

REMOTE EDUCATION POLICY



Statement of Principles

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education in the event of national or local restrictions. Colston Bassett School is committed to providing an extensive home learning experience with an emphasis on ‘normality’ where reasonably practical to do so.

First Days of Remote Learning

A pupil’s first day or two of being educated remotely might look slightly different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

During this time teachers will set up the remote learning equipment, Zoom codes and access as well as ensuring their plans accommodate both home-based learning and school-based learning environments.

Colston Bassett School aims to teach the same curriculum to home learners as we do in school. The few exceptions to this are for lessons such as PE, DT, Art, Drama and Music. However, reasonable adaptations will be made to make as many of these lessons as inclusive as possible.

Timetable and Comfort Breaks

The school timetable will remain the same with core subjects running through the morning as much as possible. Children are expected to log on to remote learning every morning from 8.45am until 12.15pm. Some afternoon lessons and assemblies may be accessed as necessary. Families will be informed via email which ones these are. The school day has a break after each lesson (lessons are no more than 1 hour in length). Online learners are expected to take a break at the same time as school learners, to have a healthy snack and a drink and meet any other comfort break needs. This will help relax eyes and provide physical stimulation between each lesson.

Our typical daily routine is as follows:

REGISTRATION	8.45AM - 9.00AM
LESSON 1	9.00AM - 10.00AM
FRUIT/MORNING BREAK	10.00AM - 10.25AM
LESSON 2	10.25AM - 11.20AM
FIT FOR FUN'	11.20AM - 11.30AM
LESSON 3	11.30AM - 12.15PM
LUNCH	12.15PM - 1.15PM

LESSON 4	1.15PM - 2.15PM
AFTERNOON BREAK	2.15PM - 2.30PM
LESSON 5	2.30PM - 3.30PM
ASSEMBLY	3.30PM - 3.45PM

Accessing Remote Education

Colston Bassett School uses Zoom as the home learning platform. During times of national or local restriction an enhanced version of Zoom will be subscribed to which will enable greater flexibility and access for all concerned.

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Where no suitable hardware is available a laptop can be loaned to the child for the duration of the home learning requirement.
- In the event that a family does not have a suitable WiFi connection then the school may be able to direct the family to suitable resources.
- We understand that in times of heavy use, the internet can be unreliable, especially in rural locations. We will therefore endeavour to deliver workbooks to houses so that work is available at all times.
- We will ensure that the amount of printing and additional worksheets is kept to a minimum.
- If work is unable to be submitted to school then we ask that all work is stored either digitally or in a folder and dropped off to school at the earliest convenience.

Remote Teaching

Teaching will take place in the form of live lessons. Children will Zoom into the classroom and become part of the school environment. The teacher will engage children that are learning from home as if they were in school. At Colston Bassett School we feel that this approach reduces stress and anxiety for the child as well as providing a familiar environment for learning and the very important social interaction with peers.

Maths text books will be delivered to homes so that these lessons can continue without interruption. Page numbers and topics will be notified to parents weekly in advance.

For lessons such as PE, the school can provide resources if required and these will be decided upon as the result of individual discussions between the family and the Head Teacher.

Engagement and Feedback

At Colston Bassett School we expect all children to engage in online learning if it is available. Parents are expected to contact the school office to notify the school of any absences planned or otherwise as they would if their child was attending the school site. We appreciate age has a huge impact on parental involvement. Whilst we do expect a parental presence nearby, we do expect our children to be independent in their work. We understand that there may be occasions where parental input is required but hope that with the live lesson approach, this should be as little as possible.

Parents/carers and students are reminded that for the duration of the session the space in your home where the session takes place is public and will be audible and visible via your camera. With respect to particular behaviours, language and dress-code, that space should be regarded as equivalent to a school classroom.

Parents/carers must give prior consent to their child taking part in Colston Bassett lessons delivered through the Zoom Education Platform, and agree to the following code of conduct:

- Parents/carers should ensure their child's name is correctly entered in the Zoom profile before starting the session.
- Parents/carers should be nearby when the lesson takes place, but are not expected to directly take part in the lesson.
- Parents/carers should announce their presence to the teacher at the start of the lesson.
- If a parent/carer is not present at the start of the lesson, then the lesson will be terminated by the teacher. The pupil may then re-join once an adult is present.
- Other children are not allowed to be present during lessons.
- Students should receive lessons in a shared family space (or school classroom) and not in a student's bedroom, unless there is no alternative (e.g. because of instrument location, such as drum kit).
- Parents/carers should maintain an 'open door' policy during lessons.
- Students and parents/carers should know how to act if they have any concerns with regards to a teacher or other Colston Bassett staff member. Concerns should be sent to the School Directors – colstonbassettschool@live.co.uk.
- Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- School uniform is not necessary.
- Parents/carers must also adhere to the expectations of dress and setting.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background.
- Parents/carers and students should stop lessons by leaving the Zoom room if they feel the teacher is not meeting expectations and report this to Colston Bassett.

For additional information, please refer to our **Safeguarding for Online Learning Policy**.

Feedback will be given to children verbally and immediately during each lesson. Children will be asked to share their work either verbally or via screen share if appropriate. Where this is not an option, then children may ask a parent to forward work to the school office email or collect together the work and drop it off at school at their earliest convenience.

Feedback is also valuable from children and parents to school. At Colston Bassett School we encourage families to communicate openly with us about any problems they may encounter. We will then work closely with that family to support them and make any changes that may be beneficial to online learning.

Additional support for pupils with particular needs

We recognise that some pupils, for example pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Children with additional needs may, where appropriate, be offered one-to-one lessons.
- Lessons for younger children in Reception and Year 1 will be offered shorter 20-minute lessons with additional 10-minute breaks to allow both child and parent time away from the screen on a regular basis.
- Discussions with families with children that have additional needs will take place with the Head Teacher and SENCO to ensure that individual needs are considered and where possible, catered for.

Remote education for self-isolating pupils and severe weather

In the event of a child requiring to self-isolate or in the event of flooding or snow, Zoom will be made available immediately and all the above protocols will be put into place. Further information about severe weather can be found in our **Adverse Weather and Emergency School Closure Policy**.