



**Battledown Centre for Children and Families**  
*A Specialist Early Years Centre*

# Remote Education Policy

Date of Policy: November 2020

Review Date: December 2021

In line with best practise and following the DfE guidance Battledown Centre for Children & Families has a Remote Education Policy to be applied in case children need to self-isolate or local lockdown is required.

**This policy is linked to our:**

- **Safeguarding and Child Protection Policy**
  - **Developing Pupil Behaviour Policy**
- **Data protection policy and privacy notices**
  - **Online safety acceptable use policy**
- **User Agreements for Zoom and Class DoJo**

Signed:

Chair of Governors

Date:

# Remote Education Policy

DfE Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

## 1. Statement of School Philosophy

*Battledown Centre for Children & Families 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 access to remote learning for all pupils who aren't in school through use of quality Online and offline resources or zoom video facilities.
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the core values and work 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 parent support)
- Support effective communication between the school and families to encourage engagement/ attendance to learning and best practice around remaining safe online.

## 3 . Who is this policy applicable to?

- A child who 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.
- All children if the school is required to close as a result of national guidance.

Remote learning will be shared with families when they are absent due to Covid related reasons at start of week or children who are sick and unable to access learning due to illness.

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

Resources to deliver this Remote Education Plan could include any of the following:

- Online tools for EYFS and KS1 ( for example, Class DoJo, Zoom, Help Kidz Learn) as well as for staff CPD and parents sessions.
- Phone calls and DoJo messages home

- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, DoodleMaths, Education City, Help Kidz Learn

## 5. Home and School Partnership

Battledown Centre for Children & Families 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 and the needs of the young person.

Because of the SEND needs of the individual children teaching staff will work with families to assess and agree the best structure for the learning and day.

Battledown Centre for Children & Families will provide support for parents on how to use Zoom, DoJo or other apps as appropriate and where possible, provide personalised resources.

Where possible, if it is recognised as beneficial for the young person to maintain a regular and familiar routine, Battledown Centre for Children & Families staff will work toward this.

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 to the best of their ability.

Every effort will be made by staff to ensure that work is set promptly and realistic to be supported by the family.

## 6. Roles and responsibilities

### Teachers

*The suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced and adapted if fewer children isolating and the majority of the class are in school.*

Battledown Centre for Children & Families School will provide support new staff on how to use DoJo and Zoom.

When providing remote learning, teachers must be available between 9.00am and 3.15pm daily (subject to breaks). 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.

For extended periods of time away from school, the class teachers will ensure the values and targets within the pupils EHCP are being include when planning work and monitoring progress. Teachers will make reasonable adjustments to work towards the targets in the plan and if these present as unachievable via remote learning they will discuss with parents.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should attempt to follow the usual percentage balance of the curriculum areas.
- Weekly/daily work will be shared with families to encourage active involvement where 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, they should be contacted via phone to access whether school intervention staff can assist with engagement.
- All parent/carer emails should come through the school e mail accounts and via class DoJo. Staff are encouraged to use zoom for parents' meetings and EHCP review to allow for views of children and wider family members where appropriate.
- 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

## **Learning Support Staff**

Learning support/Early Years Practitioners staff must be available between the Battledown Centre for Children & Families school hrs 9.00am and 3.15pm.

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, support staff must complete tasks as directed by a member of the leadership team or class teachers. They will be active in engagement with reluctant learners, supporting teachers, adapting learning resources and encouraging life style choices around exercise, screen time and diet.

## **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 - through regular meetings with teachers and 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. The DSL will work very closely with staff who will report daily if children or families do not engage or respond to communications.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the best of their abilities set by teachers
- Inform parents or teachers if they're not able to complete work (if they are able)

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
- Be respectful when making any complaints or concerns known to staff

## **Governing Board**

The Local Advisory 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

This Policy will be reviewed annually by school and the *Governors*.