



Remote Education Policy for Alfalah School

18.03.20

Reviewed 06.10.20

Statement of School Philosophy

Al Falah 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.

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 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 Primary*) is absent due to household is required to self-isolate. The rest of their school bubble is 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.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Use *Live Video* for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs, CGP books
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy resources and other primary resources.

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

- Model Timetable and structure for remote learning
- Curriculum resources
- Video conferencing and Recorded Video (Zoom/ Google Suite)
- End User Agreements for Google classroom, Zoom (as appropriate)

Home and School Partnership

Alfalah 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.

Al Falah School will provide a refresher online training session and induction for parents on how to use Zoom as appropriate and where possible, provide personalised resources.

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 case-to-case basis.

All children will follow school's e-safety rules and this applies when children are working on computers at home.

Roles and responsibilities

Teachers

Al Falah School will provide a refresher training session and induction for new staff on how to use Zoom / G Suite.

When providing remote learning, teachers must be available between 8:30am to 12:20 pm (NC teachers) and 12:30 pm to 3:30 pm (IC teachers).

If anyone 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 learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers will be setting work on *Google Drive*.

Providing feedback on work:

- All curriculum tasks submitted by 12:20 pm and teachers will comment at the end of the week.
- School will follow the marking policy

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 should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the class teachers account
- 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 (Head teacher)

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning - explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or 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.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The SENCO

- Ensuring that pupils with EHC plans (if there is any) continue to have their needs met while learning remotely, and liaising with the teachers to follow up the IEP and identifying the level of support.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

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 - if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Links with other policies and development plans

This policy is linked to our Website

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy (GDPR)
- Online safety acceptable use policy
- Digital and hardware Development Planning
- User Agreements for Google classroom or Zoom.