# Park Brow Primary School
Happy - Respect - Pride - Caring - Potential

**1. Statement of School Philosophy**

*Park Brow Primary School has always strived to be creative, innovative and support our parents/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 members of the school community with regards to delivery high quality interactive remote learning.

Include continuous delivery of the school curriculum, as well as support of 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 and support attendance

**3 .Who is this policy applicable to?**

A child at Park Brow School who is absent because they are awaiting test results for themselves or a family member and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

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 when they are absent due to Covid related reasons.

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

Resources to deliver this Remote Education Plan include:

Online tools for EYFS, KS1, KS2:

The main platform for delivering online learning will be through Seesaw for Key Stage 1 and 2.

EYFS will use Evidence Me.

All pupils will have their log in details and codes within their home learning packs.

Use of instructional videos and assemblies through the Oak Academy, Power Maths, Jigsaw and Twinkle Phonics/Mr Mc phonic videos will be our main source of online learning.

Recorded staff lessons may be used.

Phone calls home or communication through Seesaw or Evidence me.

Printed learning packs including CGP Year Group Books.

Physical materials such as story books and writing tools.

Provision of laptops for those eligible pupils through DFE laptop scheme.

**5. Home and School Partnership**

Park Brow 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.

Park Brow School will provide a refresher online training session and induction for pupils on how to use Seesaw as appropriate and where possible, provide personalised resources. This will form part of AUTUMN 1 computing lessons.

Where possible, it is beneficial for young people to maintain a regular and familiar routine.  We will therefore set an agreed timetable to complete at home so that feedback can be provided to your child.

We would recommend that each 'school day' maintains a daily structure. Please see our website for top tips for home learning.

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 and alternative solutions will be made available. These will be discussed on case-to-case basis.

In line with Park Brow School's 'digital charter' 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 sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

**Park Brow's E-Safety Charter**

- I will only use the Internet when an adult has said it is safe to do so.
- I will tell an adult if I see anything on the computer that upsets me.
- I will tell an adult if I see anything on the computer that I shouldn't look at.
- I will not give any information about myself on the internet including my name, age address or school.
- I will use IT equipment responsibly and in the way my teacher has asked and taught me to.
- I will treat and respect IT equipment.

**ZIP IT**: Don't give out personal information.

**BLOCK IT**: Don't use internet sources that you are unsure about, download things without permission or open messages from unreliable sources.

**FLAG IT**: Talk to a trusted adult if you see anything that worries you.

**6. Roles and responsibilities**

**Teachers**
*To note: 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.*

When providing remote learning, teachers are available between 9am and 3:15pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will refer this learning to another staff member within their year group.

When providing remote learning, teachers are responsible for:

**Setting work:**
Teachers will set work for the pupils in their classes.
The work set will follow the timetable below

**Typical Timetable**

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
| English/Phonics | English/Phonics | English/Phonics | English/Phonics | Phonics Spelling Shed |
| Power Maths or equivalent. | Power Maths or equivalent. | Power Maths or equivalent. | Power Maths or equivalent. | Timetables Rockstars. |
| Daily Reading E Bugs | Daily Reading E Bugs | Daily Reading E Bugs | Daily Reading E Bugs | Daily Reading E Bugs |
| Topic | Topic | Topic | Topic | Guided Reading. |

Weekly/daily work will be shared.

Teachers in Year 1 to Year 6 will be setting work on *Seesaw*

Star Fish, Nursery, Reception will set work using Evidence Me.

**Providing feedback on work:**

English and Maths work, all completed work submitted by 1 pm to be guaranteed teacher response and comments.

All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

**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 will be contacted via phone to access whether school intervention can assist engagement.

Staff will keep a register of engagement.

All parent/carer emails should come through Seesaw, Evidence Me, Parent apps or from school contact sheets.

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

Mrs A Burke at [andrea.burke@knowsley.gov.uk](mailto:andrea.burke@knowsley.gov.uk)
Ms V Roberts at [parkbrow@knowsley.gov.uk](mailto:parkbrow@knowsley.gov.uk)

Or Contact School Out of Hours Number on 07724547142

**Teaching Assistants**

Teaching assistants must be available between 9am and 3:15pm.

If they are unable to work for any reason during this time, for example due to sickness 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 under the direction of their class teacher in supporting regular contact and engagement.

**Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school including regular monitoring of engagement.

Staff are required to complete a daily register of engagement and should alert SLT to any concerns.

Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, 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.

Parental advise and support for online safety is provided on the school website.

**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 also ensure daily supervision with the Deputy DSL.

Designated Safeguarding Lead is **Mrs A Burke**

Deputy Designated Safeguarding Lead is **Ms V Roberts.**

**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.

A helpful guide for connecting to wifi or hot- spotting from phones is included in the appendix.

**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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

Identifying the level of support required for individual pupils including providing access to child care during a full lockdown.

The school SENCO is **Miss C Swinburn.**

**The SBM**

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.

The school Business Manager is **Mrs P Heneghan.**


**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


S*taff 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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

Celebrate what is working well.

**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. Seesaw is GDPR compliant and a LA recommended platform.

Staff will hold contact details and email addresses for their pupils on an encrypted and secure shared drive.

**7. Links with other policies and development plans**

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Online safety  acceptable use policy

 **APPENDICES:**

User agreement for school laptops

Using Wifi top tips.

How to hotspot from your phone to download activities.