



**Moulsham**  

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**Junior School**

## **Remote Education Policy**

Ratified by the Governing Body: Autumn 2021  
Review Date: Autumn 2022.

*(This policy will be reviewed according to new government Covid protocols and guidance as they are released)*

# Remote Education Policy for Moulsham Junior School

## 1. Statement of School Philosophy

Moulsham Junior School has always strived to be creative and innovative. We support our parents/children in the best way possible to make learning purposeful and holistic. We also strongly feel that children's well-being and safety lies at the heart of learning. 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. pupils with SEND) who aren't in school through the use of quality Online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum
- Support effective communication between the school and families and support attendance

## 3 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending Moulsham Junior School*) who is absent because they are required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- Child within a bubble that is not permitted to attend school because they have tested positive for Covid-19.
- Classes and/or year groups who have been requested to remote learn as part of a risk management tool

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Google Classroom
- National Oak Academy
- School produced resources
- Assemblies
- Emails to students via Purple Mash
- Printed learning packs for families who do not have online access
- Physical materials such as story books and writing tools
- Online subscriptions such as: Purple Mash, AR Reader, Lexia, TT Rockstars, Spelling Shed, Maths Factor

## 5. Home and School Partnership

Moulsham Junior School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning may 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. Moulsham Junior School would recommend that each 'school day' maintains structure if that works for the family.

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.

Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

*To note: the responsibilities below relate to where a whole class/year group is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

Moulsham Junior School will provide training and induction for new staff on how our remote learning works and the expectations on them.

If teachers 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 for classes, teachers are responsible for:

- Setting work:
  - The year group will be responsible for having their weekly timetable set and work available on the preceding Friday for the next week
  - The work set should follow the usual timetable for the class had they been in school, wherever possible via Google Classroom
  - All accompanying PowerPoints/PDFs to be on the shared drive by 9am on the preceding Friday
  - The DHT / HT Monday assembly to be on the shared drive by 9am on the preceding Friday
  - For individual isolations work must be available within 24 hours of request by parent/carers
- Providing feedback on work:
  - Feedback for work will be provided via Google classroom- This will normally be within 24 hours
  - Feedback will mirror normal school marking policy
- Keeping in touch with pupils who aren't in school and their parents:
  - If individual pupils are isolating the class teacher will make telephone contact once within the 14 day period
  - 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 school admin account (admin@...)

- Any complaints or concerns shared by parents or pupils should be reported to the class teacher in the first instance and then to the Head of Year– for any safeguarding concerns, refer immediately to the DSL

## **Teaching Assistants**

If teaching assistants 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 assistants must complete tasks as directed by their Head of Year.

## **Heads of Year**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their year group school including monitoring of engagement.
- Monitoring the effectiveness of remote learning across their year group –such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring and reporting safeguarding considerations across their year group
- A regular review of the online offering for their year group and a commitment to develop the offering of their year group over time

## **Deputy Head**

- The deputy head has overall responsibility for reviewing and where appropriate, evolving the online offering across the school
- The deputy head will regularly review current research and where appropriate integrate into MJS's offering
- The deputy head will oversee the engagement of online learning and work with colleagues to support families

## **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.

## **The SENCO**

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher, teachers and teaching assistants and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support/adaptations needed to access the remote learning

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete as much work as is appropriate and possible for their family circumstance
- 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
- Request work at the point their child is well enough to complete (for individual isolations)
- 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 policies and development plans**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy