

Remote Learning Policy

Peases West Primary School



Approved by:	C&S committee	Date: September 2020
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Last reviewed on:	September 2020
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Next review due by:	September 2021
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Context

There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a tight track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to “keep up” whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

Our School Offer

During the current COVID-19 pandemic, Peases West Primary School will endeavour to provide all children with:

- immediate remote education
- a curriculum sequence that allows access to high-quality online and offline resources and teaching videos that are linked to the school’s curriculum expectations
- give access to high quality remote education resources
- work with families to deliver a broad and ambitious curriculum
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home. Should you require pens / pencils or any other equipment please let us know via the usual means of communication.
- All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:
 - Basic stationery items
 - Blank exercises books / Home Learning Exercise Book
- Parents will be sent details with passwords and login details for our online learning platforms
- Staff will ensure that all children understand how to access the school’s online learning platform, Google Classroom, and support any parents/carers who struggle with this. School will provide parents/carers acceptable use guidelines for this.

Preparation at home

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:

- Distinguish between weekdays and weekends, to separate school life and home life.
- At the end of the day, have a clear cut-off to signal school time is over.
- Create and stick to a routine.
- Provide the correct equipment in order for your child to complete the work given.
- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- Encourage your child to work to the best of their ability and praise their efforts.

Online Access

It is expected that children will access our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will endeavour to provide a suitable device for the duration of their child's absence.

If they do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they can continue to liaise with school staff who will provide paper-based activities
- school may be able to support with internet access/mobile phone data

Stage 1 - If an individual child or a small number of children need to isolate

The school will endeavour to:

- provide immediate access to our online learning platform
- provide individual login details for each of the learning platforms
- provide / signpost families to online, high quality lessons, videos and resources daily
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work for each day is uploaded
- carry out a weekly welfare call to discuss remote learning, with subsequent calls as required
- provide immediate access to a laptop (at parents/carers request), if no access to a device at home
- provide paper-based resources if the child has no internet access at home

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by texting school) as soon as possible, the same day
- inform school on the first day of absence, if they would like to loan a laptop

- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily tasks for Maths, Tables, English and Spelling
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way
- inform school when your child will be returning

Stage 2 – If one or more class bubbles need to close

The school will endeavour to:

Fulfil all of the above criteria and in addition:

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platform / method
- provide daily communication via the online learning platform to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am – 4:00pm
- adapt upcoming lesson provision (on the school learning platform) based on the children's work submitted the previous days
- contact parents/carers who do not have access to the internet (or mobile data), weekly
- contact parents/carers following no work submission or contact through messaging, after two consecutive days
- Work with the LA to support children and families to access learning

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a laptop device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- access remote learning resources immediately, on the first **full** day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

Stage 3 – If the whole school closes or goes into local/national lockdown

Fulfil all of the above criteria and in addition:

The school will endeavour to:

- provide weekly welfare calls (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision for foundation subjects
- provide daily online live sessions

Further Support Available

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

Issues in setting work – contact the relevant class teacher via the school office

Issues with behaviour – contact the relevant class teacher/Pastoral and Safeguarding Manager via email to the school office

Issues with IT – contact the school office

Issues with their own workload or wellbeing – contact the Pastoral and Safeguarding Manager

Concerns about data protection – talk to the Data Protection Officer

Concerns about safeguarding – talk to the Designated Safeguarding Lead, Headteacher or Pastoral and Safeguarding Manager

While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.