




**ST PAUL with ST LUKE**  
CHURCH OF ENGLAND PRIMARY SCHOOL  
Leopold Street, Bow, London E3 4LA

## Policy Version Control

### Remote Education Policy 2021

To be reviewed annually

Version no	Amendments	Approval date
1	New Policy	Jan 2021  BENJAMIN ROACH

## 1. Statement of School Philosophy

*St Paul with St Luke primary school has always strived to be creative, innovative and support our parents/carers and 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 the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of children's motivation, health and well-being
- Offer parent support with remote learning for their children
- Consider continued education for staff and parents (e.g. CPD, Supervision, Meet the Teacher)
- 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 St Paul with St Luke Primary*) is absent because they are awaiting test results 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.
- All children at SPSL if the school is closed due to government contingency plans except for children of key workers and vulnerable children
- Remote learning will be shared with families when they are absent due to Covid related reasons and not to all children at the start of a week

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

Resources to deliver this Remote Education Plan at SPSL include:

- Online tools for EYFS, KS1, KS2: Tapestry, Mini Mash, Purple Mash, Bug Club, Oak Academy pre-recorded lessons, Maths with Parents, loom videos.
- Use of recorded loom video for the start of each day. This video will act as a class registration at 9.30am; the class teachers will give instructions about the learning for the day and links to teaching videos to watch. The class teachers will give feedback about learning and engagement from the previous day. Parents/children comment on the loom video which acts as a register of attendance.
- Teachers will make phone calls home from 10.30am onwards when children have not commented/signed in on the daily loom video. Teachers will use these phone calls to parents to encourage engagement and motivation and to support parents with any difficulties and

make well-being checks. Teachers will explain that unless parents register on the loom video each day, they will receive a phone call to check the reason.

- Fortnightly well-being phone call to parents
- Printed learning packs will be sent home for children without the technology needed for remote learning
- Physical materials such as story books and writing tools can be sent home where needed
- Teachers, teaching support staff and SENCO to coordinate and review provision for children with complex needs

The detailed remote learning planning and resources to deliver this policy can be found here:

*Include hyperlinks to:*

- Model Timetable and structure for remote learning
- Downloadable printable documents
- Curriculum resources

## **5. Home and School Partnership**

St Paul with St Luke 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.

St Paul with St Luke Primary School will provide a refresher online training session and induction for parents on how to use Purple Mash/Tapestry/Bug Club/Oak Academy etc. as appropriate and where possible, provide personalised resources for SEND and low attaining children.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Paul with St Luke Primary School would recommend that each 'school day' maintains the same 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 on admin email: [admin@spsl.towerhamlets.sch.uk](mailto:admin@spsl.towerhamlets.sch.uk) or on Purple Mash and teachers will phone parents to give them support or alternative solutions may be available. These will be discussed on case-to-case basis.

In line with St Paul with St Luke Primary School's E Safety Agreement and Policy we would encourage parents to follow the guidance in the letter to parents Y2-Y6. (Appendix 1)

Children in Y2-Y6 sign an 'Acceptable Use Agreement' at school which includes E-Safety rules and this applies when children are working on computers at home.

Teachers will continue to work with families to deliver a broad and ambitious curriculum whilst taking into account online safety risks. Learning activities will be meaningful and ambitious and include a number of different subjects every day.

When accessing personal data for remote learning purposes, all staff members will access the contact telephone numbers and or/email addresses for pupils in their class via Scholarpack, our cloud based Management Information System.

If staff members are using their own equipment to make calls to families they will block their own personal number. Staff will also keep a log of all calls made and make notes if necessary. If a family is unreachable or unresponsive, staff will make 3 attempts after which this must be escalated to a DSL.

## 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.*

St Paul with St Luke School will provide a refresher training session and induction for new staff on how to use Purple Mash, Bug Club, Tapestry, Oak Academy, loom video etc.

When providing remote learning, teachers must be available between 8.30-4pm.

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.

When providing remote learning, teachers are responsible for:

#### ➤ Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared
- Teachers will be setting work on Tapestry/Mini Mash/Purple Mash/Bug Club/Oak Academy

#### ➤ Providing feedback on work:

- Daily in the class registration loom videos
- Older children email their teachers through Purple Mash and can screenshot their work
- EYFS – use of Tapestry to encourage parents to take photos as evidence of the home learning- send to admin or put on Purple Mash
- Younger children's parents can send any special work they've created to school admin

#### ➤ 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 assess whether school intervention can assist engagement.

- All parent/carer emails should come through the school admin account [admin@spsl.towerhamlets.sch.uk](mailto:admin@spsl.towerhamlets.sch.uk)
- 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 lead DSL Nicola Horton or in the event of her absence to the deputy DSLs Lauren Sharpe and Bremila Thavarajah.

Teachers will send a weekly register of children’s engagement with remote learning to the admin officer who will use the information to complete a tracking tool. SLT will use the data to improve the remote learning offer; to analyse what is going well and what needs further development and share this information with staff and governors.

This is a guideline:

**Partial Engagement- the child has signed into the teacher's daily briefing loom, the child may say that 'I've done it' but there is no evidence of any learning given.**

**Full Engagement- the child has signed in and has given the teacher information specifically about what they've learnt even if this is just about one subject. Also sent quiz scores, screenshots, emails to the teacher on purple mash, evidence on Tapestry etc.**

### **Support teaching staff**

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, support staff must complete tasks as directed by a member of the SLT.

Teaching assistants, nursery nurses and the learning mentor will work in the bubbles at school and assist the children with remote learning set by the class teachers.

### **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 – explain how they’ll do this, such as through regular meetings with teachers, 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

### **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy.

### **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

### **The SENDCO**

Liaising with the IT technician 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 (Education and Health Care Plans) and ICPs (Individual Care Plans)
- Identifying the level of support

### **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.

### **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

### **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 – 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

### **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:

- Child protection



# St Paul with St Luke CoE Primary School

- > Behaviour policy
- > Data protection policy and privacy notices
- > E-Safety Acceptable Use policy
- > Code of Conduct for phone calls, video conferencing and recorded video

Leopold Street, London E3 4LA  
Tel: 0207 987 4624

Website: [www.spsl.towerhamlets.sch.uk](http://www.spsl.towerhamlets.sch.uk)

Email: [admin@spsl.towerhamlets.sch.uk](mailto:admin@spsl.towerhamlets.sch.uk)

Twitter: @stpaulstluke

<https://www.facebook.com/spslschool>

Headteacher: Ms Nicola Horton

## Appendix 1

January 2021

Dear Parent/Carer,

In school we have access to the internet. This is a powerful tool which opens up new opportunities for everyone and promotes effective learning. At St Paul with St Luke we are aware that young people should have an entitlement to safe internet access at all times. However, school and parents have a duty of care to protect children and ensure that internet use is responsible and safe.

We strongly recommend that children do not use social network sites such as Facebook, Instagram, Snapchat or have YouTube accounts at home. These carry an age-restriction of 13 years old and pose a risk to children. Social networks have no place in our school and so school staff should not be approached by pupils or parents online or invited to join.

Your child has read the following **Acceptable Use Agreement** in class with their teacher. Once they have fully understood them all, your child has signed their name to agree to stick by them. Please read them again at home with your child to show your support of the school in this important aspect of our work. Thank you.

As part of Anti-bullying Week, your child will be learning about how to keep themselves safe on the internet. In KS2 children will be learning about cyber bullying, what it is and how to deal with it. There are half-termly lessons about online safety and regular reminders in PSHE lessons.

Best wishes

*N.S. Horton*

Nicola Horton







Head Teacher





St Paul with St Luke C of E Primary School



Acceptable Use Agreement for KS1

<ul style="list-style-type: none"><li>I will only use the internet or computer when a teacher or adult is with me</li></ul>	
<ul style="list-style-type: none"><li>I will only use my own login and password and I will not tell anyone else what it is</li></ul>	
<ul style="list-style-type: none"><li>I will not look at or delete other people's files</li></ul>	
<ul style="list-style-type: none"><li>I will not bring in memory sticks from home without permission</li></ul>	
<ul style="list-style-type: none"><li>If I see anything that upsets me, I will tell an adult</li></ul>	
<ul style="list-style-type: none"><li>I will not give out any details about me – like my name or address</li></ul>	













<ul style="list-style-type: none"> <li>I know school will check my computer and be able to see what I am doing and what sites I have visited</li> </ul>	
<ul style="list-style-type: none"> <li>If I break these rules, I know I may be stopped from using the internet and/or computers</li> </ul>	



## St Paul with St Luke C of E Primary School

### Acceptable Use Agreement for KS2

<ul style="list-style-type: none"> <li>I will use the school computers and technology sensibly</li> </ul>	
<ul style="list-style-type: none"> <li>I will ask permission from an adult before I look at the internet</li> </ul>	
<ul style="list-style-type: none"> <li>I will only log on using my own username and password which I will keep confidential</li> </ul>	
<ul style="list-style-type: none"> <li>I will only look at my own work and not delete anyone else's files</li> </ul>	
<ul style="list-style-type: none"> <li>I will not bring in a USB from home without permission</li> </ul>	

<ul style="list-style-type: none"> <li>I will only email people I know</li> </ul>	
<ul style="list-style-type: none"> <li>I will always be polite and use appropriate language when emailing or sending messages on the computer</li> </ul>	
<ul style="list-style-type: none"> <li>I will not give out my personal information or arrange to meet anyone</li> </ul>	
<ul style="list-style-type: none"> <li>If I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult</li> </ul>	
<ul style="list-style-type: none"> <li>I know school will check my computer and be able to see what I am doing and what sites I have visited</li> </ul>	
<ul style="list-style-type: none"> <li>If I break these rules I know I may be stopped from using the internet and/or computers</li> </ul>	