FLOURISH FEDERATION

# Remote Education Policy

## The Flourish Federation Vision

*To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.*

**Built on the strong foundations of Matthew 7:24**

*Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.*

Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

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| Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community. | **March 2026** |
| **This policy will be reviewed by Flourish Federation Governing Body:**<br>**(unless earlier review is required to adhere to statutory requirements/changes in procedure)** | **Every 3 Years** |
| **Policy Version:** | **1** |
| **Signed by the Chair of Governors:** | |
| **Signed by Executive Headteacher** | |

## Our Values

COMPASSION FRIENDSHIP PERSEVERANCE FORGIVENESS RESPONSIBILITY TRUST

**1. Aims**

Remote learning will be provided when the school is closed. A school closure may occur for a range of reasons e.g. adverse weather, unsafe site, boiler breakdown.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

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

Resources to deliver this Remote Education Plan include:

Online tools for EYFS KS1 KS2 *( for example, school class page on website, Tapestry and Google Classroom)*

Printed learning packs

Physical materials such as story books and exercise books

Use of BBC Bitesize, Oak Academy, Times Table Rockstars, Cbeebies Number Blocks, Storytime Phonics

Teachers will have the remote learning planning in the school shared curriculum drive which all staff have access to.

The structure for remote learning is a session of daily Maths and English along with one foundation subject.

**3. Roles and Responsibilities**

**3.1 Teachers**

When providing remote learning, teachers are responsible for:

**Setting work:**

- Providing work for their normal allocated year group
- An overview of learning should be uploaded, giving details of the work to be completed and any links to online resources, onto the relevant year group area on the class page of the school website.

**Providing feedback on work:**

- Completed work from pupils online will be uploaded, as required, to the Google Classroom.
- Feedback is given via Google Classroom, where appropriate. Feedback of hard copy work may be given via phone (staff to block call id before ringing if off site) or marked work. Videos / messages of support will be posted where appropriate.

**Keeping in touch with pupils who aren't in school and their parents:**

- The Tapestry / Google Classroom should be used to make regular contact. If this cannot be accessed, a phone call will be made.
- Teachers are not expected to answer messages from parents and pupils outside of working hours. This can be explained to parents/pupils as a part of the class page.
- Complaints or concerns shared by parents and pupils should be raised with the SLT – for any safeguarding concerns (refer to the section below on DSL's and safeguarding duties.)
- Failure to complete work will result in a follow-up phone call from an SLT member to ascertain if there are any barriers to learning at home.

**Attending virtual meetings for training, staff meetings, CPD:**

- Dress code - smart usual work wear (where appropriate)
- Avoid areas with background noise, nothing inappropriate in the background.
- Ensure that there aren't any family members/others in the background when discussing confidential or sensitive information.

**3.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between their normal working hours, which vary dependent upon role.

If they're 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.

Teaching assistants may be invited to lead small intervention groups via Zoom or Google Meet. Again the link will be shared with parents on Google Classroom.

**Attending virtual meetings for training, staff meetings, CPD:**

- Dress code - smart usual work wear (where appropriate)
- Avoid areas with background noise, nothing inappropriate in the background.
- Ensure that there aren't any family members/others in the background when discussing confidential or sensitive information.

**3.3 Senior Leaders**

**Senior leaders Senior Leaders will be available to:**

- Co-ordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitor the security of remote learning systems, including data protection and safeguarding considerations

SENDCO- Monitor remote learning provision for children with SEND. Provide advice and support to parents and class teachers. Support with use of specialist resources and technology where appropriate.

**3.4 Designated safeguarding leads**

There are 4 DSL's across Flourish Federation. The lead DSL is the Executive Headteacher.

• The DSL team will provide advice and support to other staff on child welfare and child protection matters off-site or on-site. Any concern for a child's safety or welfare will be recorded via the online system CPOMs. This can be accessed remotely. Concerns may also be given in writing where access to CPOMs is not appropriate and given to a member of the DSL team.

• During term time the DSL team will always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns. If in exceptional circumstances a DSL is not available on the academy

site in person, the academy must inform Louise Veeran Trust Safeguarding Lead, and also ensure the DSL is available via telephone and/or any other relevant media.

• The DSL team at Flourish Federation will represent our academy at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

• The DSL team will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

• The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the academy to the agreed academy's safeguarding training pack provided by Children's Services/The Trust.

**3.5 Supporting IT Systems**

The School Business Manager is responsible for liaison with Office Express IT providers to:

• Fix issues with systems used to communicate and produce work
• Help staff and parents with any technical issues they're experiencing
• Review the security of remote learning systems and flagging any data protection breaches to the data protection officer
• Assisting pupils and parents with accessing the internet or devices where possible

**3.6 Pupils and parents**

Staff can expect pupils learning remotely to:

• Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work or ask parents to do this

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
- Collect/return work as required on behalf of the pupil
- Be respectful when making any complaints or concerns known to staff

**4. Home and School Partnership**

Flourish Federation is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning will look different for different families in order to suit their individual needs. For example: hard copies where there is no home device or internet access.

We would encourage parents to support their children's independent work, by finding an appropriate place to work with good levels of concentration, sharing with school any difficulties that may arise.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue- not behaviour related- parents should contact school promptly signposting the class teacher as alternative solutions may be available. These will be discussed on a case-by-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

**5. Links with other policies**

This policy is linked to our:

Behaviour policy

Safeguarding Policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy

Curriculum Policy

Teaching and Learning Policy