



Chilham St Mary's CE Primary School

REMOTE LEARNING POLICY

Policy agreed: 21st January 2021
Policy reviewed: September 2026
Policy Review: September 2028

At Chilham St Mary's, we are a diverse, loving community of learners, committed to providing firm foundations where everyone can grow in the knowledge and power of God's love. We encourage and support every individual to explore and achieve their own potential, rooted within our unique, historic environment.

1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to providing high quality remote learning
- Include continuous delivery of the school curriculum, as well as support of health and wellbeing for pupils
- Support effective communication between the school and families
- Ensure safeguarding remains a high priority

2. Who is this policy applicable to?

- Children and staff who are not permitted to attend school because they, or another member of their class bubble, have tested positive for Covid-19
- Children and staff in the case of a local or national lockdown
- Children and staff who are self-isolating due to contact with a positive Covid case outside of the school community
- Children and staff who are not otherwise able to attend school due to other unforeseen circumstances e.g adverse weather conditions

If a child or staff member is absent because they are unwell, there is no expectation that they complete work until they are fully recovered.

3. Tools/Resources to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools: Tapestry (EYFS only), Seesaw (KS1/KS2), myON (Years 2-6), Times Table Rock Stars (Years 1-6)
- Links to educational sites that offer remote learning opportunities (e.g. Oak Academy, BBC Bitesize, Joe Wicks PE etc.)
- Regular Zoom sessions for each class
- Each child is provided with exercise books and a set of resources (pens, pencils, ruler etc)

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4. Roles and responsibilities

Teachers

When providing remote learning, teachers will be available during the usual school day via Seesaw, Tapestry and Zoom, providing they are fit for work. Teachers will not be expected to respond to parent or pupil messages / emails outside of school hours. If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

- During a bubble closure or local/national lockdown, teachers will set work for the pupils in their classes. This will be on Tapestry (EYFS) or Seesaw (KS1 and KS2). For KS1 and KS2 it will usually consist of daily lessons for Maths and English, and one lesson or activity each week for RE and the foundation subjects

Providing feedback on work:

- During a bubble closure or a local/national lockdown teachers will provide feedback on work submitted through Tapestry/Seesaw, this may include oral or written comments
- Where work is not submitted teachers will contact parents to ascertain if there are any issues preventing the work being carried out or sent to school
- During a bubble closure or a local/national lockdown teachers will be available during school hours to help with any queries
- During a bubble closure or a local/national lockdown teachers will use regular zoom sessions for teaching and pastoral contact with their whole class.
- During a bubble closure or local/national lockdown, if a pupil is unable to access online learning, teachers will maintain contact via telephone calls to offer support.
- All parent/carer emails should come through the school office account (office@chilham.kent.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to the Headteacher – for any safeguarding concerns, refer immediately to the DSL

Teaching assistants and part-time PPA/SEN staff

Teaching assistants and part-time PPA/SEN staff must be available during their usual working hours, excluding statutory breaks. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure. During the school day, they must complete tasks as directed by their Class Teacher, Line Manager or Headteacher.

Pupils/Parents/Carers

Chilham St Mary's CE Primary School is committed to working in close partnership with families.

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- 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.
- Should accessing work be an issue, parents should contact school by telephone or email and alternative solutions may be available. These will be discussed on case-to-case basis.
- Using Tapestry/Seesaw, pupils should complete class work daily, to the deadline set by class teachers. The type of task, number of tasks and time required on each task will look different for each year group because of the age and abilities of the children.
- The school requests that families be mindful of the amount of posts sent in. Avoid sending multiple posts and videos per task because this takes away the teacher's time from planning and commenting on the children's' work.
- Parents/carers should alert teachers if pupils are not able to complete work.
- The expectation is that parents/carers and pupils are respectful when speaking to staff.
- Parents/carers should seek help, if needed, from teachers using messaging on Tapestry or Seesaw, or telephone or email (office@chilham.kent.sch.uk)

Zoom Sessions:

- Children should attend their regular class zoom sessions, ready and attentive to work, with minimal distractions. Zooms are for the whole class or specific year groups and will refer to that week's work.
- Zoom sessions are not for parents/carers to raise issues with teachers.
- Only pupils from the relevant class should participate in the zoom session (not parents/carers, siblings or others).

5. Who to contact

If parents/carers/pupils have any issues accessing or completing work, they should contact the class teacher in the first instance via Tapestry/Seesaw if possible, during school hours. For any other issues, they should contact the school office either by telephone or email (office@chilham.kent.sch.uk).

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with IT – talk to the School Business Manager who will raise it with our technical provider (SNS)
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about safeguarding – talk to a DSL

6. Links with other policies and development plans

This policy is linked to our:

SEN Policy

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E Safety Safety Policy
Safeguarding Policy
Health and Safety Policy
Positive Behaviour Policy
Acceptable Use Policy

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