



# Remote Education Policy for Ravenswood School

## 1. Statement of School Philosophy

Ravenswood has always strived to provide pupils with a safe environment and the best possible education and support, promoting their pathway to independence in learning and life skills.

## 2. Aims

This Remote Education Policy aims to:

- Ensure access to remote learning for all pupils who aren't in school through use of quality online and offline resources, via seesaw, email or home learning packs or live video facilities.
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the core values and work of the school curriculum, as well as support of pupils' motivation, health and well-being and parent support
- Consider continued education for staff and parents (e.g. CPD, supervision and meet the Teacher)
- Support effective communication between the school and families to encourage engagement/ attendance to learning and best practice around remaining safe online.

## 3. Who is this policy applicable to?

- All children or set classes, if the school is required to close as a result of national or local guidance.
- If a child is off school but are not personally unwell e.g. no transport available, following an operation etc.
- If a class is required to close temporarily, due to unsafe staffing levels.

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

Resources to deliver this Remote Education Plan could include any of the following:

- Online tools for EYFS, Primary Secondary and Post16, (*for example, Seesaw, Espresso and Teams/Zoom*) as well as for staff CPD and parents' sessions.
- Use of Recorded video (*or Live Zoom Video*) for recording start of day registration, instructional videos or assemblies
- Phone calls and Seesaw messages home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy.



## 5. Home and School Partnership

Ravenswood 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 and the needs of the young person.

Because of the SEND needs of the individual children teaching staff will work with families to assess and agree the best structure for the learning and day.

Ravenswood School will provide a refresher/introduction training session for parents on how to use Zoom, Teams or other apps as appropriate and where possible, provide personalised resources.

Where possible, if it is recognised as beneficial for the young person to maintain a regular and familiar routine, Ravenswood staff will work toward this.

We would encourage parents to support their child's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work to the best of their ability.

Every effort will be made by staff to ensure that work is set promptly and realistic to be supported by the family.

In line with Ravenswood School's values for healthy lifestyle 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 and families are fully informed about the schools 'Acceptable Use Policy' which includes e-safety rules and this applies when children are working online at home. Ravenswood sends resources and best practice guidance to families to support online safeguarding via newsletters any further support can be obtained by contacting Andy Pester-ICT Network Manager ([apester@ravenswoodonline.org.uk](mailto:apester@ravenswoodonline.org.uk)).

## 6. Roles and responsibilities

### Teachers

*The suggested responsibilities below relate to where a whole class is isolating and would be reduced and adapted if fewer children isolating and the majority of the class are in school.*

Ravenswood School will provide a refresher training session and induction for new staff on how to use Seesaw and Teams.

When providing remote learning, teachers must be available between 8.50am and 3.30pm daily (subject to breaks). 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.

For extended periods of time away from school, the class teachers will ensure the values and targets within the pupils EHCP are being include when planning work and monitoring progress. Teachers will make reasonable adjustments to work towards the targets in the plan and if these present as unachievable via remote learning they will discuss with parents, Middle leaders and inform the Deputy Head.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes.



- The work set should attempt to follow the usual percentage balance of the curriculum areas.
  - Weekly/daily work will be shared with families to encourage active involvement where possible
- Providing feedback on work:
    - Teachers will be expected to give regular (weekly) feedback to students in the core subjects
    - The Deputy Headteacher will coordinate with class teacher and subject leaders on any formal assessments and feedback.
    - Staff will be encouraged to work towards the values of the Ravenswood marking policy where this is realistic
  - 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, they should be contacted via phone to assess whether school intervention staff can assist with engagement.
    - All parent/carer emails should come through the school email accounts and via class Seesaw. Staff are encouraged to use Zoom/Teams for parents' meetings and EHCP review to allow for views of children and wider family members where appropriate.
    - 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

### **Learning Support Assistants**

LSAs must be available between the Ravenswood school hours 8.50am to 3.30pm

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, LSAs must complete tasks as directed by a member of the leadership team or class teachers. The LSA's team will be active in engagement with reluctant learners, supporting teachers with feedback on work, adapting learning resources and encouraging life style choices around exercise, screen time and diet.

### **Senior Leaders**

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 samples of work set or reaching out for feedback from pupils and parents.



- 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. The DSL will work very closely with the School Secretary who will report daily if children or families do not engage or respond to communications.

### **IT Manager**

IT Manager is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff (and when possible parents) 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, staff and parents with accessing the internet, Seesaw or other apps to support learning or safeguarding.

### **The Assistant Headteacher**

Will work with the Annual Review Coordinator to ensure that all EHCP reviews and planned parents evenings continue via Teams or other communications. Liaising with the ICT manager to ensure that the technology used for remote learning is accessible.

### **Headteacher**

- 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.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work, complete work set by teachers, to the best of their abilities
- Inform parents or 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 policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Data Protection policy and privacy notices
- Online safety Acceptable Use policy
- User Agreements for virtual meeting hosts and Class Seesaw.

## History of Document

Issue No.	Author	Date Reviewed	Approved by	Comments
1.	School	October 2020	21 <sup>st</sup> October 2020	To be reviewed October 2021
2.	School	December 2021	Pupil Committee 01.12.21	
3	School	December 2022	Pupil Committee 30.11.22	add 'national /local guidance' to when school should close.
4	School	November 24		