

Manor Park

Primary School



Remote Learning

Policy

Date of Last Review: January 2021

Agreed by Governors: September 2021

Shared with all Staff: September 2021

Frequency of Review: Yearly or when government guidance is update

Date of Next Review: September 2022

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Purpose

This policy has been written to ensure that if a child has to isolate, due to testing positive with Covid-19 or has symptoms, then parents/carers and staff are aware of the expectations on learning.

Aims:

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through the use of quality online and offline resources and teaching videos.
- To maintain the learning opportunities available to all children in the event that they cannot physically attend school
- Provision will ensure that siblings using a single device in the home will be able to take turns throughout the day.
- Provide clear expectations to members of the school community with regards to delivery of high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support.
- Support effective communication between the school and families and support attendance.

Who is this policy applicable to?

- A child is absent because they have tested positive or are displaying symptoms
- A child is absent due to other Covid-19 related reasons e.g. are required to remain in quarantine after a trip abroad to a country which is NOT on the exempt list of countries.

Available provision:

- Children will be provided with daily English, maths and creative curriculum activities to ensure the curriculum is broad and balanced.
- The live teaching and explanation of concepts and activities will take place via Teams (YR - Y6) and activities will be made available via Seesaw or through a learning pack sent home if required. Nursery will continue to access remote learning solely through Tapestry. The activities in packs may differ to the online offer due to the nature of the activity and format it is presented online. Where possible, families will be provided with digital assistance to facilitate online learning as the preferred method of learning.
- It is expected that children in EYFS complete at least half an hour of English, half an hour of maths and half an hour of wider curriculum work each day. Children in Y1 and Y2 complete at least an hour of English, an hour of maths and an hour of creative curriculum each day. Children in KS2 complete an hour and a half of English (to include reading and SPaG), an hour of maths and an hour and a half of creative curriculum each day.
- Children will be expected to read as much as possible. Families should supplement reading with their own books or other reading materials throughout longer school closures. School subscriptions to Accelerated Reader and Oxford Owl to be made available to families to supplement reading materials.
- Teaching staff will be available during normal school hours (with the exception of usual break and lunch timings) and will aim to answer any questions in a timely fashion as usual either through live video or through chat facility.
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Activities provided

- A maths, English and creative curriculum resource/lesson will be uploaded daily
- Maths - new learning, mirroring the curriculum in school, times tables
- English - Spellings, grammar and writing activities
- Reading - including comprehension and reading for pleasure
- Creative curriculum activity including a range of subjects. The subject should mirror what is being taught in school, with adaptations for activities made for home learning where needed (PE, French, geography, history, science, art etc)

Digital Devices

- Where children are unable to access remote learning due to a lack of technology at home, Manor Park Primary School will do all it can to aid access via the loan of school laptops/tablets.
- Where digital devices are made available on a loan basis, it is expected that parents will sign and abide by the terms in the school's digital device loan agreement.
- All children to sign an 'Acceptable Use Policy' at school which includes e-safety rules and this also applies when children are working on computers at home.
- Where access to the internet is a barrier to learning from home, school will have access to a finite number of dongles for devices to access data.

E-safety

- School and parents/carers must work together to ensure that children are safe online
- Children must remember what they have learned in class about staying safe online. They must not share their passwords with others.
- Parents/carers must supervise children whilst they are using the internet.
- Parents/carers must remind children that whatever they write online is visible to others and leaves a digital footprint.
- Teaching and learning activities will only utilise age appropriate apps and sites.

Safeguarding Considerations

- All work for pupils is posted via the online platform to ensure an appropriate level of security.
- Staff should use school devices and when contacting pupils via online means, should only use school email/learning platform forums/blogs.
- School will regularly provide information to parents regarding safe online use at home via newsletters and the school website.
- Any staff filming themselves must ensure they are appropriate in dress and appearance.
- All backgrounds should be plain or blurred with no identifying features and all videos should be checked thoroughly before posting.
- When sharing a screen, staff should double check that any other tabs they have open in their browser would be appropriate for a child to see and use professional language at all times.
- General code of conduct of ICT use should be observed (please refer to the Staff Code of Conduct and Acceptable Use Policy).
- Consideration should be given to data protection issues particularly where videos etc are being posted.
- When staff contact pupils or parents via phone call, and they do not have access to a work phone, they should always use 'caller withheld' to ensure pupil/parent is not able to identify the staff member's personal contact details.
- Consent will be obtained from all parents before videos for children are switched on in live lessons. Children without parental consent will have no video.

Teacher Expectations

Manor Park Primary will ensure that all relevant training has been given to teachers and LSAs so they are aware of how to use the technology and platforms required. Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders or Middle Leaders will ensure that support is given promptly.

When providing remote learning, teachers must be available to pupils between 9am – 3.30pm., with usual school lunch breaks (12.00 – 1.00pm for lower phase and 12.15 – 1.15pm for upper phase). 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 the following:

Planning & Setting work:

- Plan lessons that are relevant to the curriculum focus for that year group and endeavor to replicate this through live teaching, video clips and tasks for home learners. This should be in line with government expectations:
 - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
 - Key Stage 2: 4 hours a day
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Live modelling to be delivered each day for each lesson – microphone to be switched off once main teach is delivered.
- Teachers to set clear deadlines and expectations for work to be completed.
- Provide resources and activities to support pupil wellbeing whilst working from home e.g. wellbeing blogs/check ins.
- Teams will be used for live teaching and pupil interaction. Seesaw will be used to share work for the relevant year groups.

Providing feedback on work:

- Provide daily contact with pupils as and when needed between the hours of 9am and 3.30pm (excluding break and lunch times).
- Individual submissions of work to be made via Seesaw or in books if pupils are working in school.
- Focus individual feedback on where there are clear misconceptions that need to be addressed. This will be through live video sessions on Teams or through marking.
- Class feedback where necessary.

Keeping in touch with pupils & parents who aren't in school:

- If there is a concern around the level of engagement of a pupil/s parents should be contacted by the class teacher via phone to assess whether school intervention can assist engagement.
- To respond, within reason, promptly to requests for support from families at home. This should be done via Teams/Seesaw or by adding further video guidance for families.
- Staff and parents should communicate via Seesaw, emailing a member of SLT or by contacting the main school office.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL.
- Teachers to contact parents/carers if there are concerns about engagement with learning. They should do this via phone and ensure their number is blocked if calling from home.

Additional support for pupils with particular needs:

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the

difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Specific work based around IEP/EHCP targets sent home for completion

Pupil & Parent Expectations

Staff can expect pupils learning remotely to:

- Log in to Teams/Tapestry daily and complete the work daily.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers via forums/blogs.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Contact the school if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it via forums/blogs, contacting the main office or emailing a member of SLT.
- Be respectful when making any complaints or concerns known to staff.

Staff expectations when isolating

In the event of a teacher needing to isolate due to testing positive for Covid-19 or being a close contact of a positive case (if unvaccinated), there will be the following expectations:

- The teacher will continue to teach the class remotely via Teams.
- A member of support staff will remain in the classroom to supervise and support the children.
- Daily feedback sessions will take place between the teacher and the member of support staff in order for the teacher to make amendments to their planning based on assessment for learning.
- Medium term and weekly plans will be amended to ensure that appropriate lessons are taught virtually, leaving lessons which require in person teaching to be delivered once the teacher has returned.
- All work in books should be acknowledged either on return to school or if the teacher is able to have the books collected and delivered back to school. This can be a note to say the teacher was isolating. Support staff will 'live mark' as much work as possible during lessons.
- Teachers will be proactive in ensuring they have all the necessary resources at home to teach effectively.

Note: Where the teacher is unwell they should follow the normal sickness absence procedure, there will be no expectation for them to work from home under these circumstances.

Home and School Partnership

- Manor Park Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Manor Park Primary School would recommend that each 'school day' maintains structure and will provide a clear timetable for children working from home remotely.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour and Anti-Bullying Policy
- Data Protection Policy and Privacy Notices
- Acceptable use policy
- E-Safety Policy
- Staff Code of Conduct
- Digital Device Loan Agreements

Monitoring and review

This policy is monitored by the governing body, and will be reviewed annually, or as and when needed, should government guidance relating to remote learning change.

Online Resources

English

- **Spelling** and maths shed

<https://www.edshed.com/en-gb/login>

Years 2-6 should have their login for this. A place to practise key spellings and mental maths.

- Oxford Owl for Home

<https://www.oxfordowl.co.uk/for-home/>

- Accelerated reader

<https://ukhosted43.renlearn.co.uk/2171850/>

Computing

- Blockly

<https://blockly.games>

Learn computer programming skills - fun and free.

- Scratch

<https://scratch.mit.edu/explore/projects/games/>

Creative computer programming

- Hour of Code

<https://hourofcode.com/uk/learn>

Children can practise coding

Maths

- Times tables Rockstars

<https://ttrockstars.com/>

Years 2-6 will have a login for this. Log in and practise your times tables.

- NRICH

<https://nrich.maths.org/>

Mathematical resources; activities and games

- Spelling and **maths** shed

<https://www.edshed.com/en-gb/login>

Years 2-6 should have their login for this. A place to practise key spellings and mental maths.

Younger children

- Cbeebies Radio

<https://www.bbc.co.uk/cbeebies/radio>

Listening activities for the younger ones.

- The Imagination Tree

<https://theimaginationtree.com>

Creative art and craft activities for the very youngest.

Extra

- BBC Learning

<http://www.bbc.co.uk/learning/coursesearch/>

This site is old and no longer updated and yet there's so much still available, from language learning to BBC Bitesize for revision. No TV licence required except for content on BBC iPlayer.

- National Geographic Kids

<https://www.natgeokids.com/uk/>

Activities and quizzes for younger kids.

- Duolingo

<https://www.duolingo.com>

Learn languages for free. Web or app.

- Mystery Science

<https://mysteryscience.com>

Free science lessons

- The Kids Should See This

<https://thekidshouldseethis.com>

Wide range of cool educational videos

- Crash Course Kids

<https://m.youtube.com/user/crashcoursekids>

Wide range of education videos

- Crest Awards

<https://www.crestawards.org>

Science awards you can complete from home.

- Paw Print Badges

<https://www.pawprintbadges.co.uk>

Free challenge packs and other downloads. Many activities can be completed indoors. Badges cost but are optional.

- Tinkercad

<https://www.tinkercad.com>

- British Council

<https://www.britishcouncil.org/school-resources/find>

Resources for English language learning

- Geography Games

<https://world-geography-games.com/world.html>

Geography gaming!

- Toy Theatre

<https://toytheater.com/>

Educational online games

- DK Find Out

<https://www.dkfindout.com/uk/>

Activities and quizzes

- Twinkl

<https://www.twinkl.co.uk>

This is more for printouts, and usually at a fee, but they may offer free access to parents because of school closures.