



Remote Education Policy

St John's CE VA Primary School

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, St John's CE VA Primary School has developed the following policy. This policy outlines the remote learning opportunities whilst also acknowledging that some households may have limited access to devices and would require hard-copies of work and resources.

The plan complies with the expectations and principles outlined in the DFE document: [Guidance for Full Opening of Schools](#).

1. Rationale

St John's CE VA Primary School has always strived to be creative, innovative and support our school community 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 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 the delivery of high quality, interactive, remote learning
- Include the continuous delivery of the school Curriculum, as well as nurture the support of Motivation, Health and Well-Being and Parental support
- Support effective communication between the school and families and support attendance.

3. Who is this policy applicable to?

This policy will be applied in the following instances:

- An individual is self-isolating because of a positive PCR test;
- A group of children are self-isolating because of positive PCR tests;
- A whole cohort is self-isolating because of an outbreak of coronavirus.

See Appendix 1

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools:
ClassDojo. White Rose Maths. BBC Bitesize. Oak National Academy. MyMaths. SpellingFrame. Pobble365. TT Rockstars. School Cloud. Zoom.
- Some use of recorded video for overview task instructional videos if required
- Phone calls home where there are issues of engagement or where support may be required or requested.



- Printed learning packs for those without access to online provision.
- Physical materials such as storybooks and stationery if requested.

The detailed remote learning planning and resources to deliver this policy can be found on the school website:

- Model Timetable and structure for remote learning
- Tiered Response Plan see Appendix 1.
- Digging Deeper documents to enrich home learning.
- Online Code of Conduct Policy see Appendix 2.
- Supporting your Child's Wellbeing at Home see Appendix 3.

5. Home and School Partnership

St John's CE VA 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St John's CE VA Primary School would recommend that each 'school day' maintains structure and follows the recommended model timetable.

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 and focus.

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-by-case basis.

Please also read the Supporting your Child's Wellbeing at Home document in Appendix 3.

All children and Parents should read carefully and agree to the Code of Conduct Policy.

6. Roles and responsibilities

6a. Teachers

*To note: the suggested responsibilities below relate to where a whole class is isolating and would be reduced where fewer children are isolating and the majority of the class are in school.
See Tiered Responses in Appendix.*

St John's CE VA Primary School will provide a refresher training session and induction for new staff on how to use ClassDojo.

When providing remote learning, teachers must be available between 9am – 1pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be arranged with the SLT.



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

If the Teacher is providing feedback on work:

- All completed work should be submitted by 1pm will receive a teacher response and general feedback by 5pm.
- Where curriculum tasks are submitted after 3.30pm Teachers will comment at the end of the week.
- Feedback will be in accordance with the School's Feedback 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 Teacher's ClassDojo Messages.
- 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

If a Teacher is self-isolating or required to isolate due to a positive COVID Test

- Cover will be attempted if possible and the cohort will be taught by the cover teacher.
- If cover cannot be established or if contact has occurred between the class teacher and the class bubble, all parties will go straight to a Tier 3 response and education will continue remotely.

6b Teaching Assistants

Teaching assistants must be available once a week (Monday) to work directly with and as directed by the Class Teacher in preparation for the week ahead. Tasks may be set by either the SLT or the Class Teacher for the remainder of the week – this may require the TA to be on the school premises during the school day.

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.

6c Senior Leadership Team (SLT)

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 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

6d Designated Safeguarding Lead (DSL)

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

6e The SENCo

Liaising with the Class Teachers to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

6f Bursar

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

6g 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.
- Be respectful when making any complaints or concerns known to staff

6h Governing Body

The Governing Body is responsible for:

- Monitoring and supporting 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
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7. Links with other policies and development plans

This policy is linked to our:

- Child Protection and Safeguarding policy
- Behaviour policy
- Data protection policy
- Curriculum Policy
- Feedback Policy
- SEN Policy
- Online safety / Acceptable use policy
- Code of Conduct for Online Learning

APPENDICIES

- **Appendix 1:**
St John's CE VA Primary School Remote Learning Tiered Response Plan
- **Appendix 2:**
St John's CE VA Online Code of Conduct Agreement
- **Appendix 3:**
Supporting your Child's Wellbeing at Home



APPENDIX 1:

St John's CE VA Primary School Remote Learning Tiered Response Plan:



In order to ensure that learning is continued, irrespective of lockdown and self-isolation, St John's CE VA Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive PCR test;
2. A group of children are self-isolating because of cases of coronavirus;
3. A whole cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Software and online platforms

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy, BBC Bitesize and White Rose Maths amongst others.

Children will remain in contact with their Class Teacher through Class Dojo (to share successes and communications).

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources.

Where necessary supplementary reference materials will be provided by Bitesize, MyMaths, Pobble365 and Reading Realm.

SpellingFrame and TT Rockstars will all be utilised to support the acquisition and retention of basic core skills.

Class Dojo will remain in use as the communication element has already proved to be invaluable during Lockdown. Teachers and parents will be able to message one another to share information and offer support. The Class Story page will offer the chance for Teachers to celebrate positive aspects of children's work and maintain our school community.



In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that St John’s CE VA Primary School makes that provision available and accessible to all.

However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children have already received logins and passwords for the following platforms, likewise, teaching staff are already familiar with them:

- Class Dojo
- SpellingFrame
- MyMaths
- TT Rockstars

It is also recommended that Parents familiarise themselves with Oak National Academy, BBC Bitesize, Pobble365 and The Reading Realm websites.

We would also recommend that Parents sign up to Suffolk Libraries who offer a wide range of freely accessible resources.

Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate, they will receive a pack of work, if unable to access online learning and their own stationery pack, if requested.

Through this, children will have immediate opportunity to continue their learning.

The work packs will be basic skills work that would be relevant at any stage of the year i.e. arithmetic, spelling, reading, writing (with a visual prompt) and handwriting.

Remote Learning

The initial response to any isolation will be to provide children with home learning materials.

In the case of whole cohort isolation, resources will be uploaded to Class Dojo and priority children will have packs delivered.

This measure will afford teachers a short time to prepare their remote learning resources.

TIER 1	
Pupil needs to isolate following a positive PCR test and are well enough to engage in learning.	
Ongoing Support	Safeguarding/SEND
Using Class Dojo, the Class Teacher will upload work for the week in question. The teacher will decide what materials are most appropriate for the individual child.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to office@st-johns.suffolk.sch.uk
If teaching input is required for core lessons, the teacher can direct the parent to a relevant Oak National taught session.	If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and



<p>Non-core lessons and resources will be uploaded to Class Dojo with a suggested timetable.</p>	<p>well checks via a phone call from the DSL (record on CPOMS).</p> <p>If a child does not engage, the Class Teacher is to call the parents to discuss obstacles and support.</p>
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TIER 2

A group of children are self-isolating following a positive PCR test and are well enough to engage in learning.

NB: This Tiered response will only 'kick-in' should more than 20% of children be at Home isolating, in other words, if 80% of the children are in school then the Tiered response remains at Tier 1 – see above.

Ongoing Support	Safeguarding/SEND
<p>Using Class Dojo, the Class Teacher will upload work between 1pm-5pm the day before to allow parents to see the learning materials prior to supporting their child/ren.</p> <p>If teaching input is required for core lessons, the teacher can direct the parent to a relevant Oak National taught session.</p> <p>Non-core lessons and resources will be uploaded to Class Dojo with a suggested timetable.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to office@st-johns.suffolk.sch.uk</p> <p>If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).</p> <p>Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.</p>

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus

Ongoing Support	Safeguarding/SEND
<p>Teachers will schedule a Zoom meeting with the children and parents for two days hence (after isolation). In this meeting the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core project or lesson.</p> <p>Using Class Dojo, the Class Teacher will upload resources, links and timetable for the week between 3pm-5pm the day before to allow parents to see the learning materials prior to supporting their child/ren.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to office@st-johns.suffolk.sch.uk</p> <p>If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).</p> <p>Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.</p>



The Class Teacher will share links to appropriate lessons from White Rose Maths, Bitesize, MyMaths, Oak National lessons or alternatives through Class Dojo.

For non-core lessons, a Digging Deeper Enrichment document which will signpost resources will be uploaded to Class Dojo and where possible web-links to appropriate support materials will be shared.

Signposts to Collective Worship will be provided. This will encourage children to keep working, celebrate successes and promote a togetherness.

Completed work should be photographed and uploaded to Class Dojo where requested.

Feedback and queries can take place between 9 and 1pm using Class Dojo.

In the event of teachers becoming ill, support staff or the phase leader will be required to 'takeover' the Class Dojo account with resources being identified by the other phase teachers.

This could then be followed up by calls from BD/SE if there are pastoral issues.

Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage.

The SENDCO will share appropriate Oak National SEND lessons with teachers who will disseminate if and when required.



APPENDIX 2:

St John's CE VA Primary School Code of Conduct (Online Learning Platforms)

Rationale

In conjunction with our social media platforms, an element of online learning is now fundamental to a pupil's learning experience. These platforms offer the option for our pupils to work remotely from home, accessing materials, challenges and recommendations, whilst being able to share their excellent work and interact with their teachers. The overwhelming majority of users in our community use this as a positive learning tool, exercising caution and good judgement in their interactions.

By accepting our invite and connecting to your child's class on ClassDojo (or other learning platforms), you agree to adhere to this Code of Conduct

At St John's CE VA Primary School, many of the online learning activities are directed by the Class Teachers; in the first instance, much of your communication will be with your child's class teacher, although The Senior Leadership Team monitor responses. On rare occasions, a concern may be escalated to the leadership team, who will respond accordingly.

Privacy

Some platforms offer a higher degree of privacy than others do. For example, ClassDojo provides direct, straightforward communication to other parents, which is private and hidden from other parents. You might think of this kind of platform as having a private discussion, similar to Parents' Evening.

Responses

Where possible, staff members will endeavour to respond to you during the same working day on our learning platform; however, this may take up to 48 hours, depending on the time of week. Staff are directed to set 'quiet hours' and therefore will not respond to messages sent after the school day. As a rule, if you wouldn't contact school directly at that time (e.g. 7pm), then you won't receive a response until the next day at the earliest.

Raising Issues

Our online learning platforms are not the place for raising concerns or complaints. The only queries raised must relate to the learning activities.

Concerns or complaints should be directed to the appropriate member of staff by email via the school office. – office@st-johns.suffolk.sch.uk

Often, this will be referred to a member of The Senior Leadership or SENCo, if relevant.

Clearly, staff will also not tolerate comments that are inappropriate – these will immediately be referred to The Senior Leadership Team and acted upon promptly.



Terms of Agreement.

1. Students Code of Conduct for Class Dojo:

- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential. Students will not publish this information on Student Story.
- Students will only contribute positive feedback and comments to their Class Story and Student Story feeds. Teachers have the right to remove any contributed student material that does not promote positive learning.
- Students cannot share photographs, messages or work samples published on Class Dojo on their personal social media accounts due to a breach of privacy.

2. Parent and Carers Code of Conduct for Class Dojo:

- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.
- Parents and/or carers will only contribute positive feedback and comments to the Class Story feed. Any other feedback or comments should be shared privately with the teacher.
- If parents and/or carers do not wish for their child's photographs, digital recordings or work samples to be published on Class Dojo they must indicate so on the Class Dojo Permission Form (available from the school office if not already submitted).
- Parents and/or carers cannot share photographs, messages or work samples published on Class Dojo on their personal social media accounts due to a breach of privacy. Parents and/or carers who share private or confidential material or information may be removed from Class Dojo at the discretion of the School.
- Parents and/or carers will recognise that Class Dojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.

3. Teacher Code of Conduct for Class Dojo:

- Information that is considered sensitive or private will be communicated with parents and/or carers only via the private messaging platform, not through Class Story or Student Story.
- Teachers will regularly share messages via the Class Story page that promote positive understandings of class and whole school learning.
- Teachers have the right to remove any contributed content that they feel is negative or unrelated to the promotion of positive learning practices, in a timely manner.



- Teachers cannot share content published on Class Dojo on their personal social media accounts due to a breach of privacy.
- Teachers will provide parents and/or carers who are unable to access Class Dojo with an alternative means of communication to ensure that they can also be aware of classroom and whole school practices.

Actions resulting from breaches of this Code of Conduct

Ultimately, St John's CE VA Primary School reserves the right to suspend, or terminate, any user who breaches this code whilst using their online learning platforms.

In the first instance, a reminder and discussion with a senior member of staff may be sufficient. However, if misuse continues, access can be removed.

The 'Golden Rule'

Finally, the overarching principle for this code is this:

- If you are about to post a comment or message, re-read it and consider the impact:
 - Would you say this to that user in person, in front of other parents/pupils/teachers?
 - Could the other person misinterpret the message?
 - Is this a discussion that is best conducted in another way (e.g. telephone)?

St John's Pupils, Teachers, Parents & Carers who participate in the Online Learning Platforms suggested by St John's CE VA Primary School agree to the Terms of the Code of Conduct.

September 2021



APPENDIX 3:

Supporting your Child's Wellbeing at Home.

As a school we are aware that it can be difficult for children having to self isolate at home for whatever the reason. It is not an ideal situation and we know that children are missing their friends and teachers and that the lack of routine can be hard for children to manage. With this in mind, we wanted to offer advice and support for families on ways they can further support their child/children whilst they are working from home.

Home Learning:

- If your child/children are struggling to complete all of the work set on Class Dojo, ask your child to complete what you think is manageable for them, especially if they are having to work independently.
- If you are unable to check in to ClassDojo by 9am, this is not a problem, just submit it when you can and do not worry if this is submitted as late. The thing that is important is that their attendance is registered.
- If your child/children are finding it difficult to complete a lesson all in one go, try breaking it up into smaller chunks over an hour or so. You could set up a timetable to show when it is time to do school work and when it is time for them to do something else to free yourself up.

Wellbeing Activities:

Together there are various websites that have ideas and activities for how you could support your child's mental health and wellbeing whilst they are having to isolate at home.

Key Stage 1	Key Stage 2	General
Cbeebies Big Feelings Come and Go Story Disney Dance Alongs	Newsround Brain Breaks Mindfulness Meditation Identity and Value video	Family Circle Time Daily Mindfulness Calm Zone Mindfulness Colouring Creating a Routine Supporting Home Learning Routines