

Remote Learning Policy

Annie Lennard Primary School



Rationale

In September 2020, all our classes returned to full time education following the Covid-19 closure in March. Although we hope that majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a phase bubble, or indeed the whole school, will need to self-isolate for a period of time. We also cannot rule out that schools may close again due to a national lockdown. We have therefore put in place a plan for remote learning so that all children can continue with their education. This meets the expectations set out in the DFE guidance 'Remote Education Support' <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance or the closure of a bubble.
- To outline our expectations for staff that will not be attending school due to self isolation but that are otherwise fit and healthy and able to continue supporting with teaching, marking and planning for pupils.

Who is the policy applicable to?

Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- ❖ A continuous dry cough
- ❖ A high temperature above 37.8

- ❖ A loss of, or change to their sense of smell or taste
- ❖ Have had access to a test and this has returned a positive result for Covid-19

Remote Learning for pupils

We will provide links to appropriate remote learning for pupils that are not able to attend school so that no one need fall behind. In the following points an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

The governors and senior leadership team are fully aware that these are exceptional times and understand that all family's circumstances are different. Each family is unique and because of this, should approach home learning in a way which suits their individual needs. We realise that circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides.

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/ A Level accreditation;
- Teachers may be trying to manage their home situation and the learning of their own children
- Systems may not always function as they should.

The school will use the school website for remote learning until Microsoft Teams is fully set up and established as our new learning platform. Work, videos and overviews will be uploaded by staff onto their class page at the start of each week. It will be the responsibility of families to print/ use these resources at home (or contact school to ask for a paper pack)

It is expected that a child will follow a given overview/ timetable that is equivalent length to the core teaching pupils would receive in school. If a teacher is unwell then the senior leadership team will be responsible for uploading work to the website. Any changes will be communicated by email or text message.

If a child does not have access to a computer/ laptop and /or the internet, the school will do all it can to support children and will provide paper packs of learning. Where funding can be accessed, remote devices (e.g. laptops) and/ or 4G connections will be sought, particularly for disadvantaged children. Parents will be reminded to make school aware of any barriers to accessing remote learning.

Teacher Expectations

Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Work for the week will be posted on the class page on the website by 9am on a Monday Morning:

- Links to daily English Lessons – a mixture of recorded lessons, links to websites, work/ worksheets to complete
- Links to daily maths lessons - a mixture of recorded lessons, links to websites, work/ worksheets to complete

Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via email. Staff and parents should communicate via the class email address. Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and senior leaders will ensure that support is given promptly.

Teachers must be available between 8.30 and 3.30 for their normal hours of work in school. If they're 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.

LSP's

LSPs must be available for their normal hours of work in school. If they're 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.

Family (pupil/ parent/ guardian) role

- Where possible it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each school day maintains a structure. A suggested timetable/ overview will be put on the class page on the website.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email or by contacting the school office. They should make clear which year group and subject the question relates too.
- We would encourage parents to support their children's work, by viewing the work set together, and making appropriate plans to complete the work. \This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure work is set promptly on appropriate platforms but school cannot guarantee that the chosen platform will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made (e.g. paper copies of work). These will be discussed on case to case basis.

Remote Teaching for staff who are self-isolating

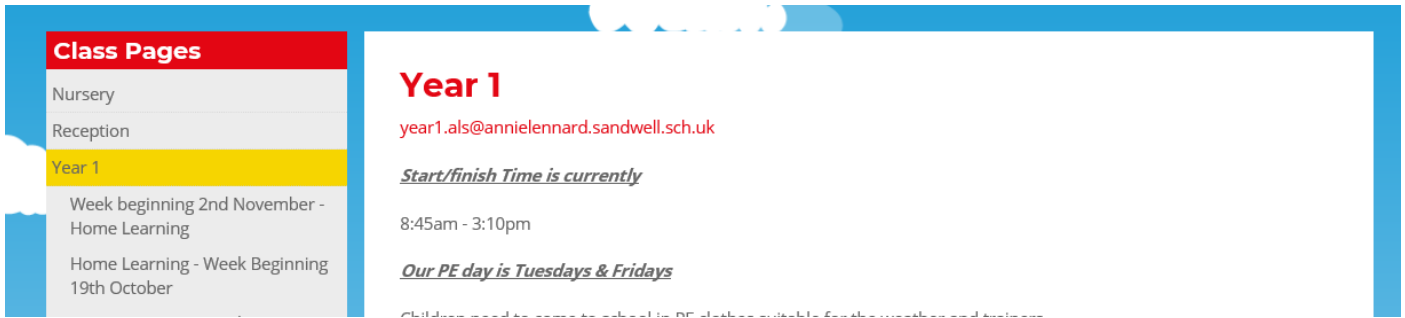
Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/ or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence
- Deliver live lessons, plan accordingly, communicate with parents and pupils unless they are unwell.
- Following contact with school, the school business manager, may set up a referral to Occupational Health to support individual
- It is expected that staff get tested. Should a member of staff be tested, it is expected, as per national guidance, to share result of this test with school so that appropriate plans can be made.
- If unwell themselves, teachers will be covered buy another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

EYFS/ KS1 and KS2

Developmentally appropriate learning will be provided for each year group and will include a mixture of approaches. All of which will be accessed through the school website under the class pages tab. Each week work will be uploaded into a new tab with that weeks date on.

The screenshot shows the top section of the Annie Lennard Primary School website. On the left is a red shield logo with the letters 'AL' above 'S'. To the right of the logo, the school's name 'Annie Lennard Primary School' is written in yellow. Further right is a white search bar with the text 'Search Website' and a magnifying glass icon. Below these elements is a red navigation bar with white text and dropdown arrows for 'Home', 'About Us', 'Information', 'Class Pages', 'Learning 19 - 20', 'News/Events', and 'Contact Us'. At the bottom of the screenshot, a red banner contains the text 'Individual Photographs for Years 1 to 6 Thurs 5th Nov Nursery & Recept Mon 9th Nov'.



Each week we will upload the following

- Weekly overview detailing what needs to be done on each day, this will mirror what is being done in the class. In this overview you will find links to resources and websites that will help complete all work.

Example of an overview

	Monday	Tuesday	Wednesday	Thursday	Friday
Reading					
Phonics					
English					
Maths					
Mental Maths					
All other subjects					

- Resources to be able to complete the work each day.

If you need this work printing off then please contact the school office and we will get a pack sent out to you.

Once we have Teams up and running our vision is for pupils who are at home to be able to be in the classroom virtually via Microsoft teams.

Learning for situation a (bubble closure) or whole school closure due to national lockdown

If the bubble closes then all work will be uploaded to school website as in situation b, c and d.

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- Weekly overview detailing what needs to be done on each day, this will mirror what is being done in the class. In this overview you will find links to resources and websites that will help complete all work.

Example of an overview

	Monday	Tuesday	Wednesday	Thursday	Friday
Reading					
Phonics					
English					
Maths					
Mental Maths					
All other subjects					

- Resources to be able to complete the work each day.
- Daily videos of each lesson
- Access to your class teacher via email between 9 – 12 and 1.00 – 3.00 (once Teams is up and running we will be able to have video calls, small groups – the possibilities will be endless).

If you need this work printing off then please contact the school office and we will get a pack sent out to you.

Contact with pupils/ parents

Parents are able to contact the school via telephone or email. A member of the Senior leadership team or a teacher will email back if required., CC copying in the headteacher into any correspondence. Any response should be made within 48 hours. Where a pupil is self-isolating on medical grounds for a significant period of time, contact will be made via telephone on a weekly basis (to the family) to monitor learning and provide support if needed.

In case of a national lockdown, staff will call pupils/ parents at least every 2 weeks. Any concerns should be recorded on My Concern and the DSL alerted. If there has been no communication from either a parent or child by day 3 of lockdown, self-isolation period starting, a call or home visit will be made by SLT.

Microsoft Teams

Hosting a Live Streaming Lesson using Teams

Some lessons will be streamed live to pupils, it will be school staff who delivers these live lessons. Lessons will be streamed from the classroom unless the member of staff is shielding or self-isolating, in this case they will be streamed from the staff members home. Any live streaming must adhere to the following:

- The stream should take place in school time and must be supervised by teachers and support staff at all times.
- Be sensitive to the needs of individual students, who maybe sensitive to certain topics or issues that may arise during the live stream.
- Sit/ stand against a neutral background
- Teachers dress like they are in school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- Use professional language
- Record all live streaming
- Teachers should be present in the lesson before the children join it and after the last child has left. (ensure you end call for all and not just leave the call as this will leave children unattended).
- When recording a lesson please ensure that all pupils cameras are turned off, when recording stops they can turn them back on – this is an extra safeguarding measure as video will be available on teams for children who couldn't make the live lesson.
- Ask pupils to have their microphones on mute whilst the lesson is being taught so no background noise is coming through from children's houses.

Recording a video lesson for Teams or the school website

Teachers should try and find a quiet or private room to record a lesson. When making a recording teachers must:

- Sit/ stand against a neutral background
- Teachers dress like they are in school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- Use professional language

Children and parents must:

- Be in a shared space in their house
- Be mindful that other children and teachers might see and hear what is in their house (the camera function can be turned off and the microphone muted) Whilst the lesson is being taught the camera and microphone must be off and muted.
- Uniform is not required, but appropriate clothing is required.

Safeguarding

Please refer to Child Protection and safeguarding policy

Data Protection

When accessing personal Data, all staff members will: Only use their official school email account and connect to school network using their school laptop only.

Sharing personal Data

Staff members are unlikely to need to collect and/ or share personal data. However, if it does become necessary, staff are reminded to collect and/ or share as little personal data as possible online. All data collection will be compliant with GDPR rules.

Keeping Devices Secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time, Operating systems must be up to date- always install the latest updates.

Monitoring arrangements

This policy will be reviewed and updated by SLT when updates to home learning are provided by the government.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection and safeguarding policy
- Data Protection policy
- IT and Online Safety policy
- Staff code of conduct