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**ST HELEN'S CE PRIMARY SCHOOL**

# **REMOTE LEARNING POLICY**

**September 2024**

***'LOOKING FORWARD IN FAITH'***

# Remote Learning Policy

## Aims

This remote learning policy for staff aims to:

- Ensure consistency in the academy's approach to remote learning;
- Set out expectations for all members of the academy community with regards to remote learning;
- To provide appropriate teaching platforms for pupils to develop knowledge, skills and understanding.

## Roles & Responsibilities

### Teachers

During any lockdown or school closure due to unforeseen circumstances, teachers must be available to work remotely or as a key worker in academy between 8.30am and 3.30pm. 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. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call- text messages are unacceptable.

Whilst the academy is open – either with restrictions (Tier system) or lockdown, teachers are responsible arranging for pupils to access the chosen platform for learning. During a lockdown with partial opening, the Pastoral Care Leader and office staff may help contacting families about this.

#### • Setting work:

o Setting an appropriate amount of work per day per subject. This work may be staggered to allow families with multiple children to have the opportunity to complete work and log on. Some lessons will be live and some will be recorded. There will also be a timetable for each key stage available on the website.

o In extreme circumstances, pupils with limited access to devices to be able to access work packs from the academy to complete. This should be requested by parents. The academy will provide some families with laptops when they receive them as part of the government scheme

#### Providing feedback on work:

o Pupils can keep all their completed work if it is on paper and return it academy on a weekly basis in accordance with their teacher.

o Teachers will have access to all learning platforms and can see how much work has been done and provide comments where appropriate. Teachers will report to SLT, the attendance rates of pupils.

#### • Keeping in touch with pupils and parents:

o Any emails from parents may be sent via the academy info email address and staff should respond within 48 hours.

o Any concerns or safeguarding concerns to be recorded on CPOMs.

o EYFS to keep in touch with parents/guardians with Tapestry.

#### • Attending virtual meetings with staff, parents and pupils:

o academy dress code to follow the code of conduct policy.

o Pupils may wear casual clothes but must be fully dressed.

o Parents/guardians must always be fully clothed.

- o There is to be no abusive or derogatory language used during any virtual sessions.
- o Parents are advised to speak to the teacher after the session if they have any concerns so as not to impact on learning time.
- o Any video lessons or Teams calls/videos to be made in classrooms or with a plain background in a home.
- o All remote learning pupils should attend every session, unless there is a valid reason such as illness. If a pupil fails to attend and the parent/guardian does not answer the phone, then a member of staff will do a doorstep visit. The Education Welfare Officer for the authority may be alerted and asked to do home visits on behalf of the academy.
- o Pupils must not be asked to babysit younger children during their sessions, they need to focus all of their attention on their learning. If there are any distractions such as babies crying, please try to take them into another room.

### Teaching Assistants

During any lockdown or school closure due to unforeseen circumstances, teaching assistants must be available to work remotely or as a key worker in academy between 9am – 3.15pm (unless they are contracted for breakfast hours or work on a part time basis). 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. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call.

Whilst the academy is open, teaching assistants may be responsible for:

- Supporting pupils with learning remotely or working with pupils on site:
  - o When requested by the SENDCo
  - o When requested by class teachers
  - o When requested by SLT
- Attending virtual meetings with teachers, parents or pupils (if needed):
  - o Academy dress code to follow the code of conduct policy.
  - o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

### Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the academy
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or SLT, reviewing work set or reaching out for feedback from pupils and parents (if necessary)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Pupils and Parents/Guardians

Staff can expect pupils to:

- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday)
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents/ guardians to:

- Seek help from the academy if they need it – staff should refer them to the academy website for learning links and support.
- Be respectful when making any complaints or concerns known to staff

## **Who to Contact**

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

- Issues in setting work – talk to class teacher, SLT or SENDCo
- Issues with behaviour – talk to the SLT or SENDCo
- Issues with IT – talk to IT staff or contact ‘Mint’ via SBM
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the Trust Data Protection Officer
- Concerns about safeguarding – talk to the DSLs (this information is also on the website)

All staff can be contacted via the academy email address or on Class Dojo

In the event of the majority of children in particular year groups not being in school, our Remote Learning offer is as follows.

In the event of an individual or small group of children self-isolating, please see detail further in this document.

<b>Nursery</b>	A weekly remote learning pack is provided via Class Dojo and the School Website comprising of activities for parents and children to complete together at home.																	
<b>Reception &amp; Year 1</b>	<table border="1"> <thead> <tr> <th data-bbox="636 341 922 373"><b>Time</b></th> <th data-bbox="929 341 1413 373"><b>Lesson</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="636 378 922 410">9:00</td> <td data-bbox="929 378 1413 410">Phonics Live Lesson</td> </tr> <tr> <td data-bbox="636 414 922 446">10:00</td> <td data-bbox="929 414 1413 446">Maths Live Lesson</td> </tr> <tr> <td data-bbox="636 451 922 483">11:00</td> <td data-bbox="929 451 1413 483">English Live Lesson</td> </tr> <tr> <td data-bbox="636 488 922 520">11:45</td> <td data-bbox="929 488 1413 520">Story Time Live Session</td> </tr> <tr> <td data-bbox="636 525 922 557">13:00</td> <td data-bbox="929 525 1413 557">Wider Curriculum Task</td> </tr> </tbody> </table>		<b>Time</b>	<b>Lesson</b>	9:00	Phonics Live Lesson	10:00	Maths Live Lesson	11:00	English Live Lesson	11:45	Story Time Live Session	13:00	Wider Curriculum Task				
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Situation	Actions
Teacher is ill and unable to attend school	<ul style="list-style-type: none"> <li>• Appropriate cover for the class is put in place.</li> </ul>
Support Staff working 1:1 with children with SEND are absent from school.	<ul style="list-style-type: none"> <li>• An appropriate adult will continue to address the needs of the child following the plans in place.</li> <li>• SENDCo will liaise with adults as appropriate.</li> </ul>
Government announce lockdown restrictions	<p><b>Years 2 to 6</b></p> <p><u>Teacher is well and able to work</u></p> <ul style="list-style-type: none"> <li>• Work is set via Microsoft Teams (English, Maths, Reading &amp; Wider Curriculum).</li> <li>• Live lessons are delivered by the Class Teacher on Teams for Reading, Maths, English and Story Time. One Wider Curriculum task is set for children in Year 2. Two Wider Curriculum tasks are posted on Class Dojo for the afternoon for Years 3-6. These afternoon tasks are comprised of a mixture of recorded teaching using lessons made by teachers, Oak Academy and BBC Bitesize and lessons prepared by teachers using a mixture of written instructions and video content. Feedback is given during lessons and work submitted is acknowledged.</li> <li>• Pupils who are not engaging will be contacted by telephone by the Class Teacher in the first instance and then by the Pastoral Care Leader/SLT.</li> <li>• At 2pm each day, the Teacher is available online for questions about work from children at home.</li> </ul> <p><u>Teacher is unwell and not able to work</u></p> <ul style="list-style-type: none"> <li>• Above protocol will take place with a member of SLT as substitute.</li> </ul> <p><b>Reception &amp; Year 1</b></p> <p><u>Teacher is well and able to work</u></p> <ul style="list-style-type: none"> <li>• Work is set via Teams (English, Maths, Phonics &amp; Wider Curriculum).</li> <li>• Live lessons are delivered by the Class Teacher on Google Meet for Phonics, Maths, English and Story Time. A Wider Curriculum task is posted on Class Dojo for the afternoon.</li> <li>• Feedback is given during lessons and work submitted is acknowledged.</li> <li>• Pupils who are not engaging will be contacted by telephone by the Class Teacher in the first instance and then by the Learning Mentor/SLT.</li> </ul> <p><u>Teacher is unwell and not able to work</u></p> <ul style="list-style-type: none"> <li>• Above protocol will take place with an alternative member of staff taking responsibility.</li> </ul>

**Nursery****Teacher is well and able to work**

- Weekly Home Learning Packs to be prepared and sent out via Class Dojo and put on school website. May be daily packs to start with if the bubble has to suddenly close mid-way through a week.
- Parents/Carers encouraged to take photos of work and email the class teacher for feedback.
- Minimum of a weekly phone call made home (increased if in a Priority Group) by Pastoral Care Leader or Class Teacher. Child and adult must be spoken to. Phone calls to children in a Priority Group should be logged on CPOMS. Class Teachers should keep a record of phone calls made, summarising the conversation.

**Teacher is unwell and not able to work**

- Above protocol will take place with an alternative member of staff taking responsibility.

## **Frequently Asked Questions**

- **Do children get the same curriculum during Remote Education as they would normally?**
  - Yes. The same curriculum is taught. The method in which some of the content is delivered will be tailored to online delivery.
- **How long can I expect the work to take?**
  - The work set in Early Years and Key Stage One should take your child about 3 hours to complete.
  - In Key Stage Two, more work is set, which should take about 4 hours to complete.
  - If children appear to be finishing the work very quickly, please check the quality of the work and communicate with your child's Teacher.
- **How will my child access online education?**
  - We use the learning platform, Microsoft Teams.
- **What if I don't have access to the internet or a suitable device?**
  - School is, in many cases, able to loan internet enabled devices that are set up for home learning. You will be asked to sign a 'Loan Agreement' before taking the hardware off the school premises.
  - In the event of no internet access, it may be possible to supply a dongle which will give internet access or printed materials can be sent home as a learning pack.
- **How do I support my child?**
  - Please follow our protocols for safe remote learning.
  - Ensure that children are ready to learn at the times detailed in the remote learning information.
  - Live lessons are structured in such a way that children should be able to work independently of their parents.
  - Support from parents may be required to enable children to access the lesson.
  - Children who are working from a learning pack at home may need parental support to organise their time and resources. Support may be needed to read and interpret tasks.
- **How will you check if my child is engaging with their work and how will I be informed if there are concerns?**
  - A register is taken at the start of each live lesson.
  - The parents of children who are not seen online will be receive a phone call home.
  - Phone calls will also be made in the event of concerns about children following online protocol.
  - In the event of continued concerns, a home visit will be made.
- **How will my child get feedback and assessment on their home learning?**

- Feedback takes place during live lessons where children have the opportunity to mark and discuss their work and teachers will plan lessons based on feedback from the previous learning.
  - Teachers will ask for specific pieces of work to be returned for assessment and feedback purposes.
  - Informal assessments and retrieval practice are used routinely as part of teaching.
  - If children are completing work packs, these will be scrutinised and learning points built in to further work.
- What support is there for pupils with additional needs?
    - Where appropriate, different work is set so that all children have an appropriate level of challenge.