



Remote Learning Policy

"Learning with our head, heart and hands so that we can experience life in all its fullness"

Publish on Website?	NO / YES
Approved by Curriculum committee on:	11/01/2021
Stakeholders Consulted:	Parents Teachers SLT
Ratified by Governing Body:	11/01/2021
This policy is linked to and should therefore be read in conjunction with:	Safeguarding Policies inc addendum Acceptable Use of the Internet Policy Twitter Policy Code of Conduct (Staff) and Parents and Visitors Code of Conduct Home School Agreement Behaviour Policy Data Protection Policies Marking Policy e-Safety
Review in:	Summer 2021

Please read this policy in line with the 'Remote Learning Provision Document' this can be found on our school website. You may request a hard copy for the School Office if you wish to do so

Remote Learning Policy

For the purposes of this document and any other communication from the school to the parent community 'home learning' also means 'remote learning.'

This Remote Learning Policy is to be referred to if the following events occur:

- A child is having to self-isolate due to COVID-19
- The school bubble has had to close
- A local or national lockdown has been enforced resulting in whole school closure [to all but Critical Worker and vulnerable children](#)

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to home learning for children who aren't in school
- Set out expectations for all members of the school community with regards to home learning
- Provide appropriate guidelines for data protection and safeguarding
- Continue to ensure that every child has the best education the school can provide them
- Ensure that remote learning is integrated into the curriculum and provides the opportunity for school learning to continue in the home environment
- Ensure that the parent community feel supported by the staff in delivering remote learning
- To provide some sense of a normal daily school routine for the children

How it will be delivered

In the event of a local or national lockdown or if a whole class bubble has to close:

Children will be given their CGP bundle of books, a squared exercise book and a lined exercise book and some additional reading books.

Teachers will email (via their class email accounts) daily work to be completed, which will reference the CGP bundle as well as links to other resources such as White Rose Maths, Oak National Academy, BBC Bitesize and TT Rock Stars. This list is not exhaustive.

Children will be set a daily Maths and English task as well as a handwriting, SPAG (Spelling Punctuation and Grammar) or phonics task; this will be aged dependent. Children will also be asked to do a daily reading task; this could be reading with someone for 10 minutes, listening to an audio book, reading an article online or completing a reading comprehension. Over the week there will be 3 or 4 foundation subject tasks set too. Foundation subjects are all the other aspects of the school curriculum that are not Maths, English, reading, SPAG, phonics or handwriting. The work set should take the children around 2 hours per day to complete.

Children and/or their parents will be able to join the rest of the class on Zoom during 'Class Time' at either 9:00/9:15 am or 2:15/2:30pm (your child's class teacher will inform you of the time) every day. These sessions will last for around 20 minutes. The morning session will be teachers outlining the days learning and will have a more formal approach, the afternoon session will be an opportunity for children and/or parents to ask questions and for teachers to read a story. At least one of these sessions a day is compulsory, with the preference being the morning session.

Both sessions are a chance for the children to connect with their teacher and peers.

In the event that a child is self-isolating because they or a member of their household has tested positive or if they or a member of their household are awaiting a test result:

Children will be given their CGP bundle of books, a squared exercise book and a lined exercise book and some additional reading books.

Children will be set a daily Maths and English task as well as handwriting, SPAG (Spelling Punctuation and Grammar) or phonics task; this will be aged dependent. Children will also be asked to do a daily reading task; this could be reading with someone for 10 minutes, listening to an audio book, reading an article online or completing a reading comprehension. Children will also be given an additional foundation subject activity to complete. The work set should take the children around 2 hours per day to complete.

In both of the circumstances mentioned above the curriculum that the children would have been following in class will continue throughout the home learning period. This will ensure that teachers are able to keep track of the learning and can carry on when children return to school. This will ensure that there are limited inconsistencies in learning and will provide a way for teachers to identify individual gaps in learning quickly.

Wellbeing

Please be assured that if you or your child are not physically well enough to take part in the home learning that is being sent to you, then please let the class teacher know. This is no different to when a child does not attend school if they are not well enough.

Please make contact if you feel that the tasks being set are too overwhelming to achieve, due to other important factors such as; managing other children, managing working from home too or having to look after other relatives. We are also aware that access to technology may be limited too as parents may be using the family device(s) or the family device(s) may need to be used with other children. If access to technology is going to be a difficulty for you then please make contact with the school. We will be able to provide you with printed packs of work or if absolutely necessary the school could be in a position to loan you school equipment – this would be subject to a written and signed agreement between the family and school.

We fully understand and appreciate that other services that are usually around to support individual or families are not running as they would usually. Therefore please make contact with us so that we can support you. It is really important that the adults in your families all look after themselves too!

Roles and Responsibilities

It is essential that all parties have a shared understanding that sometimes technology does not always work and must be willing to overcome these difficulties should they arise.

Senior Leaders are responsible for:

- Co-coordinating the home learning approach across the school
- Monitoring the effectiveness of the remote learning
- Monitoring the security of the remote learning system, including data protection and safeguarding considerations
- If the class teacher is unable to or unwell to carry out their remote learning responsibilities, then a member of the SLT will take direct responsibility for this.
- Ensuring that welfare checks are made on the children and their families and any support that can be put in place is actioned ASAP.

Teachers are responsible for:

- Being physically present in the school building between 8:45am-3:30pm unless there are exceptional circumstances
- Communicating daily via Zoom with their children and families with clear guidance on what is expected for the day ahead
 - If a child is not able to access Zoom then they are to be phoned weekly and the child directly spoken to so that home learning can be monitored – they must be encouraged to share work via photo/document upload to email so that misconceptions can be picked up on
- Being available for the children and their families between 8:45am and 3:30pm
- Being available for 'Class Time'
- Reporting to SLT (Senior Leadership Team) if they are unable to carry out their duties (using the normal absence procedure)
- Reporting to the Designated Safeguarding Leads if they have any concerns
- Supporting a daily routine
- Setting work
 - Teachers will send a daily overview of the activities to complete, along with any resources needed to accomplish the tasks
 - The curriculum is to remain sequenced, allowing opportunities to build upon knowledge and skills.
 - Teachers will provide learning for their current class following the current topic of learning. The amount of work they need to provide is daily Maths and English work plus 3/4 lessons for foundation subjects each week (one of these must include RE). Daily phonics lessons will be planned for in EYFS and KS1 and SPAG lessons for KS2.
 - Providing direct teaching time and independent activities for up to 3 hours in KS1 and up to 4 hours in KS2
 - Teachers will use resources identified by curriculum leads as well as the Oak National Academy, White Rose Maths and BBC Bitesize (this is not an exhaustive list and is not limited to what has been listed).
 - Teachers will ensure that a variety of learning activities are provided for that do not over-rely on worksheets, are reflective of our school ethos to learn with our head, heart and hands, include 'How to Videos' and refer to the CGP workbooks.
- Providing feedback on work:

- Teachers will acknowledge all work that has been submitted.
- Feedback may be given either on an individual, group or whole class basis.
- Feedback will be age appropriate and will be of high quality.
- Teachers must use some assessment tools (e.g. quizzes, specific questions) to gauge the understanding of the children. Planning for these children should then be adapt to meet their needs.

Parents and Carers are responsible for:

- Providing their child with an environment that will mean they are able to listen to and take part in the Zoom sessions and be able to complete the tasks set for them
- Supporting their child to complete at least the daily Maths and English activities
- Updating teachers at least once a week about your child's learning this can be in written form, sending in photos or taking photos of work via a scanner app (e.g Adobe Scan) and then emailing to the teacher. Work can also be shared via Twitter (@MatchingPrimary).
- Encouraging your child to join in with at least one 'Class Time' session a week
- If your child is not accessing Zoom they must be encouraged to speak with their class teacher over the phone, when the teacher calls to discuss their learning.
- Responding to any forms of communication that have been made from school regarding the welfare of the children
- Supporting a daily routine
- Alerting the school to any technology difficulties or barriers you may be experiencing

Children are responsible for:

- Being ready to learn as if they were in their own classroom
- Trying their very best to complete the tasks given to them, just like they are expected in school
- If they are stuck to ask for help via parents contacting their class teacher, or by coming to one of the 'Class Time' sessions

Governors are 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 home learning systems are appropriately secure for both data protection and safeguarding reasons

Technical Support are responsible for:

- Fixing issues with email systems
- Fixing any issues that are resulting in staff not being able to access Zoom
- Providing advice to staff that can be shared with parents/carers about any technical difficulties (relating to their child's learning) that they may be having

Zoom Expectations

- Children to be dressed appropriately
- Children to be sat at a table prepared and ready to listen and learn
- Children not to be eating a snack or meal whilst taking part
- No pets or toys (unless part of a Show and Tell session)
- Background noise to be kept to a minimum

- Zoom features e.g. chat, mute/unmute, video, annotation etc to all be used respectfully
- Parents/Carers to ask questions after the teaching session

Communication

Parents/Carers and children (with parental support and via parents email addresses) can email via their class email accounts. The school now has a mobile number, please expect welfare checks to be made via this number or the school number every fortnight. This mobile phone will be switched on between 8:30am and 4:30pm, if you wish to speak to a member of staff please call during this time or alternatively call the School Office.

School Mobile Number: 07810 800045

Please remember that teachers may not always be in front of their laptops between school hours as they will also be preparing for the coming days, will be attending meetings, taking part in training.

All stakeholders have the right to expect to be treated and spoken to in a respectful and courteous manner.

Data Protection

When accessing personal data, all staff members will:

- Ensure that they log out after use and do not save passwords
- Ensure that no third party has access to personal data
- Any personal information should be accessed via school laptops/computers or ipads.
- School devices are not shared with other members of the family
- Keeping operating systems up to date – always install the latest updates
- Be aware of the guidelines set in the acceptable use policy

Safeguarding

It is the duty of all stakeholders (parents, children and staff) to ensure that when taking part in Class Time that they are suitably dressed, in a quiet environment so that they can make the most of the opportunity and are engaging in the behaviour and school values that is expected as if they were physically in the school building.

If any safeguarding concerns arise then these must be recorded in the same way they would be in normal school time; via My Concern.

If we have not heard from a family in a 5 day period after attempts have been made via email or phone calls (including other contacts we have) we will make a home visit. If there is no response from the home visit or responses from phone calls and emails after a further 5 days we will make a referral to Essex County Council Children Missing Education.

Statutory guidance

The Coronavirus Act 2020 Provision of Remote Education (England)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote Education Temporary Continuity Direction - Explanatory Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)

Monitoring

This policy will be reviewed termly by the Headteacher and will be approved by the Governing Body.