



**FRANCES OLIVE ANDERSON**  
**Church of England (Aided) School**



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## **Remote Education Policy: Covid-19**

### **Aims**

This policy is to ensure the ongoing education of Frances Olive Anderson C of E Primary school pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time due to Covid-19 related incidents. It covers the ongoing education of pupils who cannot be in school as a result of Covid-19 restrictions but are able to continue with their education if they were able to attend school –i.e. not ill.

This remote education policy aims to:

- Set out and explain our approach to remote education during Covid-19 to the whole school community
- Ensure a consistent approach to remote education for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote education
- Provide appropriate guidelines for data protection.

### **Remote education**

If one or more of the following events occur, remote education will be implemented by school for all affected pupils:

- An individual pupil is awaiting a Covid-19 test result
- An individual pupil is self-isolating due to Covid-19
- A bubble of pupils is self-isolating due to Covid-19
- The school is only open to pupils of critical workers and vulnerable pupils for in school provision
- The school site is closed due to Covid-19 and advice from The Public Health Team.

### **Remote education minimum standards**

Frances Olive Anderson C of E Primary School commits to the following minimum standards for remote learning provided in the above scenarios. As always we trust our teachers to make professional judgements about the most effective and appropriate methods to deliver teaching and learning, as we do when school is fully open in 'normal' circumstances.

- Work will be provided for all affected students and will be accessible on the Seesaw App and communicated via Parent Hub or direct telephone conversation if a parent/pupil is struggling to access the platform for any reason
- Affected pupils will have access to remote learning which is equivalent to core teaching every day
- Affected pupils will be provided with the opportunities for feedback and assessment on a regular basis
- Work provided will be ambitious and in line with the school curriculum
- Affected pupils will have the opportunity for daily contact with a member of staff

### **Remote educational provision**

For all pupils affected as above, we will provide access to remote education activities. The same provision will be provided for all affected pupils, whether an individual or a whole class



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is isolating or otherwise affected. This is to ensure equality of provision. Our remote learning offer will be shared through Seesaw or communicated via direct contact to your home. The work set will link to our long-term curriculum plans and the learning those in school will or would be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will sometimes make use of a number of carefully selected and high-quality online materials such as quizzes from agreed platforms and carefully selected lesson videos.

We appreciate that some families won't be able to engage with all of the activities posted, and in this case we will highlight the core lessons students should aim to complete each day, whilst also providing stretch opportunities. Staff will endeavour to view and feedback on as much of pupil's work as they are able, while balancing their workload inside of school.

We commit to putting in place remote education from the first day an affected student is off school, however please note there may initially be an interim period of one or two days before the whole program and normal ongoing support is accessible and ready.

### **Platforms and how to access**

Frances Olive Anderson CE Primary platforms are Zoom and Seesaw.

Parents/carers and pupils can access this school's documentation relating to remote education offer here:

<https://www.olive-anderson.lincs.sch.uk/parents.html>

### **Support to enable pupils to access remote education**

We understand that remote education during current times presents new challenges for many. We commit to the following to help support pupils to access remote education:

Ensuring all pupils and their families receive our Remote Education Agreement, Online Safety at Home during Covid-19 for parents and pupils to follow when using the online learning platforms.

- Using lesson time to allow pupils to practise using online learning platforms.
- Providing audio and video guides which pupils can access from home to support accessing Zoom and Seesaw
- Letters and visual guides/videos sent home with instructions on how to access remote education.
- Telephone calls from staff to guide pupils and parents/carers through use of technology, when required
- Proving practical support with technology where possible.

### **Roles and responsibilities**

#### **Teachers**

When providing remote education, teachers will be available between 8.30am and 4pm. If a teacher is 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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When providing remote education, teachers are responsible for:

- Setting work:
  - providing work for their own class or for classes they cover PPA for. Occasionally Senior Leadership Team (SLT) may be asked to cover setting and responding to work of another class if their teacher is unable to do so, for whatever reason, which has been agreed by the Headteacher (HT).
  - providing no more than 3 hours learning and activities for reception and KS 1 pupils and no more than 4 hours for KS 2 pupils
  - setting work weekly and added to if the teacher feels necessary due to the evaluation of the work completed by pupils
  - Uploading work onto Seesaw
  - co-ordinating with colleagues to ensure there is a level of consistency across the year groups
  
- Providing feedback on work:
  - Accessing pupil responses to work set on Seesaw
  - Feedback and acknowledge work completed on seesaw in the written form
  - Feedback daily on Seesaw
  
- Looking carefully at work completed by pupils on agreed platforms and using this to inform planning.
- Responding to quizzes or assignments completed online with praise, comments, scores or next steps.
- Keeping in touch with pupils who aren't in school and their parents:
  - this will be a fortnightly telephone call or zoom call plus communication via Seesaw and identified children will be contacted more regularly by our pastoral support team.
  - answering emails from parents and questions on Seesaw will be inside working hours only.
  - complaints or concerns shared by parents and pupils should be reported to the HT and/or a member of the SLT – for any safeguarding concerns, refer as per our safeguarding policy
  - keep a record of who is engaging and completing work, if a pupil is not, discuss with a member of the SLT to plan the most appropriate support for the individual pupil/family.
- Attending virtual meetings with staff, parents/carers and pupils:
  - Ensure that they are in appropriate clothing for face to face meetings to the school dress code
  - Ensure that the location you are in is suitable – check the background and other noise. Remind other family members not to come into the room when you are in live meetings.
  - Teachers must follow the Online Safety at home during Covid-19 – Staff guidance.



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### **Teaching assistants**

When assisting with remote education, teaching assistants will be available between their normal working hours and days of work. If a teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When assisting with remote education, teaching assistants will be directed by the class teacher or a member of the SLT.

Teaching assistants must follow the Online Safety– Staff guidance.

### **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote education.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject during staff meeting time by looking at the range of activities being posted. Alerting teachers to resources they can use to teach their subject remotely.

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote education approach across the school
- Monitoring the effectiveness of remote education through discussion in staff meeting time
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.

### **Designated safeguarding lead**

The DSL is responsible for:

- Acting upon any concerns raised by any member of staff, pupil or member of the community

### **Office staff**

Office staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents/carers with any technical issues they're experiencing.
- Reviewing the security of remote education systems and flagging any data protection breaches to the data protection officer.



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- Assisting pupils and parents with accessing the internet or devices.
- Referring to Infotech if the issue is beyond our expertise to fix

### **Pupils and parents**

We expect pupils learning remotely to, and a parent/carer to:

- Be contactable during the school day – although we understand that you may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if you need it, from teachers or teaching assistants.
- Alert teachers if you are not able to complete work.
- When attending live lessons or conversations with school staff, to dress appropriately (no pyjamas or offensive images/wording) and to have an appropriate background (ideally a clear background with no other people in view, with no offensive imagery).
- To be kind, considerate and respectful when communicating with other pupils and school staff online, in line with the school's Behaviour Policy and Anti-Bullying policy.
- To read and follow the Remote Education Agreement and be aware of the Online-Safety at home during Covid-19 for parents/carers and pupils.

We expect parents with children learning remotely to:

- Make the school aware if your child is sick or otherwise can't complete work.
- Be respectful when making any complaints or concerns known to staff.

### **Live teaching**

There is no expectation on schools to deliver Live teaching. Online lessons may be recorded, or they may be delivered live. Live teaching will only be delivered if the following criteria can be met:

- It has to be safe
- It has to be inclusive
- It has to be the most effective approach to the learning

Live teaching will only be considered once basic access to lesson resources for all relevant students is in place. Where lessons are delivered live, the live teaching and other live online school sessions protocol will be followed.

### **Children with SEND**

It is primarily the role of the SENDCo, Mr Cook, to ensure all SEND needs are supported effectively and that appropriate resources are allocated and available to meet pupil need. However, all teachers and teaching assistants have a duty to support children with SEND. Teachers should ensure that work is differentiated as required for all learners when setting online tasks.

To support children with SEND and or learning difficulties with remote education, the SENDCo will:

- know which students they are expected to support



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- have a good knowledge of 'their' student need, the barriers they may face and how best to support
- share access to Pupil Passports, SEND or EHCP plans to ensure successful strategies and interventions are used to support
- ensure that statutory EHCP Part F school provisions are covered.

Support will include:

- Deploying Teaching and Learning Support Assistants effectively
- Ensuring pupils can access all necessary learning platforms and know what is expected of them.
- Checking the work to be completed each day and any deadlines and sharing this with pupils.
- Ensuring EHCP Risk Assessments are known, and adhered to.
- Delivering interventions and teaching individuals as directed by the SENDCo.
- Researching and resourcing any additional resources necessary for personalised learning.
- Liaison with outside agencies as appropriate.
- Attending virtual meetings with teachers, parents/carers and pupils as necessary and directed by SENDCo.
- If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.
- Ensuring class/subject resources and lessons on Seesaw are accessible and appropriately differentiated as part of Quality First Teaching by all staff on all occasions.
- Support and contact from class/subject staff on a personalised basis as appropriate.

All SEND students should continue to receive allocated outside agency support remotely where appropriate and possible (provided by agencies) and time will need to be allocated to co-ordinating this work also.

### **Who to contact**

If staff have any questions or concerns about remote education, please contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENDCo
- Issues with behaviour – talk to the SLT
- Issues with IT – talk to SC or CK
- Issues with their own workload or wellbeing – talk to SLT or class teacher
- Concerns about data protection – talk to the school data protection lead - CK
- Concerns about safeguarding – talk to the DSL
- If parents and/or pupils require support with gaining digital access at home - SLT

If any pupil has worries or concerns during this period of remote teaching then they should contact their class teacher or any adult they trust at school or, alternatively, they can contact Childline via the following website: <https://www.childline.org.uk/get-support/contacting-childline/>

**0800 1111**



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Communication between staff and pupils/families must be through the authorised school systems above and not through email, personal social media accounts, nor personal phones. It should follow the usual rules outlined in the Staff Code of Conduct, Home School Agreement, Remote Education Agreement, Online Safety during Covid-19 for parents and pupils and E-Safety Acceptable Use Agreements.

### **Safeguarding and remote education**

With the increased use of digital technologies that comes with remote education, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Please refer to the Online Safety during Covid-19 for parents and pupils.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. If parents or pupils have any concerns over any online content related to the school they can contact the school directly:

[office@olive-anderson.lincs.sch.uk](mailto:office@olive-anderson.lincs.sch.uk)

If parents have any safeguarding concerns that need discussing, they should contact Mrs Woolley or Mr Cook.

[sarah.woolley@olive-anderson.lincs.sch.uk](mailto:sarah.woolley@olive-anderson.lincs.sch.uk)

[stewart.cook@olive-anderson.lincs.sch.uk](mailto:stewart.cook@olive-anderson.lincs.sch.uk)

or telephone school and ask to speak to one of these safeguarding leads.

Staff should continue to be vigilant at this time and follow our usual Online Safety for Staff and Child Protection and Safeguarding Policy and procedures.

### **Data protection**

#### **Accessing personal data**

When accessing personal data for remote education purposes, all staff members will:

- Use school devices
- Keep any data safe and secure
- Use integris system to access details which is secure from users outside our organisation
- Follow the Acceptable Use Agreement and the Online Safety Guidance for staff.

#### **Processing personal data**

Staff members may need to collect and/or share personal data such as telephone numbers and email addresses, as part of the remote education system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, any paper records/files will require permission to be taken off site. This will only happen if absolutely necessary and they will have to be signed for and then recorded when returned.



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Staff will only collect and/or share as little personal data as possible online.

### **Keeping devices secure**

All staff members are expected to take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least eight characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.
- Ensuring when travelling to and from school that the device is stored securely.

### **Monitoring arrangements**

This policy will be reviewed every year by the Governors at Frances Olive Anderson C of E Primary School.

### **Links with other policies**

This policy is linked to our:

- Behaviour Policy and Covid-19 Addendum
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- E-Safety Policy
- SEND Policy
- Acceptable Use Agreement – all staff and students using school digital technologies must have signed and must follow this agreement
- Staff Code of Conduct
- Online Safety Guidance for staff
- Online Safety at Home during Covid-19 for Parents/Carers and pupils.
- Remote Education Agreement.
- Live teaching and other live sessions protocol.