

# PENDRAGON PRIMARY SCHOOL

## Remote Learning Policy



LEAD PERSON: SLT

**AGREED BY STAFF: Autumn 2020**

AGREED BY GOVERNORS: Autumn 2020

**REVIEW DATE: Autumn 2022**

## **Pendragon Remote Learning Policy**

### **1. Aims**

This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance or the closure of a bubble
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that pupils engage in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them

### **2. Who is this policy applicable to?**

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school
- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.

### 3. Resources

Resources to deliver this Remote Education Plan include

- *Microsoft Teams*
- *Purple mash*
- *Mathletics*
- *Bug Club*
- *Oak National Academy*
- *White Rose materials*
- *Online PE links ( see school website)*
- *Online additional maths activities( see school website)*
- *Printed learning packs*
- *Books and other physical learning materials already distributed to targeted pupils*

The detailed remote learning planning and resources to deliver this policy can be found here:

- *Protocol of remote learning*
- *Links to online resources used by school Purple Mash, Mathletics Bug club*
- *Downloadable printable resources from Mathletics and Bug Club*
- *Curriculum resources/maps/plans including for subjects other than English and mathematics school website*
- *Acceptable use policies on school website*
- *Acceptable use policies for pupils on school website class pages*

### 4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study a broad range of subjects, including maths, English, science, topics, PE
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning to that which their bubble is completing within school
- Activities will be varied and not solely consist of 'screen time'; for example a daily PE lesson.
- Teachers will have access to a wide variety of resources to share remotely, such as Purple Mash, BBC Bitesize, Oaklands National Academy
- Resources will be quality assured by senior leaders, who will be overseeing the plans

- Staff will have the training they need to provide online learning safely, including Teams training
- All pupils will have access to the resources they need to learn. We will ensure this by auditing pupil access to resources and enabling additional resources to be purchased in case of a bubble closure.
- Teachers will communicate the purpose of activities and their success criteria( if necessary) for pupils in the planning
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working,
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by delivering individual learning packs to the families
- COVID catch-up funding will be used effectively to ensure all children have access to enhanced learning opportunities
- Staff workload will be managed by giving staff meeting time to plan and prepare resources e.g. 30 mins in each staff meeting for setting up Purple Mash “to-dos” and ensuring staff PPA is available for remote learning planning( if staff have a course in this time, an alternative PPA time to be given).
- Leaders will measure engagement in remote learning through class teachers monitoring the use of the sites and use this information to review provision and make changes as necessary.

## **5. Working with Parents**

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to use Teams and Purple Mash

Resources will be shared with pupils and parents via email

We would encourage parents to support their children’s work, and to establish a routine based around the school day wherever possible.

Should parents be unable to access online work for any reason, they should contact their child’s class teacher so that other arrangements can be made.

All children sign an ‘Acceptable Use Policy’ at school which includes e-safety rules. This applies when children are working on computers at home. Pupils and their parents should remember that:

- Setting assignments daily in a number of different subjects which are meaningful and ambitious for our children.
- Ensuring that our curriculum plans continue to be taught in well-sequenced sessions, building on children’s knowledge and skills incrementally. Our planning for remote learning will clearly identify what is intended to be taught and practised in each subject.
- Ensuring that we provide frequent, clear explanations of new content to the children delivered by the class teacher or by providing links to high quality curriculum resources and/or videos.

- Engaging with the children in their learning by reviewing their work and providing personalised feedback.
- Check understanding with those where there is concern about progress and/or quality of work by engaging in focused communication online, either in text or in live streaming (in accordance with safeguarding protocols for working online with children).
- Adapting plans in accordance with ongoing assessment of the work which children produce. Be prepared to revise materials, revisit learning or simplify explanations as appropriate.
- Ensuring that the amount of time spent on learning at home is equivalent to the length of core teaching time children would receive in school, including daily contact with teachers.
- Being mindful of the demands which home learning may place on parents needing to help or support their child and plan accordingly.
- Avoiding an over-reliance on long-term projects or internet research activities.

## **6. Roles and responsibilities**

### **Team leaders**

Alongside any teaching responsibilities, team leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Monitoring the effectiveness of remote learning e.g. by checking in with teachers on the amount of work being completed.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Reporting any issues with the security of remote learning systems, including data protection and safeguarding considerations

### **Teachers- if isolating but not ill**

Teachers will be provided with the necessary training on how to use both Purple Mash and Microsoft Teams

When providing remote learning, teachers will be available between 9am and 3pm.

Teachers unable to work for any reason during this time should contact their team leader in the first instance and then HT.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes
  - Teachers will set work using the online platform
  - Daily English and mathematics work and one other subject are a minimum requirement
- Providing recognition (Purple Mash) or personalised feedback on all work submitted
- Keeping in touch with pupils who aren't in school and their parents:

- Teachers are expected to make weekly contact, via emails, phone calls or Purple Mash
  - If there is a concern around the level of a pupil's engagement, the teacher should ring home
  - Teachers should only use their school email address to communicate with parents and pupils.
  - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
  - Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the SLT for advice
  - Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
  - Any complaints or concerns shared by parents or pupils should be reported to the Headteacher; for any safeguarding concerns, refer immediately to the DSL.
- Staff who are required to self-isolate are expected to:
    - Follow the normal reporting procedure for planned absence
    - Obtain a test and share the result of it with school so that appropriate plans can be made
    - If unwell themselves, teaching will be covered by the other member of the team if both classes are self-isolating. Planning and other activities will not be undertaken until the teacher is fit for work.

## **Teaching Assistants**

Teaching assistants must be available during their usual working hours.

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.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or SENCO
- Assisting the class teacher with supporting pupils
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **The SENCO**

The SENCO needs to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the class teachers to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support required by pupils

## **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
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine
- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources via Bug Club
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by email or by contacting the school office via telephone
- Be respectful when making any complaints or concerns known to staff

## **Governing Body**

The governing body 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

## **7. Personal Data**

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

## **8. Keeping Devices Secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

## **9. Safeguarding**

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on...

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

## **10. Expectations of staff during online meetings**

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background

## **11. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding and child protection policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Home school remote learning agreement



## Appendix National Lockdown/ Local break out

If school is closed to all but critical workers and vulnerable children, Pendragon Primary school will offer a blended learning mix of live and instructional teaching.

School will provide the DFE expectations of :

EYFS and KS1

3 hours of learning a day

Keystage 2

4 hours of learning a day

All learning is posted on the school website ready for a Monday morning with all the resources needed for the lessons.

Live lessons are offered every day at the following times:

	Teams/live contact am	Teams contact pm
EYFS	9.00-9.30	12.30-1.00
Y5 Y6	9.00-9.30	1.00-1.30
Y1 Y2	9.45-10.15	2.30-3.00
Y3 Y4	10.30-11.00	1.45-2.15
Whole school assembly	Friday 11.30	

The work is presented as a daily timetable with suggested timings. Additional activities are available on the page to engage children throughout the day if required.

Children are expected to log in at least once every day. If anyone does not, staff will contact directly on a daily basis. Families will not be penalised for not being unable to complete work set, we will just offer help and support.

Evidence of learning is monitored.

In addition, where necessary, packs of paper resources will be provided for any child or family that needs additional support. Workbooks and exercise books have already been sent home and additional resources will be provided as and when they are needed.

Small group and 1:1 sessions will be arranged for children who are vulnerable or need more support.

## Home-School Agreement – Remote Teaching

**By logging on to TEAMS you are agreeing to all of these protocols.**

Schools are most successful where a genuine partnership exists between children, teachers and parents/carers.

The online live and recorded sessions are for pupils' personal use and are **not** to be shared with others e.g. on social media.

### The School:

- will provide a Microsoft Teams and Purple Mash, which are safe and secure learning platforms, to communicate across.
- will set clear rules and procedures for the communication.
- will ensure that everyone has the opportunity to contribute if they want to.
- will take the lead in conversations.
- will tell parents/carers if they feel something is inappropriate.
- will not directly communicate to parents when speaking with students. This platform is for students and teachers to communicate and parents should continue to speak to the school office if they have any concerns.
- will ensure students do not upload their photograph as a profile picture.

### The Parents/Carers:

- will ensure that their child has an appropriate quiet space to have the conversation with little distraction.
- will supervise as they feel necessary at home.
- will tell school if they feel that anything is inappropriate.
- will ensure that their child is able to attend the conversation.
- will only use the recorded session within the home and not share with others.

### The Child:

- will follow the rules and expectations.
- will be suitably dressed (i.e. no pyjamas)
- will be respectful to everyone in the conversation.
- will tell their parents/carers and school if they feel anything is inappropriate.
- will contribute to the conversations or just enjoy watching and listening.
- KS2 children may use the chat function in Teams (if it is made available) and only when asked to do so by the class teacher.
- will use Purple Mash for communicating with other pupils.
- will not use a background.

**Respect, Effort, Achieve, Challenge**