Remote Learning Policy During Covid-19 Restrictions

For

Wentworth Primary School

January 2021

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and safeguarding pupils and themselves online
- Provide guidance about how pupils will receive feedback about the next steps of their learning.

Definition of Remote Learning

Remote learning is to enable all pupils to be able to continue their education in the event of self-isolation, class bubbles or cohorts being sent home due to Covid restrictions or the school being closed in a lockdown.

Schoolwork is not being provided where a child is ill. In exceptional circumstances, where a family is shielding for a length of time, then a blend of online learning and printed resources will be provided and weekly phone calls made by the class teacher.

At Wentworth the definition of remote learning provision is to provide a blend of online learning and printed resources using ItsLearning platform, White Rose Resources, The Oak Academy, Phonics, Times Tables Rockstars and regular feedback to pupils/parents.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.10am and 4.00pm between 9.00 – 3pm for pupils' responses and feedback

If they are 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

- Each teacher needs to provide work for their class and in the event of their partner teacher being off they need to provide learning for the year group
- One English lesson, one maths lesson and one foundation subject or science needs to be provided each day (3 hours of learning)
- This work needs to be set at least by 3pm the day before
- Work should be uploaded to the school learning platform, Its Learning. Printed sheets to be left with the office for collection with one week's worth of work
- Teachers should co-ordinate with other teachers to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work. Work needs to be differentiated.
- Maintaining an up-to-date record of which pupils and families do not have a device or internet access
- Providing paper copies of work so no child is disadvantaged
- Following safeguarding guidance in line with Keep Children Safe in Education

Maths Home learning:

- Daily Maths Lesson
- White Rose lesson resources on the White Rose website – no subscription needed.
- There is a video lesson for each day – these are the same videos which we are using in class.
- Upload PDF copies of the worksheets for each lesson as they are for premium subscribers only.
- Upload PDF copies of the answers so work can be marked at home.
- Times Tables Rockstars
- Set a week on the website
- Ensure all children can access the website independently from home
- Year 2, 3, 4 practise times tables. EYFS and Yr 1 to use Numbots Years 5 and 6 to practise mental calculations

English Home Learning

- Oak Academy daily lessons
- Reading using online books or books available at home
- Phonics at KS1 – Phonicsplay, BBC Bitesize or other online resources
- A weekly GPS activity

Science lesson

- Weekly lesson uploaded for pupils to access

Foundation subjects
- Topic section – in line with teaching in class
- Use a planned and well-sequenced curriculum covering all areas of Foundation subjects

Feedback to pupils
- One piece of maths, English and science to be uploaded by the pupil to their homelink folder on ItsLearning on designated days. Eg: GPS set on Monday and marked on Weds; maths arithmetic set on Wednesday and marked on Friday; science set on Friday and marked on Monday. This can be marked and then uploaded again by the teacher
- The discussion feature can be used to give whole or group feedback
- Folder called Home Learning on the Class page; week beginning with folders for the different subjects and a timetable of expectations for the pupils. The class discussion can be open all day between 9am and 3pm
- Paper copies of work need to be exchanged weekly and the returning pack will be marked by the class teacher once it has been quarantined
- Timestables Rockstars and Numbots will be reviewed weekly and tracked
- Phone calls will focus on the weekly learning targets for wellbeing, English, phonics, maths and science
- Monitor pupil engagement with remote education
- Assessments to monitor progress will be through the regular use of quizzes and tests

SEND

All teachers must identify and recognise that younger pupils and those with SEND may not be able to access remote education without adult support and so teachers need to work with families to deliver a broad and ambitious curriculum.

Providing feedback on work

- Teachers will access completed work from pupils on line or collect their returned sheets from the office
- Teachers will share feedback with pupils through individual written comments on a daily basis
- Some work will have answers provided for pupils to self mark completed work
- Some research and open ended projects related to the year group curriculum map and the pupils will be encouraged to upload photographs, videos etc.

Keeping in touch with pupils who are not in school and their parents

- Teachers are expected to make weekly contact to parents through phone calls (personal numbers must be withheld). Phone calls should be logged with any concerns highlighted. In the case of an SEN child then it may be that the teacher talks to the child via zoom with the parent present.
- The office will receive incoming emails from parents and pupils. Teachers do not reply directly to parents or pupils' emails.
- If there are any safeguarding concerns, teachers should follow the usual safeguarding procedures and ensure that the Designated Safeguarding Lead is informed promptly
- Phone calls must be made to pupils failing to complete work or communicate with school

Attending virtual meetings with staff, parents and pupils

- Staff should be smartly dressed as in school
- Virtual meetings with staff, parents and pupils should avoid areas with background noise, nothing inappropriate in the background
- A TA or other member of staff to be in the same room as the member of staff online as a safeguarding precaution

Teachers isolating

Teachers who are self-isolating but with no Covid symptoms, are expected to remote access the class for teaching 3 hours a day using Zoom. The teaching assistant will lead in the class after the delivery of the lesson.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am to 3.15pm

If teaching assistants are 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 assisting with remote learning, teaching assistants are responsible for the day to day running of the class and must liaise with the class teacher about resources, behaviour and class management. This will be in place throughout the period of isolation.

Subject leaders

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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Computing staff and GDPR

Computing staff are responsible for:

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

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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants, via the school office
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing body

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

Monitoring arrangements

This policy will be reviewed as often as we think is appropriate and manageable by the Headteacher. At every review, it will be approved by the PPP Committee.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E- safety policy