



HAWKSMOOR

Learning Trust

Building Excellence



**Remote Education Policy for
Nicholas Hawksmoor Primary School**

September 2020 to 2021

Date adopted by Trustees:	Signed The Hawksmoor Learning Trust	Date October 2020
Adoption by Local Governing Body School:	Nicholas Hawksmoor Primary School	October 2020

1. Statement of School Approach to Remote Learning

At Nicholas Hawksmoor, we have always strived to be creative, innovative and supportive for our children 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 for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as supporting pupil motivation, health and well-being along with providing pupil and parental support
- Consider continued education for staff and parents (e.g. CPD and providing a support network
- Support effective communication between the school and families alongside supporting participation and 'attendance'

3. Who is this policy applicable to?

- Where a child (*and their siblings if they are also attending Nicholas Hawksmoor Primary School*) is absent because they are awaiting test results for a member of their household having to self-isolate; meanwhile the rest of their school bubble are attending school and being taught as normal.
- Where 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 daily when they are absent due to Covid-related reasons and not all at the start of week.

4. Content and tools to deliver remote learning

Resources may include:

- Online platforms for EYFS, KS1 and KS2 (*Tapestry/Class Dojo/Microsoft Teams*), as well as for staff CPD.
- Use of free and subscription-based web resources including: White Rose Maths, BBC Bitesize, Oak Academy, TTRockstars, Numbots, Mathletics, Read Theory, Scratch
- Instructional videos and assembly presentations
- Phone calls home where necessary
- Printed learning packs
- Physical materials such as reading journals, spelling practice books, writing tools and books

5. Home and School Partnership

Nicholas Hawksmoor 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.

We will provide support and induction for parents on how to use Tapestry/Class Dojo/Microsoft Teams as appropriate and where possible, provide personalised resources.

We recognise that it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains such 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 a case-by-case basis.

We would encourage parents to follow the ['Digital 5 a day' framework](#), which provides practical steps to support a healthy and balanced digital diet.

All children follow our 'Online Safety Policy' at school, which includes e-safety rules and this applies when children are working on computers, tablets and smartphones at home.

6. Roles and responsibilities

Teachers

The suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

Nicholas Hawksmoor Primary School will provide refresher training sessions and induction for new staff on how to use Tapestry / Class Dojo / Microsoft Teams.

When providing remote learning, teachers are responsible for:

Setting work

- Teachers will set work for the pupils in their classes and year group bubbles
- Where possible, the work set should follow a similar timetable for the class had they been in school
- Daily work will be shared in time for a 9am start
- Teachers in Early Years will be setting work via *Tapestry*
- Teachers in KS1 and KS2 will be setting work via *Class Dojo or Teams*

Providing feedback on work

- In line with our school feedback policy, staff will acknowledge the daily writing and maths work, along with directed feedback to individuals in need of support.
- Teacher's will provide a whole class overview of the children's work with strengths and points for development in the next day's post.
- All other curriculum tasks submitted will receive feedback by the end of the week.

Maintain contact with pupils who aren't in school and their parents

- If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assess whether school intervention can assist engagement
- Class Dojo messaging will be used as an agreed communication tool to provide direct support to parents about pupil learning
- All parent emails about other matters should come through the main school account: enquiries@nhps.thlt.academy
- Any safeguarding concerns should be referred immediately to the DSL

Pupils and Parents

Staff should expect pupils learning remotely to:

- Complete work to the deadline set by staff
- Seek help if they need it from staff
- Alert staff if they're not able to complete work for any reason

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

Trustees and the Governing Body

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 other policies that include:

- Safeguarding and Child Protection
- Behaviour
- Privacy Notices
- Online Safety
- IT Acceptable Use
- Code of Conduct
- End User Agreements for Tapestry, Class Dojo and Microsoft Teams