

# Remote Education Policy for Sherbourne Fields



## 1. Statement of School Philosophy

Sherbourne Fields has always strived to be caring, creative, motivated and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

## 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality Online and offline resources and teaching videos (student portal)
- Include continuous delivery of the school curriculum
- Support effective communication between the school and families to support attendance

## 3. Who is this policy applicable to?

- A student is absent due to hospitalisation / COVID / Long term sickness / Medical Needs / Operation Isolation etc
- Remote learning will be shared with the student and family when they are absent from school – individualised packages of support will be put in place if required.

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools including, Student Portal Access, HelpKidzLearn / Purple Mash / Boost Reading Planet
- Use of Recorded video lessons
- Phone calls home or Microsoft Teams Meetings
- Printed learning packs
- Physical materials such as story books and writing tools
- Home visits (if required)

## 5. Home and School Partnership

Sherbourne Fields 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.

Sherbourne Fields School will provide a refresher online training session and induction for parents on how to use access the online learning as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Sherbourne Fields would recommend that each 'school day' maintains structure.

We would encourage parents/carers 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 school and alternative solutions may be available. These will be discussed on case-to-case basis.

Where reasonably possible (based on individual need) 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.

## **6. Roles and responsibilities**

### **Teachers:**

- Teachers will set work for the pupils in their classes.
- The work set, where possible will follow the same learning and topics in school
- Weekly/daily work will be sent home via email

### **Tutors and Support Staff:**

- Tutors and support staff will contact home at least twice a week. To check on safety / learning / emotional well-being and any further support required.
- Tutors will monitor and record the types of learning being carried out on a weekly basis
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist with engagement.
- 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

### **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 – 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **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.

## **Computing Teacher / Network Manager**

- Fixing issues with systems used to set work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches
- Assisting pupils and parents with accessing the internet or devices

## **Pupils and parents/carers**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can not 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

Reviewed: September 2025

Next Review: September 2027