



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 robust safeguarding measures continue to be effective in identifying and supporting vulnerable children.
- 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 year group timetable outlining timings of lessons and check-ins via Marvellous Me.
- Maintain daily contact with the children via Google Meet for Years 1-6 and the Acorn Centre, and via Seesaw for Reception. For Years 1-6 and the Acorn Centre, this will consist of three daily live 'check-ins' where teachers and children can communicate virtually face-to-face.
- Provide a curriculum as closely in-line as possible to a 'normal' school week. *Please refer to the Remote Learning Plan.*
- Provide clear explanations for new content using high-quality resources and pre-recorded videos. There is no expectation for live teaching although some teachers may be able to offer this for delivery of particular content.
- 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.
- Communicate expectations and praise via Marvellous Me.
- Monitor year group emails ONLY during periods of remote learning. Year group emails will be monitored twice weekly so if any communication is urgent, please communicate via the office info@ashford-park.surrey.sch.uk
- Follow the school's robust safeguarding procedures if necessary.
- Remind children about how to keep themselves safe online.

Learning Support Assistants will:

- Communicate with children during daily check-ins.
- Support the work of the class teacher each day.

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.

The Home School Link Worker will:

- Continue to support families who she is already working with.
- Work with teachers to make contact with any families who are not engaging with the remote learning.
- Provide support to families, where needed, with regards to receiving free school meals or gaining access to technology in order to access the online learning.

Children will be expected to:

- Meet all learning expectations as set out by their class teacher.
- Check-in with their teacher three times per day via Google Meet.
- Log on to Google Classroom and 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 showing kindness and respect to their teachers and peers.
- 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:

- 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.