



Barrowby CE Primary School

Remote Education: Monitor Pupil Engagement Guidance

How are pupils being tracked?

All members of staff should undertake **Daily Monitoring** activities to evaluate pupil engagement.

Teachers should monitor:

- Pupil attendance at 'live lessons/sessions;'
- Communications and work received via Tapestry, email and TEAMS.
- Provide ongoing guidance and support to children/parents.

Admin monitor:

- Contact from parents via Telephone and e-mail.

All staff should record contact on the appropriate **Family Contact** sheet.

What are the next steps?

Teachers should:

- Continue to track pupil engagement.

If the Class Teacher notices that a pupil has **not engaged with Remote Learning for a period of time e.g. 1 week** then they should contact parents to ascertain why. If lack of engagement persists, follow the Steps outlined below:

Step 1-Initial Contact

Class Teacher should:

- submit a report on **MyConcern** and liaise with **Headteacher** who will decide on appropriate action. This may require Mrs Holmes/Mrs Midgley to conduct a **Well-Being** phone call to identify the barriers to pupil engagement.

Admin team should:

- try to support family and identify/resolve barrier to engagement e.g. arrange for loan of school device; support resolving technical difficulties. Questions such as the following could be used to identify/remove the barrier:
 1. *Do you have access to appropriate technology?*
 2. *Do you understand the lessons that are being set?*
 3. *Do you need support with a particular aspect?*
 4. *What do you agree to get completed by tomorrow?*

Note: If query relates to teaching and learning—then inform the class teacher who should contact the Parents to resolve.

- Make a note of date/phone call and record on **Family Contact** sheet.
- Feedback to Class Teacher outcome of **Well-Being** phone call and actions taken.

Step 2-Monitor Pupil Engagement

Class Teacher should:

- Liaise with Headteacher and Admin Team to ascertain outcome of initial **Well-Being** call.
- Continue to monitor pupil engagement i.e. attendance at 'live sessions, work etc and e.g. update **Family Contact** Log as necessary.
- Liaise with Headteacher if Pupil engagement lessens-revisit **STEP 1**.

If concerns continue move to STEP 3.

Step 3-Reporting Lack of Pupil Engagement

It may be that this pupil becomes vulnerable by not engaging with the work and therefore must come into school according to Government guidance.

Class Teacher should:

- Liaise with Headteacher to relay concerns regarding lack of pupil engagement i.e. share **Family Contact** sheet and discuss concerns and actions taken to date.

Headteacher should:

- Liaise with Admin Team and construct a Lack of Pupil Engagement Risk Assessment;
- Liaise with teacher/SENDCo/SLT as appropriate to confirm details and actions taken on the Risk Assessment e.g. loan a device, child attends school etc
- May take further steps to improve contact e.g. conduct a Home Visit to make contact with the family to better understand how to improve Pupil Engagement and in accordance with the school's **COVID 19 Home Visit Risk Assessment**.
- Reflect on actions taken- seek support from SLT/Governors as appropriate- and implement steps to improve Pupil Engagement.

Admin Team should:

- Liaise and support Headteacher;
- Communicate the outcome of the Risk Assessment and actions to the parent- agree timescales for actions to be implemented e.g. date of collection of laptop, or return to school.
- Record result on the **Vulnerable and Young People** log.

If this is not appropriate move to STEP 4.

Step 4-Reinforce Pupil Engagement

Headteacher should:

- Inform the parent that a Fixed Penalty Notice for failure to engage with the school work would typically be imposed under section 444A and 444B of Education Act 1996; to avoid this
- Liaise with Admin/Parents to devise an action plan in order to improve level of engagement.

Note

Parents should be told that lack of engagement not only widens the gap of attainment but damages pupil's future chances in life. It will also make it more difficult for the school to bridge the gap in coming weeks, months and years.

In some circumstances this may become a safeguarding issue and STEP 5 would be implemented.

Step 5-Raise a Safeguarding Concern

Designated Safeguarding Lead should:

- Raise concerns in line with safeguarding procedures.