA's
- have a good knowledge of 'their' student need, the barriers they may face and how best to support
- share access to Pupil Passports, SEND or EHCP plans to ensure successful strategies and interventions are used to support
- ensure that statutory EHCP Part F school provisions are covered.

Support will include:

- Deploying Teaching and Learning Support Assistants effectively
- Ensuring pupils can access all necessary learning platforms and know what is expected of them.

- Checking the work to be completed each day and any deadlines and sharing this with pupils.
- Ensuring EHCP Risk Assessments are known, adhered to.
- Delivering interventions and teaching individuals as directed by the SENCo.
- Researching and resourcing any additional resources necessary for personalised learning.
- Liaison with outside agencies as appropriate.
- Attending virtual meetings with teachers, parents and pupils as necessary and directed by SENCo.
- Ensuring that a Goggle Classroom Inclusion room is available for all children with resources to support learning.
- Support and contact from LSA on a personalised basis as appropriate.

All SEND students should continue to receive allocated outside agency support remotely where appropriate and possible (provided by agencies) and time will need to be allocated to co-ordinating this work also.

Who to contact

If you have any questions or concerns about remote education, please contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to your child’s phase leader
- Issues with behaviour – please contact class teacher and then phase leader
- Issues with IT – talk contact admin
- Issues with their own workload or wellbeing – talk to the headteacher
- Concerns about data protection – talk to the school data protection lead
- Concerns about safeguarding – talk to the DSL (phase leader)
- If parents and/or students require support with gaining digital access at home, please speak to their child’s class teacher

If any pupil has worries or concerns during this period of remote teaching then they should contact the headteacher at the school or, alternatively, they can contact Childline via the following website:

<https://www.childline.org.uk/get-support/contacting-childline/>

Communication between staff and pupils/families must be through the authorised school systems above and not through email, personal social media accounts, nor personal phones It should follow the usual rules outlined in the Staff Code of Conduct, Home School Agreement, Remote Education Agreement, Online Safety Policy and Acceptable Use Agreements.

Safeguarding and remote education

With the increased use of digital technologies that comes with remote education, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Please refer to the Interim Online Safety Policy for further information.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. If parents or students have any concerns over any online content related to the school or Trust they can contact the school or the Trust via enquiries@anthemtrust.uk.

If parents have any safeguarding concerns that need discussing, they should contact the headteacher via admin@judithkerr.anthemtrust.uk Staff should continue to be vigilant at this time and follow our usual Online Safety for Staff and Child Protection and Safeguarding Policy and procedures.

Data protection

Accessing personal data

When accessing personal data for remote education purposes, all staff members will:

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network.
- Follow the Acceptable Use Agreement and the Interim Online Safety policy for staff.

Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote education system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

Staff will only collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members are expected to take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least eight characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

Monitoring arrangements

This policy will be reviewed every year by the Trust. The Education Executive Team will monitor the implementation of this policy.

Links with other policies

This policy is linked to our:

- Behaviour Policy and Covid-19 Addendum
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement

- E-Safety Policy
- SEND Policy
- Acceptable Use Agreement – all staff and students using school digital technologies must have signed and must follow this agreement
- Staff Code of Conduct
- Interim Online Safety Policy for staff
- Interim Online Safety Policy for parents and pupils
- Anthem Remote Education Agreement or local alternative