

Remote and Home Learning Policy

Rationale:

St John's and Tunstead primary Federation understand the need to continually deliver high quality education, including during periods of remote working- whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources and safeguarding.

Aims;

To outline our approach for pupils that will not be attending school, as a result of government guidance- individual children who may be self-isolating or the closure of a class bubble.

To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the school with the teaching, marking and planning for pupils.

Who is this policy for?

Every child is expected to attend school full time from 3rd September 2020. In line with government guidance, pupils staff and families should self-isolate if they display any of the following symptoms:

- A continuous dry cough
- A high temperature above 37.8C
- A loss or change to their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid 19
- Any child self-isolating due to returning from a holiday abroad

- Any child absent due to being contacted by NHS track and trace and being told to isolate due to a close contact with symptoms/positive result.

Remote learning plans

Scenario one- a pupil has to isolate whilst awaiting Covid test results after displaying symptoms:

- A two-week pack of resources is available on the google classroom. This should be accessed for daily tasks. This will be stored in the file marked scenario one.
- Children should also use TTRockstars daily.
- Children should read daily for at least 15 minutes.
- Printed packs are available for each class. These will be offered to all pupils affected in the event families do not have access to ICT.
- Packs will be updated half termly by staff and will provide examples of work covered in that period.

Scenario two- A Pupil has to isolate for 10-14 days;

- A two-week pack of resources is available on the google classroom. This should be accessed for daily tasks. This will be stored in the file marked scenario two.
- Children should also use TTRockstars daily.
- Children should read daily for at least 15 minutes.
- Printed packs are available for each class. These will be offered to all pupils affected in the event families do not have access to ICT.
- Packs will be updated half termly by staff and will provide examples of work covered in that period.

Scenario three- A class bubble has to isolate for 10-14 days; If the class teacher is unwell and unable to work during isolation then scenario one will be used.

- Work will be set daily on google classroom for Y1-6 and on tapestry for reception and Nursery.

- All children have had weekly homework set on these platforms since September to ensure all are confident using the systems.
- It is expected the following will be delivered/provided in terms of resources and learning by each class teacher:
 - **A daily Maths task-** Links to 'White Rose' daily maths videos and provision of any supporting teaching materials. Any family that does not have access to printing can complete answers on separate paper and email pictures if they wish.
 - - a work book will be provided to every child for the purpose of recording should they not have access to ICT. Parents must email or call the school to request this please.
 - **A daily English task-** On a Monday morning each class will post a video introducing a text or English concept for the week. This will be supported with daily activities and further explanation if required. For some classes further videos may be used if required.
 - **Daily Phonics activities for Reception and KS1 classes-** teachers will post links to daily phonics activities and a phonics video.
 - **Daily reading for KS2 pupils-** pupils should read and record comments daily.
 - **TTRockstars** should be used for a minimum of 15 minutes a day for every pupil where possible
 - **A timetable** will be published on the class page giving a suggested routine for the day and the order in which tasks could be accessed.
- **It is expected** that teachers will provide feedback to one piece of work per day for each pupil. This feedback will vary in length depending on the tasks.
- **Catch up-** sessions will be arranged by the teacher via zoom. Groups of six will meet daily and the session will be recorded on the host computer for safety. This recording will be shared on the staff google area so SLT can monitor this. Where possible the class teaching assistant will also join this session. This is an opportunity to check on pupils welfare and also to revisit any learning that has posed challenges for pupils.
- **Scenario four- A local or National Lockdown, resulting in school closure;**

- Work will be set daily on google classroom for Y1-6 and on tapestry for reception and Nursery.
- All children have had weekly homework set on these platforms since September to ensure all are confident using the systems.
- It is expected the following will be delivered/provided in terms of resources and learning by each class teacher:
 - **A daily Maths task**- Links to 'White Rose' daily maths videos and provision of any supporting teaching materials. Any family that does not have access to printing can complete answers on separate paper and email pictures if they wish.
 - - a work book will be provided to every child for the purpose of recording should they not have access to ICT. Parents must email or call the school to request this please.
 - **A daily English task**- On a Monday morning each class will post a video introducing a text or English concept for the week. This will be supported with daily activities and further explanation if required. For some classes further videos may be used if required.
 - **Daily Phonics activities for Reception and KS1 classes**- teachers will post links to daily phonics activities and a phonics video.
 - **Daily reading for KS2 pupils**- pupils should read and record comments daily.
 - **TTRockstars** should be used for a minimum of 15 minutes a day for every pupil where possible
 - **A timetable** will be published on the class page giving a suggested routine for the day and the order in which tasks could be accessed.
- **It is expected** that teachers will provide feedback to one piece of work per day for each pupil. This feedback will vary in length depending on the tasks.
- **Catch up**- All children will be invited to two zoom meetings daily- details of this will be shared on the google classroom and will be emailed to the parents email address. These sessions will be used to introduce new work, provide feedback on past work and check everyone is engaging well with what has been offered. The session will be recorded on the host computer for safety. This recording will be shared on the staff google area so SLT can monitor this. Where possible the class teaching assistant will also join this session.

- **Children may be invited to other small group sessions via zoom.** IF this is the case they will receive an invite from their class teacher via email. These sessions will be recorded as above.

In the event of a full Lockdown except Key worker children:

- Teachers will deliver learning through the plan discussed above
- Teachers and teaching assistants will run critical worker bubbles in school for key worker children.

If access to technology is difficult at home children may be able to borrow a laptop from school. Any laptops borrowed will be signed for and returned following the lockdown and will remain the property of the school.

Monitoring of remote learning

- SLT will have access to all google classrooms and tapestry at all times. They will make daily monitoring checks to ensure high quality resources are being used and expectations are being met. Feedback will be provided to staff.
- Randomised weekly welfare calls will be made to families to ensure parents and children are accessing all learning successfully.
- All videos will be uploaded the day they are saved and will be saved on the staff google area for monitoring by SLT.

Expectations of staff during remote working

- If you need to make calls using your phone please always dial 141 in advance of the number to ensure your personal details remain anonymous.
- Staff can be contacted and should be available during their directed time of 8.30am until 4.30pm daily. Staff are not expected to reply to emails outside of this time.

- Teachers should have effective internet and phone access at home- if this is not possible they should notify SLT in advance and they will make every effort to resolve this.
- Emails must only be sent on official work emails both to pupils, parents and colleagues.
- Work laptops will be used by all staff when zoom calls are made. If this is not possible in an emergency, then it will be discussed with SLT and recorded on an ICT log.
- Staff will have CPD to ensure they are confident and knowledgeable using the remote learning platforms.
- Staff will maintain records of zoom meetings. Attendance and how it is accessed and any significant comments/actions during session.
- If parents/pupils do not access given zoom meet daily then staff will log this on scholar pack and send parents an email to let them know.
- Staff when working online and interacting with pupils should work in a private space and be aware of others overhearing- where possible headphones should be worn.
- During remote learning sessions that are interactive staff will follow the school behaviour policy. If behaviour is deemed unacceptable pupils may be removed from the group sessions and parents will be notified. If this behaviour were persistent it would be passed to SLT.
- Work should be posted in the google classroom by 8pm to be available for the following day. This will allow parents time to familiarise themselves with it in advance.

Safeguarding during a school closure

- In the event of a school closure, pupils, parents, carers and teachers are reminded that the schools child protection and safeguarding policy still applies to all interactions between pupils and teachers. In that policy there are clear reporting obligations to which teachers must adhere whether at home, in the community or at school.

Some useful links to help keep you and your family safe at home

<https://nationalonlinesafety.com>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety/>

<https://www.thinkuknow.co.uk/parents/support-tools/home-activity-worksheets>

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This policy will be kept under review and may be subject to changes.