

St Anne Line Catholic Infant School

part of the wider Christus Trust, Multi Academy Trust

Remote Learning Policy



Love Learn Pray

This policy is based upon the DFE guidance for providing remote education:
<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools>

This policy applies to the following circumstances:

- *school closures or restrictions on attendance, where school access for pupils is restricted*
- *individual cases where a pupil is unable to attend school but is able to learn*

There should only be limited circumstances where a pupil is unable to attend school but is able and well enough to continue their education remotely. These circumstances should only involve a short-term absence and might include pupils:

- recovering from short-term infectious illnesses
- preparing for or recovering from some operations
- recovering from injuries where attendance might inhibit recovery

Remote Education Plan

Work provided during periods of remote education aims to be high quality, meaningful, ambitious, and cover an appropriate range of subjects to enable pupils to keep on track with their education.

We will deliver remote education where possible, from the 'good practise' recommendations by the DFE:

["Where pupils have access to appropriate devices, remote education might include recorded and / or live direct teaching time, as well as time for pupils to complete tasks, reading, and assignments independently, depending on their age and stage of development. Online video lessons do not necessarily need to be recorded by teaching staff at the school... high quality lessons developed by external providers such as Oak National Academy can be provided instead"](#)

The method of delivery will depend upon the child's circumstances and the intended learning outcomes but will primarily consist of:

- Printed learning packs
- Website links/QR codes for activities/video's

Home and School Partnership

We are committed to working in close partnership with families and recognise 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 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 their learning, 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 and alternative solutions may be available. These will be discussed on a case-by-case basis.

Roles and Responsibilities

Teachers

Teachers must be available between 8.30 and 3pm

Teachers are responsible for:

- Setting work:
 - Teachers will set bespoke learning for their class
 - The learning set should follow the usual timetable for the class had the children been in school, wherever possible
- Provide feedback on work
- Keeping in touch with pupils who are not in school and their parents:
 - Each child/parent must send a morning message by email (office@salinf.org) to their class teacher by 9:30am. This will be a short greeting, update on how the child is feeling and any questions they have about their learning so far.
 - If there is a concern around the level of engagement of a pupil, parents will be contacted via phone
 - All parent/carer emails should come through the school office email address office@salinf.org
 - Emails will be answered by teachers within their working hours and be responded to within 24 hours. If an email is received during the weekend, it will be responded to on the following Monday.

- 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 or DDSL.**
- Reporting to SLT:
 - Provide regular updates to SLT on the engagement and progress of children.

Teaching Assistants

Teaching Assistants must be available between 8:40am and 3.00pm.

During the school day, teaching assistants must complete tasks as directed by the class teacher or 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 through regular meetings with teachers, reviewing the work set and getting feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL and DDSLs are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Inclusion Team

The Inclusion team is responsible for SEND and Pupil Premium pupils. Their role is to liaise with the class teachers ensuring remote learning is accessible to all pupils and appropriately matched to the children's needs.

They will ensure that pupils with EHCP's continue to have their needs met while learning remotely, and liaise with SLT and other organisations to make any alternate arrangements for pupils.

Pupil/Parent Expectations

Staff can expect pupils/parents learning remotely to:

- Engage with the resources that have provided
- Try their best to complete the learning set daily
- Send a completed work or an update on learning progress to the class teacher via the office email address by 3pm every day.
- Seek help if they need it, from their teacher via office email address
- Make the school aware if their child is sick or otherwise cannot complete work
- Contact the school if accessing work is an issue and alternative solutions may be available. These will be discussed on a case-by-case basis.
- Notify the class teacher if the deadlines/work suggested for the day will not work for the family

Governing Board

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that learning systems are appropriately secure, for both data protection and safeguarding reasons