Remote Education Policy for
Greek Primary School of London

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1. Statement of School Philosophy

The Greek Primary School of London 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 aims to continue this approach.

2. Aims

This Remote Education Policy aims to:

➢ Ensure consistency in remote learning for all pupils (incl. SEND) who are not in school, through the use of quality online and offline resources and teaching videos

➢ Provide clear expectations for the members of the school community, with regards to the delivery of high quality and interactive remote learning

➢ Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being for students and support for parents

➢ 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

3. Who is this policy applicable to?

➢ A child *(and their siblings if they are also attending The Greek Primary School of London)* who is absent because they are awaiting Covid-19 test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

➢ All the students from the same bubble who are not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

➢ Remote learning material will also be shared at the start of the week with families when their child is absent from school due to Covid-19 related reasons.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

• Online tools for EYFS,KS1 and KS2. These include education online platforms that have been developed and supported by the Greek School Network, and supervised by the Greek Ministry of Education *(for example, e-Me, e-class).* Furthermore, online tools for staff CPD and parents sessions.

• Webex - Online communication platform for the teacher to deliver live online lessons with the whole class. The Greek Primary School's teachers have created accounts on the webex

platform bought and supported by the Greek Ministry of Education, which provides extra online security and data protection.

- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies
- Phone calls (for example in case there are technical difficulties)
- Printed learning packs
- Use of BBC Bitesize, Oak Academy, *list here school subscriptions for example LGFL, DoodleMaths .*

The detailed remote learning planning and resources to deliver this policy can be found here:

- Model Timetable and structure for remote learning

- Downloadable Printable Documents – e.g. Islington Resources developed by School Improvement

- Curriculum resources

- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video

- End User Agreements for Webex

5. Home and School Partnership

The Greek Primary School of London is committed to working closely with families. We recognise each family is unique and therefore remote learning will need be agile and meet each family's individual needs.

The Greek Primary School of London School will provide a refresher online training session and induction for parents on how to use Webex and additional digital platforms/tools such as e-me and e-class. Also, where possible, we will provide personalised resources.

We would encourage parents to support their children's work, including finding an appropriate place to work, trying to keep a daily routine and structure, 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 approaches will be followed. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are also working using computers at home.(consent form send by the Greek Ministry of Education)

6. Roles and responsibilities

Teachers

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

The Greek Primary School of London will provide a refresher training session and induction for new staff on how to use Webex (digital education platform) and additional digital platforms/tools (e-me, e-

class) provided, funded and supported by the Greek Ministry of Education. All data is protected under agreements made by the Greek Ministry of Education.

When providing remote learning, teachers must be available between 09.00am and 5.00pm.

When providing remote learning, teachers are responsible for:

- Setting work:
  - o Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 1 to 6
  - o The work set should follow the usual timetable for the class had they been in school, wherever possible
  - o Weekly/daily work will be shared
  - o Teachers in Year 1 to Year 6 will be setting work on *eclass or e-me*

- Providing feedback on work:
  - o Reading, writing and maths work, all completed work submitted by 6 pm to be guaranteed teacher response and comments by 8 pm.
  - o All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.
  - o Or As per the marking policy
- Keeping in touch with pupils who aren't in school and their parents:
  - o If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to access whether school intervention can assist engagement.
  - o All parent/carer emails should come through the school admin account (mail@dim-london.europe.sch.gr)
  - o 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 daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – such as through regular meetings with teachers, 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.

The SENCO

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

- Identifying the level of support.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work by the deadline set by teachers
- Seek help from teachers, if they need it
- 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't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Proprietor

The Proprietor 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:

- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning

- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for e-class, e-me and Webex