

Remote Education Policy and procedures for King's Cross Academy

1. Statement of School Philosophy

King's Cross Academy has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this and is underpinned by our school philosophy, 'to help ourselves and each other to learn, and be safe'.

Safety will always take priority and therefore Remote Learning expectations on staff, pupils and parents are seen as guidelines, to be interpreted on a situational basis.

2. Aims

This Remote Education Policy aims to:

- Ensure children continue their love for learning and develop as independent holistic learners
- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance
- Maintain appropriate standards of professionalism, expectations and conduct

3. Who is this policy applicable to?

- A KCA pupil (*and their siblings if they are also attending KCA*) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19

4. Content and Tools to Deliver This Remote Education Plan

Considerations:

In order to tailor the design of our remote learning strategy, we have been informed by considering the following:

- [Access to Remote Learning](#) (Digital Access at home)
- [Seesaw Consent](#)
- [Evaluating Remote Learning during Lockdown](#) (Governors' report)
- Skills of staff, families and children
- Contingency plans for Outbreaks ([Government Guidance](#))
- [Digital Strategy](#)

- [Pupil Voice](#)
- [Parent Voice](#)
- [Staff Voice](#)
- Appropriate guidelines for screen time (the digital diet), online safety and data protection
- Teacher workload, for example, the frequency of feedback and strategies to effectively use staff

Our Remote Learning Strategy:

At KCA our strategy is a **hybrid learning approach** consisting of a combination of blended and flipped learning approaches tailored for every student and activity and targeted to every child in a bubble (year group).

Blended Learning:

Blended Learning is a combination of online learning, and face-to-face learning. The online learning includes components like video, games, podcasts, online reading material, and online assignments.

Flipped Classroom:

In a flipped learning classroom, teachers, administrators and instructors prepare audio or video lectures for learners to watch at home, on their own time. The time in class is spent on working through the concepts being delivered, with the guidance of an instructor. Complementary to all of this is an online platform where learners and instructors can discuss with one another.

Classes will provide a hyper doc (interactive timetable completed on Google Docs) every Monday for all children. Staff will use this in school to teach from ensuring consistency across school and home. Every child will access this timetable on their personal account and be able to respond to assignments using this account. Children's access will be monitored and supported throughout the period of remote learning by all staff.

All approaches to Remote Learning (planning, expectations, feedback, assessment) are subject to change and our approach is flexible. King's Cross Academy is committing to adapt if needed to government guidance and innovate to encourage engagement and respond to feedback.

Our design:

At KCA we are committing to a consistent approach across all year groups in and out of school. All learning will be a combination of plugged (Seesaw/Google Classroom) and unplugged (Home Learning + books) based activities. All activities will be able to be accessed by phone, itouch, tablet, ipad, laptop, desktop, macbook and imac (any device with internet access).

- **EYFS-Year 2** will use **Seesaw** for their daily learning engagements and parent interactions.
- **Year 3-6** will use **Seesaw** and **Google Classroom** for their daily learning engagements and parent interactions.
- **Seesaw family app** is used as a communication tool between families and teachers
- Teachers, 'online' for communication and feedback on Seesaw from 9AM - 4PM (Unless staff are in school)

Our remote learning strategy will be delivered in conjunction with our safeguarding policy, code of conduct and staff user agreements for the use of technology. Furthermore, We expect that our families and students adhere to our technology user agreements and code of

conduct that were committed to when joining King's Cross Academy. Our remote learning strategy is used in conjunction with our positive behaviour and anti-bullying policies.

Expectations for Teaching and Learning

- **Remote Learning Timetables** will be uploaded to **Seesaw** weekly and activities will be scheduled across Seesaw on specific days in accordance with Weekly (Remote Learning Timetable)
- **Scheduled assignments** for each day in accordance with timetable across Seesaw and Google Classroom (Key Stage Dependent)
- **Screen time guidelines:** (Children can complete activities in Home Learning + books to support this)
 - EYFS – 1 Hour
 - KS1 – 2 Hours
 - KS2 – 3 Hours
- Years 1-6 Staff will start day with **registration**
- Teams will collaborate often to ensure a **consistent approach**.
- Teachers will **track student engagement** through the collection of home learning packs, registration, Seesaw and Google Classroom activity engagement to inform their check-in with parents if students are struggling or non-participatory
- **Feedback (If bubble including teacher is self-isolating)**
 - Core Subjects (English, Maths & Science) – Daily
 - Non – Core – Weekly
- **Feedback (If child is self-isolating and teacher in school)**
 - No Marking (following DfE Guidance)
- All teachers will use **Zoom** to provide video conference opportunities for sessions, assemblies and story time ([Live Lesson Policy](#)) – for Staff ([Live Lesson Netiquette – Parents & Students](#))
- Staff will use the draw and annotate tool on Seesaw or screen recording software Loom and Screencastify to provide teacher led video content.
- Staff will support delivery with subscriptions to Brain Pop, BBC Bitesize and other curated/Video content/Kahoot
- Activities that can be completed within your homes using resources available

In addition, what can you expect from each year?

EYFS

- [EYFS Example Timetable](#) (based on Early Learning Goals) uploaded every Monday by 9AM
- Assigned activities on the specific day in accordance with Weekly Timetable
- Motivational feedback on all activities using the audio tool on Seesaw

KS1

- [KS1 Example](#) timetabled uploaded every Monday by 9AM
- Assigned activities on the specific day in accordance with Weekly Timetable
- Motivational feedback using the written and audio tool on Seesaw

KS2

- [KS2 Example](#) timetable uploaded every Monday by 9AM
- Assigned activities on the specific day in accordance with Weekly Timetable
- Motivational feedback using the written and audio tool on Seesaw

In the event of whole school closure:



- Timetables/activities will be shared prior to the day in order for parents/children to prepare appropriately e.g. Friday evening
- Exercise for 20 minutes in morning and timetabled movement breaks
- Online Registration (Live if needed)
- Staff will provide [physical packs](#) with writing tools and Home Learning + books
- Support staff will provide weekly phone calls home
- Staff will provide access to subscriptions to game based apps such as DoodleMaths/ Prodigy/ TYMTR/DoodleMaths to support learning
- Children will be provided with reading books (Ebooks library will be provided)

For further clarification on our design please review the following documents:

[Essential Agreements for Remote Learning](#)

End User Agreements for parents:

- o [Live Lesson User Agreement](#)
- o [Seesaw](#)
- o [E Safety and Digital Agreement for parents](#)

5. Home and School Partnership

King's Cross Academy 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.

King's Cross Academy School will provide a refresher online training session and induction for parents on how to use Google Classroom and Seesaw as appropriate and where possible, provide personalised resources. We have collated tutorial videos for [staff](#) and [parents](#) on the platforms.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. King's Cross Academy would recommend that each 'school day' maintains structure. Therefore, please follow the timetabled activities provided. Please note, it is not compulsory for children to complete remote learning activities, please do at your own discretion.

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. Timetables and activities for each day will be assigned for 9AM on the day, for further information please see the Google Classroom and Seesaw user agreement. Should accessing work be an issue, parents should contact school promptly on admin@kingscrossacademy.org.uk and alternative solutions may be available. These will be discussed on a case-to-case basis.

In line with KCA's '[netiquette rules](#)' we would encourage parents to follow the '[digital 5 a day](#)' framework which provides practical steps to support a healthy and balanced digital diet.

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. Please also follow the acceptable use policies for Google Classroom, Seesaw and Live Lessons.



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6. Roles and Responsibilities

Expectations for Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when there are fewer children isolating and the majority of the class are in school.

KCA will provide a refresher training session and induction for new staff on how to use Seesaw/ Google Classroom. Recording of these tutorial videos can be found [here](#).

When providing remote learning, teachers must be available between **8:30 – 4:00 Monday-Friday. Teachers must also attend remote CPD 3:45 – 4:30pm on Mondays.**

If staff are unable to work for any reason during this time, for example, due to sickness or caring for a dependent, staff should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes. Including Intervention activities and specific tailored tasks for pupils
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Weekly timetables will be uploaded to Seesaw and daily activities assigned on Google Classroom or Seesaw (*Session dependant*)
 - Teachers should assign activities for before 9AM on the specific day as organised in the Weekly timetable
 - Teachers in Nursery to Year 2 will only be setting work on Seesaw
 - Teachers in KS2 will be setting up work on *Google Classroom and Seesaw (depending on activity)*.
 - All sessions will have an 'unplugged' equivalent that can be completed in Home Learning + books and uploaded when completed to learning journals.
 - Completing the Home Learning + usage document weekly [Example Home Learning + Usage Document](#)
- Providing feedback on work:
 - Please refer to guidance in: [Essential Agreements for Remote Learning](#)
 - For additional information see the [user agreements for Seesaw](#)
 - [Teaching Support for Google classroom](#)
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be raised with Phase Leader or SLT and contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@kingscrossacademy.org.uk)
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL



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Expectations for Subject Specific Teachers

- Staff will provide content (video or assignments) and place them directly into the weekly timetables
- Staff will provide personalised feedback to children's specific work on Seesaw
- Please follow guidance for teachers above, when applicable

Expectations for Teaching Assistants/Key Workers

Teaching assistants **must be available between 8:30 – 4:00**

- 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, the teaching assistant must complete tasks as directed by class teachers/ members of SLT
- Key workers will support the children and families under their care as directed by teacher/member of SLT/SENCO
- Teaching assistants are to support the children/child in their class with access, feedback and communication related to their learning

Expectations for Pupils and Parents

- Complete work to the deadline set by teachers
- Observe KCA's '[netiquette rules](#)' and follow the '[digital 5 a day](#)' framework which provides practical steps to support a healthy and balanced digital diet.
- Follow guidance for Screen time: [InternetMatters.org](https://www.internetmatters.org). *The UK government has not produced **guidance** on the amount of **screen time** children should be exposed to.* At KCA we are following this guidance for undirected Screen Time:
 - **EYFS – 1 Hour a day,**
 - **KS1 – 2 Hours a day**
 - **KS2 – 3 hours a day**
- Seek help if they need it, from teachers
- When possible, take time to their child
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- Follow the signed acceptable use policies
- Follow the end user agreements for Google Classroom, Seesaw and Live Lessons
- Encourage movement breaks and physical exercise

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement

- Monitoring the effectiveness of remote learning – communicating directly with teachers, subject leaders and teaching assistants around pupil and staff engagement in their classes. SLT will also review success of specific activities, patterns noticed in learning and provide feedback to innovate
- Communicate with pupils and parents to receive feedback regarding provision
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring the wellbeing of all staff

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy, Online Safety Policy and Keeping Children Safe in Education.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing 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

The SENDCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHCP plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support
- Meet with parents, children and teachers to update TAPS, and provide continued support and intervention.
- Liaise with outsourced provision e.g. SALT to continue provision following children's' plans.

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy
- [Netiquette Rules](#)
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- [Online Safety Policy](#)
- [Parents Information Booklet](#) (Includes acceptable use policies)
- [Acceptable use policies for Staff and Governors](#)
- [Staff Code of Conduct](#)
- Digital and hardware Development Planning
- Code of Conduct for Phone calls
- [Live Lesson User Agreement](#)
- [Live Lesson Policy](#)
- [End User Agreement for Seesaw \(Staff\)](#)
- End User Agreements for Pupils and Parents