Ashford Park Primary School

Remote Learning Policy

The aim of this Remote Learning Policy is:
- To maintain consistent and high-quality education when remote education is necessary due to instances of Covid-19.   - To maintain communication between teachers and pupils.   - To ensure that all pupils complete work to the best of their ability within their individual circumstances.   - To support pupils in remaining happy, healthy and aspirational learners committed to their education.   - To support parents and carers by providing clear expectations of all stakeholders.   - To ensure that all children can access remote learning through the short-term loan of a device where necessary.   - To ensure that children are protected from the risks associated with using devices connected to the internet.
To enable teaching and learning to continue as effectively as possible whilst being delivered remotely:
Teachers will: - Provide a curriculum as closely in-line as possible to the learning that continues win school. *Please refer to the Remote Learning Plan.*   - Provide clear explanations for new content using high-quality resources. There is no expectation for live teaching.   - Monitor the children's engagement with their learning and will contact parents and carers, where necessary, to support them in ensuring the continuation of their child's education.   - Provide additional support, where necessary, for children who are vulnerable or who have additional learning needs.   - Follow the school's robust safeguarding procedures if necessary.   - Remind children about how to keep themselves safe online.

The Special Educational Needs Co-ordinators will:
- Ensure that pupils with SEND continue to have their needs met while learning remotely and will liaise with the head teacher and other organisations to make any alternative arrangements for children with EHCPs.
- Ensure that the technology used for remote learning is accessible and that reasonable adjustments are made when required.

Children will be expected to:
- Meet all learning expectations as set out by their class teacher.
- Log on to Google Classroom or Seesaw to complete the learning tasks.
- Upload their work on time and in the format requested by their teacher (video/photograph/file).
- Utilise the relevant online resources that they have access to as set out in the Remote Learning Plan.
- Use all online resources safely, responsibly and respectfully.

Parents are responsible for:
- Making sure that their children have had breakfast, brushed their teeth, are appropriately dressed and ready to learn as per a 'normal' school day; maintaining a set routine to ensure optimum learning for their children.
- Making sure that their children have the technology and logins ready so that their child can successfully access the learning in a timely manner.
- Ensuring that their children are actively engaged with the learning, complete all tasks and upload all pieces of work as requested by the teacher and by the deadline set.
- Supporting their children to complete the work set to the best of their ability.
- Ensuring that the technology their children are using has the relevant parental controls and privacy settings in place to keep their children safe and to monitor their child's usage to ensure that they remain safe whilst learning online.
- Making sure their child behaves well online.
- Offering frequent reminders about how to keep themselves safe online. Useful links via the school website: Keeping Safe Online Links
- Reading all communications from the school whether that is via the weekly newsletter, Parentmail, Twitter, Seesaw or Marvellous Me.
- Communicating with school staff in a polite and respectful manner.

- Letting the school know if their children's circumstances change or if something has happened which may cause their children distress.
- **Contacting the school if they need support with technology to access the remote learning platforms.**

Office staff will:
- Liaise with parents over the loan of devices where required.
- Maintain communication via weekly newsletters, Parentmail and Twitter updates.
- Monitor the main school email address info@ashford-park.surrey.sch.uk
- Receive telephone calls from parents with general queries or urgent messages.

Senior leaders will:
- Monitor the effectiveness and consistency of remote learning.
- Maintain a robust and rigorous approach to safeguarding processes and procedures.

IT technicians provided by Soft Egg will be responsible for:
- The smooth-running of online learning systems; fixing any issues that may arise.
- Helping staff to address any technical issues they are experiencing.
- Reviewing the security of remote learning systems.

The School Business Manager will:
- Ensure value for money when arranging the procurement of equipment or technology.
- Ensure that the school has adequate insurance to cover all remote learning arrangements.

The Governing Body will:
- Monitor the school's approach to providing remote learning to ensure education continues to be of high quality.
- Ensure that remote learning systems are secure for data protection and safeguarding purposes.

Please refer to the school website for all policies including Safeguarding and the Google Meet Acceptable Use Agreement and for links to websites providing advice on how to keep your children safe online Safeguarding Policy and Links to Online Safety Websites

For further information regarding remote learning, please refer to The Remote Learning Plan and the Parents' Guide to Remote Learning.