

Woodfield Primary School



Remote Learning Policy

Introduction

As a country, we all need to do what we can to reduce the spread of the COVID-19 virus. That is why the government has given clear guidance on self-isolation, household isolation and social distancing. Schools have a responsibility to remain open where possible, and in the case of year bubble closures or whole school closures to provide remote learning that mirrors that of the learning which would normally happen in school.

As a school, we believe it is vitally important that during this unprecedented time we support our school community to allow parents to care for, nurture, and educate their children as best they can. As more information becomes available from the Department of Education on how it aims to support parents, updates to this policy will be made accordingly.

Our Aims

At Woodfield Primary School we aim to:

- Support parents in a way that allows pupils to access learning remotely through Microsoft Teams.
- Maintain contact with parents and pupils through online communication and the telephone where required including the use of Class Dojo.
- Encourage pupils to become responsible for their own learning
- Give children the chance to consolidate and broaden their learning.
- Provide the children the chance to practice basic skills and acquire new knowledge.

Guiding Principles (In the event of a bubble closure)

- Teachers will provide, at a minimum, two daily live sessions (English and Maths) with accompanying work. Additional lessons and resources for that day will be set via Assignments in Microsoft Teams. The normal daily timetable will be followed so that learning time is not missed.
- Home learning should provide an opportunity to consolidate previously taught objectives whilst ensuring that the new objectives for the term are covered, thus avoiding further slippage. Where new learning is to take place, this should be carefully considered and fully supported by the teacher.
- Where appropriate, learning could be differentiated, or pupils guided to appropriate materials.
- Teachers will be available to respond to messages sent on Class Dojo and will be happy to support both the parent and pupil during this time. Responses should be within a few hours, however, after the working day, teachers will respond the following working morning.
- Teachers will respond to pupils' learning ensuring that feedback is constructive and supports development
- Any children who do NOT have access to a device or WIFI will have a paper pack dropped off at their house for them each week.

Curriculum

Pupils can access their lessons via Microsoft Teams. This could be either live or recorded sessions. Here the work can be saved or depending on the task, pupils can upload their learning as photographic evidence. Foundation will continue to use the Dojo portfolio for evidence. If the technology is unavailable, a diary or tasks could be kept and or recorded in their learning pack.

Reading - Pupils where possible, should aim to read or be read to for 20 minutes per day in Foundation/KS1 and 30 minutes per day in KS2. Pupils will be able to access eBooks at an appropriate level through the school website, provided by Oxford Owl (phonic books) Plymouth Library's eBook library. Hard copies of reading books will be available from school on request.

Writing - Teachers will deliver daily writing lessons that follow existing medium term plans.

Spellings - Spellings will be uploaded weekly to the website for children to practise at home (parents can test if they wish)

Maths - Teachers will deliver daily maths lessons and pupils will be given a variety of activities to complete.

Timetables and Number work - Pupils can access Times Table Rock Stars and Numbots using their individual usernames and passwords - aim for 20 minutes 3-4 times a week.

PE - Pupils should complete at least 30 minutes of physical activity a day, where possible.

Other areas of the curriculum

Teachers will set daily activities that follow the normal weekly timetable. Further live lessons may be delivered at the discretion of year group teachers to support the delivery of the foundation subjects. Please see the Remote Learning plan below for more detailed information.

Safeguarding

In order for all members of our community to be safe during this period of home schooling the following points should be adhered to:

- Staff must report any comments or communication from parents that they have concerns about to the Safeguarding Lead.
- When contacting parents via the telephone, this is to be done in school where possible otherwise if calling from home, the number must be withheld.
- All communication by telephone should be recorded on CPOMS.
- Teachers must not engage with or reply 1:1 to any pupils on private news feeds that are not in the wider community other than on Class Dojo.

Video Conferencing

Video conferencing is a live audio and video conversation between 2 or more people in different locations, conducted using phone, tablet, laptop or desktop computer. Some video conferencing services also allow you to share files, pictures, or each other's screens.

Calls must only be made using MS Teams, thus allowing direct and secure contact with pupils. Staff must at all times consider their professional conduct, to include being appropriately dressed and not ever being in a 1:1 situation with any child online.

Teachers should consider activities carefully when planning - online access within school will have internet content filtering systems in place that are unlikely to be replicated in the home environment.

When providing a live lesson or prerecording a lesson Teachers should consider their surroundings. They should take a moment to think about what their camera shows when on a call and ask the question -Would you want to share that information with strangers? Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers.

Lessons will be recorded, with the teacher stating that this is the case at the start of each session. Pupils should be reminded of behaviour expectations, in line with the school behaviour policy ACU policy. Rules such as muting and waving when a child wants to speak should be considered to allow easy management of the session.

Both staff and parents should be made aware that mobile data access charges may apply - (video utilises significant amounts of data). Staff must avoid using personal devices and should only use school provided equipment.

Remote Learning Plan Woodfield Primary

	Year Group	Remote Learning
Individual isolation cases (family confirmed case or Test and Trace contacted)	Overview	<i>Children will receive a paper-based learning pack along with a letter from the teacher detailing the information required within 24 hours. Teams to have letters pre-prepared ready to go with links to any websites already listed on the class home learning page. Parents will be signposted to further curriculum learning resources at Oak Academy should they wish to do so.</i>
	Nursery	Early Years Curriculum – teacher to provide a selection of activities for the child to complete at home. Parent to upload and communicate via dojo.
	Foundation	Phonics sessions – teacher will indicate sessions for parents to watch with their child. Early Years Curriculum – teacher to provide a selection of activities for the child to complete at home. Parent to upload and communicate via dojo.

	Year 1 and 2	<p>Class teacher will email/print letter which explains daily timetable and information to be followed.</p> <p>Phonics – Class teacher will inform parent which phonics sessions to watch on the indicated website.</p> <p>Maths – Class teacher will send link to White Rose session to be followed. White Rose activity sheets will be sent home.</p> <p>English – work will be included in the pack that links to the objectives covered in class.</p> <p>Reading – a reading book to be sent home and books to be changed as required.</p> <p>Topic – selection of activities from the weekly curriculum to be put in the pack. If activities cannot be done at home, direct to Oak Academy.</p> <p>Parents to return pack to be marked or via dojo. Staff to keep contact via dojo and must respond to learning with comments and encouragement.</p>
	KS2 Years 3-6	<p>Class teacher will email letter which explains daily timetable and information to be followed.</p> <p>Maths – Class teacher will send link to White Rose session to be followed. White Rose activity sheets will be sent home.</p> <p>English – work will be included in the pack that links to the objectives covered in class.</p> <p>Reading – teachers to check that the child has a reading book at home. Books to be changed as required.</p> <p>Topic – selection of activities from the weekly curriculum to be put in the pack. If activities cannot be done at home, direct to Oak Academy,</p> <p>Parents to return pack to be marked or via dojo. Staff to keep contact via dojo and must respond to learning with comments and encouragement.</p>
Bubble closes for 14 days / Full school closure.	<p>Overview</p> <p><i>For all year groups the teacher will lead all sessions online through Microsoft Teams – this will not apply to Nursery and Foundation who will use Dojo. There will be a written daily introduction from the class teacher introducing the daily work this will be uploaded to Teams so children and parents can access. Teachers will do a live register session, login, say hello explain the day's learning. This will be followed by a short input for either Maths or English. The children will then complete work independently and turn it in. This will then be followed by a live Maths lesson later in the morning at a set time. Maths and English sessions will be live on Teams. Topic work may be delivered via Teams dependent on subject and learning or that week. Most topic work will be set so the children can work independently. Any children who do NOT have access to a device or WIFI will have a paper pack dropped off at their house for them each week. These packs must include modelled examples, scaffolded tasks and instructions how to send completed work back. This must be emailed to TS by the Monday morning. The normal daily timetable will be followed so that learning time is not missed.</i></p>	
	Nursery	Daily recorded introduction from the class teacher to explain the learning for the day

		<p>-Early Years curriculum – activities will be uploaded to dojo to follow the direction of the children’s interests. These will be planned to cover the Early Years Foundation stage curriculum. Completed activities to be uploaded to dojo by the parent.</p>
	<p>Foundation</p>	<p>Daily recorded introduction from the class teacher to explain the learning for the day</p> <p>-Phonics session – will be provided on dojo by the teacher. This will be followed by an activity to complete.</p> <p>- Maths sessions uploaded to dojo with an activity to follow</p> <p>-Early Years curriculum – activities will be uploaded to dojo to follow the direction of the children’s interests. These will be planned to cover the Early Years Foundation stage curriculum. Completed activities to be uploaded to dojo by the parent.</p>
	<p>Year 1 and 2</p>	<p>-Phonics sessions Parents will be directed to the session that the child needs to watch online. This will be followed by an activity to complete.</p> <p>-Maths live lessons uploaded to Microsoft Teams, following on/mirroring the maths being covered in the classroom at that time. This may be a combination of white rose maths videos (the scheme used in school), the PowerPoints shared in the classroom and resources/worksheets used in the classroom. Answers will be provided for self-marking at home.</p> <p>-English live lessons uploaded to Microsoft Teams following the sequence of learning happening in the classroom. The quantity will be dependent on age/stage of the child. Some/all of these will be submitted through Teams for marking. This will include spelling, grammar, writing and reading.</p> <p>-Topic task(s) will be uploaded to Microsoft Teams for children to complete and hand in virtually. Some sessions may be conducted live and will be detailed in the daily timetable PowerPoint. These will be lessons that the children would have had in class this term which can be most easily adapted to remote learning.</p> <p>-Online learning resources – TT Rockstars, Numbots</p> <p>-Link to fitness activity to be provided to encourage movement and fitness – e.g. Joe Wicks, Yoga etc</p>
	<p>KS2 Years 3-6</p>	<p>Daily written timetable and introduction from the class teacher to explain learning for the day uploaded to Teams each day.</p> <p>-Maths live lessons uploaded to Microsoft Teams, following on/mirroring the maths being covered in the classroom at that time. This may be a combination of white rose maths videos (the scheme used in school), the PowerPoints shared in the classroom and resources/worksheets used in the classroom. Answers will be provided for self-marking at home and should be ‘handed in’.</p> <p>-English live lessons uploaded to Microsoft Teams following the sequence of learning happening in the classroom. The quantity will be dependent on age/stage of the child. All of these will be ‘handed in’ via Teams for marking. This will include spelling, grammar, writing and reading.</p> <p>-Topic task(s) will be uploaded to Microsoft Teams for children to complete and hand in virtually. Some sessions may be</p>

		<p>conducted live and will be detailed in the daily timetable PowerPoint. These will be lessons the child would have had in class this term which can be most easily adapted to remote learning.</p> <p>-Link to fitness activity to be provided to encourage movement and fitness – e.g. Joe Wicks, Yoga etc</p> <p>- Online Learning resources – TT Rockstars, Numbots</p>
	SEN provision	<p>Pupils with EHCP/1:1 provision to be contacted daily by 1:1 TA/teacher.</p> <p>SENCO to supervise provision according to their IEP.</p> <p>SENCO to contact parents weekly to discuss any needs.</p> <p>Learning mentor to provide weekly sessions.</p>
	Safeguarding	<p>Safeguarding Team to contact RAG rated families on a daily basis.</p> <p>Teachers contact any target pupils daily for a check in.</p> <p>Teachers to highlight any families not attending online sessions or making contact daily.</p> <p>SLT to contact any families as highlighted by teachers</p>