Boltons School strives to be a creative, innovative and supportive environment that aims to make learning purposeful, enjoyable and accessible. Our strategy for remote learning builds on this.

**Aims**

This Remote Education Policy aims to:

* Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school, through use of quality online and offline resources.
* Provide clear expectations for members of the school community, with regards to the delivery of high quality remote learning.
* Include continuous delivery of the school curriculum and support for the health and well-being of children.
* Provide parental support in helping to deliver home learning.
* Support effective communication between the school, pupils and parents.

Who is this policy applicable to?

* Any child who is absent because they, or someone in their household, are awaiting test results and the household is required to self-isolate.
* A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
* Any child who is required to self-isolate by track and trace.

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

Resources to deliver this Remote Education Plan include:

* Online platforms (Tapestry, PurpleMash, Oxford Owls Reading Books, Teams, Zoom)
* Emails and phone calls home
* Printed learning packs sent via email, post or collected if members of the household are NOT isolating
* Physical materials such as story books and writing tools where required

**Home and School Partnership**

Boltons 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.

We will provide online support for parents on how to use different resources when required.

Where possible, it is beneficial for young people to maintain a regular and familiar routine, we would recommend that each ‘school day’ maintains 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 teachers and alternative solutions may be available. These will be discussed on a case-to-case basis.

All parents and children are expected to abide by our Acceptable Use and Online Safety policies and the Home School Agreement- these include e-safety rules and these should also apply when children are working on computers at home.

We expect that work provided should take around three hours per day to complete.

**Roles and Responsibilities**

**Teaching Staff**

* When providing remote learning, teachers must be available between the normal hours of their working day.
* 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 for whole bubbles, teachers are responsible for setting and marking work, providing feedback to individuals, keeping in touch with pupils and their parents via email, blogs, phone conversations.
* If staff deliver any ‘live’ sessions to pupils working at home then they **must** ensure another member of staff sits in on the session.
* Teachers should provide activities for all areas of the curriculum on a daily basis if possible.
* Teachers should aim to make contact with all pupils at least once per week and more often than this for pupils struggling or falling behind.

**Support Staff**

* Teaching assistants must be available between the hours of their normal working day.
* 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, teaching assistant must complete tasks as directed by their class teacher and be available to sit in on ‘live’ learning sessions.

**Head Teacher**

**T**he Head teacher is responsible for:

* Co-ordinating the remote learning approach across the school including monitoring pupil engagement.
* Monitoring the effectiveness of remote learning through virtual meetings with teachers.
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
* Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternate arrangements for pupils with EHC plans.
* Identifying the level of support required and contacting families to monitor engagement and provide additional guidance where needed.
* Support staff in planning for children with SEND.
* Accessing and providing devices for eligible pupils.
* Arranging for parents to borrow devices if necessary.

**Designated Safeguarding Leads**

The DSL is responsible for managing and dealing with all safeguarding concerns, including those that occur as a result of online use.

**Pupils and Parents**

Staff can expect pupils learning remotely to:

* Complete work set by teachers
* Seek help, if they need it, from teachers
* Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

* Make the school aware if their child is sick or cannot complete work.
* Seek help from the school if they need it.

**Governing Board**

The governing board is responsible for:

* Monitoring the school’s approach to providing remote learning to ensure full coverage of the curriculum.
* Ensuring that staff are confident that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Established October 2020

No Changes- October 2021