



Edison Primary School



'Igniting young minds today, for a brighter tomorrow'

Remote Learning Policy

Policy to be approved by	Board of Trustees
Nominated Trustee	Suvir Rai (Chair of Trustees)
Policy last reviewed	December 2023
Policy ratified and adopted by Board of Trustees	November 2024
Policy due to review	November 2025



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We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010
- Education Act 2011

We have also read the following guidance from the Department for Education: "Providing remote education guidance for schools" (updated in August 2024). This guidance states:

Prioritising attendance

Attendance is essential for pupils to get the most out of their school experience, including for their attainment, wellbeing and wider life chances.

Remote education should not be viewed as an equal alternative to attendance in school. We expect schools to consider it only as a last resort when the alternative would be no education and only after it has been established that the pupil is, or will be, absent from school. In such cases, remote education can have the benefit of allowing absent pupils to keep track with their education and stay connected with their teachers and peers.

Scenarios where remote education should be considered

Circumstances where it might not be possible for pupils to receive in person education fit into two broad categories:

1. School closures or restrictions on attendance, where school access for pupils is restricted.
2. Individual cases where a pupil is unable to attend school but can learn.

Edison aims:

- To ensure consistency in the approach to remote learning for all pupils through the use of quality online and offline resources.
- To provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning and safe online practice.
- To include continuous delivery of the school curriculum, as well as support of motivation, health and well-being, and parental support.
- To support effective communication between the school and families and support attendance and engagement in remote learning.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Microsoft Teams – This is our main method of communication between school and families and is used for posting daily work and for uploaded videos of lessons.
- Use Seesaw for uploading work and other use of pre-recorded videos for instructional videos
- Resources attached to the remote learning risk assessment e.g. slides which display expectations at starts of lessons.

If a class closes, children are expected to access set work on day 1 and from day 2, three 'live' or recorded sessions a day via Teams. By allowing you child to join these sessions, parents are giving their consent for children to participate. Please be mindful that staff will be working from home



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and there may be some loss of internet connection or family related matters to attend to particularly those with young children. We do not consent to the recording of any of these sessions, we will record them and upload onto class Teams channels. The sessions will be ended by the teacher if participants do not follow the rules, become aware of a safeguarding issue or they become aware that a recording is taking place.

Home School Partnership

Edison 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 to suit their individual needs.

Where possible, it is beneficial for children to maintain a regular and familiar routine. Edison 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 allowing time for work to be uploaded on the first day of remote education. Should accessing work be an issue, parents should contact school by phone or email the school and alternative solutions may be available. These will be discussed on case-to-case basis.

Edison Primary School is guided by the principles that:

- people should understand the rules that apply to them when they are online.
- personal data should be respected and used appropriately.
- protections should be in place to help keep people safe online, especially children.
- the same rights that people have offline must be protected online.

All children, parents and staff must adhere to the 'Acceptable Use Policy' at school which includes online safety rules and this applies when children are working on computers at home.

Roles and Responsibilities

Teachers:

- To ensure they have access to resources, including technology, they will need to use from home in cases of severe weather forecasts as school may not be open to retrieve these.
- When providing remote learning, teachers must be available for contracted hours (8:45 – 15:45 for parent/pupil contact), when not taking usual breaks. The rest of the teacher's time will be used for planning, preparation, assessment and marking, staff meetings.
- 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 monitoring the engagement of the pupils and reporting to SLT any pupils that are not responding. The school will contact families and liaise with the Headteacher.
- Teachers will set work for the pupils in their classes.



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- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared via Teams.
- Live sessions e.g. story or lesson introduction if teaching new content should be planned three times a day to keep in touch with the children.
- Teachers delivering remote education online should be aware that the same principles set out in the school's code of conduct will apply.
- Teachers will respond to work from pupils either as immediate oral feedback during live teaching sessions or parents may choose to send work via email for the teachers to respond to.

Teaching Assistants:

- Teaching assistants must be available for their contracted hours.
- 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 a member of the SLT or as directed by the class teacher. Due to safeguarding reasons, no lesson can take place with only one adult and one pupil online.

Senior Leaders:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular virtual meetings with teachers, 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, alongside the IT Technician.
- Monitoring the engagement of pupils.

Designated Safeguarding Leads (DSLs):

- The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy. All concerns must be reported using Safeguard Me.
- Teachers to complete form on Safeguard Me .
- Carry out weekly or fortnightly safe and well-being checks, depending on the needs of the family, if it is a longer-term school closure.

Admin Staff:

- Provide support to teachers and parents in relation to home learning.
- Continue to work in school where possible and remotely if closed.
- 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.



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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
- Follow the agreed rules shared at the start of the session

Staff can expect parents with children learning remotely to:

- Email their child's class teacher to request learning if their child is isolating and feeling well enough to complete learning.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Supervise their child during the Teams sessions and support them to follow the agreed guidelines
- Report any concerns to the class teacher or the designated safeguarding lead
- Only use the links sent for their own child's use and not share these with other families

Governance:

The Trust 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

It is recognised that this will be a stressful time for staff and families, who may well be looking after children at home, and worried about their personal circumstances, friends, and family. School staff should check in regularly with the Headteacher and alert them promptly of any significant changes in circumstances, including living arrangements, health, and anxiety.

This policy is reviewed and monitored by the Headteacher