

**MEDWAY COMMUNITY PRIMARY SCHOOL**



# **REMOTE EDUCATION POLICY**

**SEPTEMBER 2024 - 2026**  
**(updated to be representative of any  
prolonged absence)**

## 1. Introduction

*Medway has always strived to be creative, innovative and support our parents/children in the best way possible to deepen learning.*

*Our strategy for remote learning continues this.*

## 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to appropriate remote learning for all pupils (including those with Special Needs) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as the support of Mental Health and Well-Being, parental support and engagement with external agencies.
- Continued education for staff and parents (e.g. CPD and teacher meetings)
- Support effective communication between the school and families and support attendance

## 3 .Who is this policy applicable to?

- A child *who is unable to physically attend school for a prolonged period of time.*

## 4. Content and Tools to deliver this Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for year groups
  - Microsoft TEAMS – LIVE lessons
  - Video tutorials via the website.
  - Purple Mash – online learning platform
  - DB Primary – online learning platform
- Use of recorded videos (*or TEAMS live*), instructional videos and assemblies
- Phone calls home
- Welfare check in's
- Printed learning packs

- Physical materials such as story books, writing tools, Local Authority laptop entitlement.

## **5. Home and School Partnership**

Medway 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.

Medway School will provide calls and support for parents in using all aspects of remote learning, including passwords re sets, and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Medway Primary School 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 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 families read and agree the schools 'Acceptable Use Policy'. This includes e-safety rules that apply when children are working on computers at home.

## **6. Roles and responsibilities**

Medway School will provide a refresher training session and induction for new staff on how to use Microsoft TEAMS, DB Primary and Purple Mash.

When providing remote learning, teachers and pupils must be available between 9.00am and 3.00pm.

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.

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.

Weekly/daily work will be shared

Alongside Microsoft TEAMS, teachers may set other work on learning platforms to be accessible to those families who cannot access Microsoft TEAMS. Paper copies

can be organised and delivered to those families who have no internet access or technology.

Teachers in EYFS will be setting work on *Purple Mash and utilising the school website for phonics videos and story time.*

Teachers in Year 1, 2 and 3 will be setting work on *Purple Mash and utilising the school website for teaching videos.*

Teachers in Year 4, 5 and 6 will be setting work on *DB Primary and utilising the school website for teaching videos.*

- Providing feedback on work (DB Primary and Purple Mash):

All completed work submitted will receive a teacher response in line with the schools 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 access whether school intervention can assist engagement.

All liaison should come through the school admin account ([office@medway.leicester.sch.uk](mailto:office@medway.leicester.sch.uk)) or directly to the class teacher through DB Primary or Purple Mash where 2 way communication can take place.

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 as normal.

#### **Teaching Assistants**

Teaching assistants must be available between 9.00am and 3pm

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, teaching assistant must complete tasks as directed by their phase leader 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 the daily monitoring of engagement.
- Monitoring the effectiveness of remote learning –through regular meetings with teaching teams and subject leaders, work sampling and child/parent feedback.
- 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**

- Liaising with the ICT technicians 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 head teacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- 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
- Be respectful when making any complaints or concerns known to staff

### **Governing Board**

The governing 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

## **7. Links with other school documents**

This policy is linked to our:

- Safeguarding and Child Protection Policy.
- Behaviour policy
- Data protection policy and privacy notices
- Acceptable use agreement
- ICT and E Safety policy
- Marking policy
- Code of Conduct
- Mobile and Smart Technology