

Remote Learning Policy

Updated Sept 24



Contents

1. Aims 3
 2. Roles and responsibilities 4
 3. Who to contact 10
 4. Data protection **Error! Bookmark not defined.**
 5. Safeguarding 11
 6. Monitoring arrangements **Error! Bookmark not defined.**
 7. Links with other policies 11
-

1. Aims

This remote learning policy is in two parts:

Part 1: Full or partial closure with staff self-isolating

Part 2: individual children self-isolating for more than 48 Hours

This policy aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school

Set out expectations for all members of the school community with regards to remote learning

The school has implemented research from the Educational Endowment Foundation as a basis for our approach to remote learning

When implementing strategies to support pupils' remote learning, or supporting parents to do this, key things to consider include:

Key findings and implications

1. Teaching quality

- Pupils can learn through remote teaching.
- Ensuring the elements of effective teaching are present – for example clear explanations, scaffolding and feedback – is more important than how or when they are provided. There was no clear difference between teaching in real time ("synchronous teaching") and alternatives ("asynchronous teaching").
- For example, teachers might explain a new idea live or in a pre-recorded video. But what matters most is whether the explanation builds clearly on pupils' prior learning or how pupils' understanding is subsequently assessed.

2. Ensuring access to technology is key, particularly for disadvantaged pupils

- Almost all remote learning uses digital technology, typically requiring access to both computers and the internet.
 - Many reviews identify lack of technology as a barrier to successful remote instruction. It is important that support is provided to ensure that disadvantaged pupils – who are more likely to face these barriers – have access to technology.
-

- In addition to providing access to technology, ensuring that teachers and pupils are provided with support and guidance to use specific platforms is essential, particularly if new forms of technology are being implemented.

Remote teaching and study time each day

How long can I expect work set by school to take my child each day?

The DFE expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Primary school-aged pupils	(Number of hours – there are minimum expectations for remote provision.)
----------------------------	--

PART 1

2. Roles and responsibilities – during full or partial closure

2.1 Teachers

When providing remote learning, teachers must be available for normal directed hours.

If they're 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.

When providing remote learning, teachers are responsible for:

Setting work –

Ensure that weekly work is uploaded by the Friday before to the Home learning pages of the website. This is to be agreed as a unit and unit leaders will ensure the appropriate amount and coverage

Tapestry to communicate and share specific activities, videos with parents

These plans have been agreed following lock down Jan 21 and restricted attendance in school

Reception: Reception Home learning – for staff

From Monday 11th January we will be having one live lesson a day via Zoom for all children in Reception, this will be taught by one of the class teachers. Work will continue to be added to Tapestry for children to complete each day and upload for their class teacher to see. We will no longer use the school website for home learning.

The star job each day will be taught live by the class teacher via Zoom. This will be an introduction to the star job that day once this has been completed the children working from home can leave Zoom and upload the completed task to Tapestry for their teacher to see.

Class teacher to take a register of children who access the Zoom each day. Please pass names of anyone who does not engage with Tapestry or the live Zooms each Friday to Nicky.

1.15 pm. – daily Zoom registration followed by live teaching of the star job for that day.

Children working from home can then follow the home learning plan for that day either completing all the activities or choosing a selection to complete.

Children in school will then follow their usual timetable for the rest of the day.

All children will complete the same activities but not necessarily on the same day. As our live lesson is in the afternoon, some children may be working a day behind depending on when they can access the video- this is not a problem.

The zoom lesson each day will be recorded and put onto a Vimeo with the link uploaded onto Tapestry. This is to provide families with another opportunity to access the live lesson at a time more convenient to them.

Becca Hinson will set up the Zoom code, individual class teachers will post the same code on Tapestry before 9.15 on Monday 11th January. (It will be the same code daily)

Make sure you put a waiting room when creating your Zoom live lessons.

You zoom will be recorded, you will need to set your zoom code up to pre-record. You will also need to make your parents aware when you send them the codes so that any parent who does not want their child recorded can turn their camera off.

Teachers will also prerecord 3 story times a week. Becci Goode and Gina Higgin will also each do one. One video will be shared everyday so the children have a pre-recorded story video each day.

Home Learning will consist of:

(Links for ‘Red’ and ‘Orange’ tasks will be uploaded to Tapestry each day. ‘Green’ tasks will be available on Tapestry all the time- Teachers will post reminders and links to these on a weekly basis)

Red Tasks

Phonics- RWI videos, Ruth Miskin youtube videos,

Maths- Doodle Maths

Reading- reading books, Oxford Owl reading resources, RWI videos, Epic website

Orange Tasks

Star tasks – Maths, handwriting, writing, UtW tasks, Jigsaw or RE.

Story time- pre recorded stories

Maths – White Rose sessions to be linked and uploaded when Maths isn’t the Star task of the day.

Green tasks

Pic and Mix – Other subjects Purple Mash, EAD and UtW tasks. Play based tasks linked to the curriculum

Amaven

Other websites – CBBC, Oak Academy Trust, Woodland Trust, ABC does. These will be adapted, changed and added to as appropriate. Any new sites will be linked to parents on Tapestry as well as being added to the ‘Home Learning Ideas’ Activity page on Tapestry.

Year 1 Home Learning- staff

From Monday 11th January we will be having one live lesson a day via Zoom for all children with a view to increasing this over the coming weeks if this is successful. Work will continue to be added to Tapestry for children to complete each day and upload for their class teacher to see.

The star job each day will be taught live by the class teacher via Zoom. This will be an introduction to the star job that day- once this has been completed the children working from home can leave Zoom and upload the completed task to Tapestry for their teacher to see. All year 1 classes will complete the same star job each day.

Class teacher to take a register of children who access the Zoom each day. Please pass names of anyone who does not engage with Tapestry or the live Zooms each Friday to Nicky.

9:15 a.m. – daily Zoom registration followed by live teaching of the star job for that day.

Children working from home can then follow the home learning plan for that day either completing all the activities or choosing a selection to complete.

Children in school will then follow their year group timetable for the day however times they are completed within the day maybe different – e.g P.E.

One Zoom lesson each day will be recorded and put onto a Vimeo with the link uploaded onto Tapestry. This is to provide families with another opportunity to access the live lesson at a time more convenient to them.

You will need to upload the Zoom code to tapestry before 9:15 on Monday 11th January. (It will be the same code daily)

Make sure you put a waiting room when creating your Zoom live lessons.

If your Zoom is being recorded you will need to set your zoom code up to pre-record. You will also need to make your parents aware when you send them the codes so that any parent who does not want their child recorded can turn their camera off.

Year 2 Home Learning- staff

From Monday 11th January we will be having one live lesson a day via Zoom for all children with a view to increasing this over the coming weeks if this is successful. Work will continue to be added to Tapestry for children to complete each day and upload for their class teacher to see.

The star job each day will be taught live by the class teacher via Zoom. This will be an introduction to the star job that day- once this has been completed the children working from home can leave Zoom and upload the completed task to Tapestry for their teacher to see. All year 2 classes will complete the same star job each day.

Class teacher to take a register of children who access the Zoom each day. Please pass names of anyone who does not engage with Tapestry or the live Zooms each Friday to Nicky.

9:15 a.m. – daily Zoom registration followed by live teaching of the star job for that day.

Children working from home can then follow the home learning plan for that day either completing all the activities or choosing a selection to complete.

Children in school will then follow their usual timetable for the rest of the day.

All children will complete the same activities but not necessarily on the same day.

One Zoom lesson each day will be recorded and put onto a Vimeo with the link uploaded onto Tapestry. This is to provide families with another opportunity to access the live lesson at a time more convenient to them.

You will need to upload the Zoom code to tapestry before 9:15 on Monday 11th January. (It will be the same code daily)

Make sure you put a waiting room when creating your Zoom live lessons.

If your Zoom is being recorded you will need to set your zoom code up to pre-record. You will also need to make your parents aware when you send them the codes so that any parent who does not want their child recorded can turn their camera off.

Home Learning will consist of:

(All of these activities and links will be uploaded to Tapestry each day)

Phonics- RWI videos, Ruth Miskin youtube videos

Maths- White Rose videos, PowerPoints, worksheets

Reading- reading books, Oxford Owl reading resources, RWI videos, Youtube videos, comprehension questions

Writing- Handwriting activities, PowerPoints, worksheets

Other Subjects- Amaven, Purple Mash, Oak National Academy

Home Learning will consist of:

(All of these activities and links will be uploaded to Tapestry each day)

Phonics- RWI videos, Ruth Miskin youtube videos

Maths- White Rose videos, PowerPoints, worksheets

Reading- reading books, Oxford Owl reading resources, RWI videos, Youtube videos, comprehension questions

Writing- Handwriting activities, PowerPoints, worksheets

Other Subjects- Amaven, Purple Mash, Oak National Academy, History, DT, RE, PSHE.

Feedback:

Parents can upload completed work to tapestry.

Teachers/Teaching assistants to respond and set next steps where appropriate regularly.

Keeping in touch with pupils:

If a family isn't engaging with home learning or attending live zooms staff to notify Head who will make contact and offer support.

Phone calls to be on a withheld number.

Contact the office for phone numbers

If partial closure and concerns about a specific family not engaging or reachable safeguarding procedure to be followed.

Tapestry comments from parents to only be answered during working hours.

Staff meetings

Staff to attend staff meetings when requested on zoom /teams

2.2 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Monitoring the remote work set by teachers in their subject

Alerting teachers to resources they can use to teach their subject remotely

2.3 Senior leaders/ SENCO

Alongside any teaching responsibilities, senior leaders are responsible for:

The Headteacher

Co-ordinating the remote learning approach across the school.

Monitoring the effectiveness of remote learning – through monitoring of engagement and response on Tapestry.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Assistant Heads/unit lead

Supporting teachers and teaching assistants with using systems

Ensure Teaching Assistants are deployed

Remote unit/team meetings to check on welfare and review this policy's implementation

SENCO

The SENCo will keep in regular contact with vulnerable families and seek support where needed

Vulnerable families will be agreed by the SLT team with the teachers

2.4 Designated safeguarding lead

The DSL is responsible for:

Dealing with any safeguarding concerns reported to school

Contact families and maintain contact

Liaising with outside agencies

Co-ordinating the response

2.5 Teaching Assistants

Providing recorded phonics lessons where required

Taking responsibility for communicating with families agreed by the class teacher

Providing tasks for individuals as requested by the teacher

Checking on engagement and contacting families requested by the teacher

Take part in regular remote unit meetings

2.6 Pupils and parents

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 – 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
- Engage with tapestry
- Request paper copies of work if needed

2.7 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

3.0 Who to contact- Full or Partial Closure

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work –talk to the unit leader

Issues with IT – talk to the Head

Issues with their own workload or wellbeing – talk to the Head, unit leader or mental Health Lead

Concerns about data protection – talk to the data protection officer Jan Cooper

Concerns about safeguarding – talk to the DSL N Corfield

4.0 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

Making sure the device locks if left inactive for a period of time

Not sharing the device among family or friends

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

Part 2: child/children self isolating

Applies if restricted attendance is removed and school fully reopens.

5. Roles and responsibilities – individual child/family self isolating

5.1 Teachers

When providing remote learning

- Signpost access to Amaven PE, Doodle and purple mash
-

- Upload the week's literacy and numeracy activities (other subjects could be uploaded depending on the planning for the week) from your class learning to Tapestry for the children who are isolating. This should be done via activities with documents attached such as the weeks maths powerpoint.
- If there is more than one child in the year group self isolating the work can be set by one teacher for the whole group of children self-isolating within the year group to make workload more manageable.
- This can be modified to make workload manageable e.g. white Rose worksheets and RWI video links
- Respond to Tapestry communication if appropriate and during working hours. Teaching Assistants can be asked to respond on your behalf

If a parent notifies school that a child is self-isolating the office will send them this:

As your child is self isolating for more than 48 hours we will offer remote learning via Tapestry. Please be aware that your child's teacher is still teaching but will respond when they can. There is no expectation for your child to complete the work if they are unwell.

Remote home learning will be shared via Tapestry and will follow the learning taking place in school that week. This will be uploaded via the activity section of tapestry available on the browser, please be aware other families may see your comments if you reply with any queries. If you would like to send a personal query you can do so by uploading this as an observation. Your child also has access to Doodle Maths, Amaven PE and Purple Mash. If you have any issues please do not hesitate to get in touch. We hope to see you back at school soon.

6. Safeguarding

See the updated Policy and addendum

7. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy

Parents appropriate use of Social media policy
