



Remote Learning Policy

Review frequency:	Each half term currently
Last reviewed:	Jan 21
Agreed by Governors	
Next review date:	Jan 22

St Issey C of E School Remote Learning Plan

Approach:

The school recognises the many potential barriers that may prevent families accessing remote learning successfully each day. For example:

- The number and age of siblings in the household
- The quality of device and number of devices
- The availability of an adult to help the children
- The availability of a calm work environment

Additionally the school context (3 years mixed classes) makes live teaching impractical.

With the above in mind, the school has put in place a full range of curriculum content that is accessible at any time during the day combined with live sessions that support children and parents at certain times throughout the day. Children who are deemed particularly vulnerable and those with EHCPs are provided with provision in school.

This policy will be applied in the following instances:

1. A national lockdown resulting in whole school closures;
2. An individual is self-isolating because of a positive test within the household;
3. A group of children are self-isolating because of a case of coronavirus in the bubble;
4. A whole bubble is self-isolating because of an outbreak of Coronavirus

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Remote learning will be set, marked and responded to via Google Classroom, Class Dojo or Tapestry. Where children are unable to access online materials, the school will aim to provide a Chromebook or iPad along with SIM cards for internet access. Learning will be in-line with our current curriculum and will be supplemented by a range of resources from sites including White Rose Maths, Times Table Rockstars, Read Write Inc and Oak Academy Trust. Pupils will be able to interact with their teachers asking questions, getting timely responses and having their work marked where appropriate. Our Facebook site and school website will be used to celebrate learning.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that St Issey C of E Primary makes all provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- Google Classroom (Year R-6)
- Tapestry (Year R, Nursery and ARB)
- Class DoJo

Staff will also use Google Classroom regularly during lessons in school to familiarise children with it.

Roles and responsibilities

Teachers

When providing remote learning, teachers will be available between the hours of 8.30am and 3.30pm. 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.

When providing remote learning teachers are responsible for:

- Setting at least four tasks per day including reading/ phonics, literacy, maths and a topic based activity.
- Scheduling work the day before in order to post at 9am on the day of the learning.
- Providing live lesson support during the morning.
- Provide live follow up support for maths and writing during the afternoon when requested.
- Uploading work to Tapestry, ClassDojo or Google Classroom.
- Providing feedback on all work completed by pupils.
- Ensuring that feedback has a balance of positive comments and constructive advice.
- Holding weekly Google Meet/ Zoom social sessions with the whole class
- Tracking engagement on 'Home Learning Engagement' spreadsheet
- Contacting parents of any children that haven't engaged weekly by phone
- Reporting any Safeguarding concerns following the normal procedures
- Attending virtual staff meetings once a week

Teaching Assistants

When assisting with remote learning, teaching assistants will be available between the hours of 8.30am and 3.00pm. 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.

When assisting with remote learning, teaching assistants are responsible for:

- When directed by the teacher, providing feedback on work completed by pupils
- Ensuring that feedback has a balance of positive comments and constructive advice
- Attending weekly Google Meet/ Zoom sessions with the whole class
- Posting one activity per week (e.g. story, song, game) via Google Classroom/ClassDojo/ Tapestry
- Reporting any Safeguarding concerns following the normal procedures
- Attending virtual staff meetings when required

Senior Leaders

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning across the school through regular meetings, being part of Tapestry/Dojo/Google Classrooms and gathering feedback from parents and pupils.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Parents

(see Parent poster: Appendix 2)

Parents play an important role in supporting pupils during any school closure or isolation period.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or cannot complete the work for another reason.
- Seek help from the school if they need it
- Support their child in accessing the relevant learning platform
- Ensure their child has completed the work set by the teacher

Monitoring Engagement

Engagement in home learning will be monitored via the 'Home Learning Engagement' spreadsheet. Class teachers will update this weekly following receiving work on Tapestry, Dojo or Google Classroom. In the event of a child not engaging, the class teacher will phone the parent. In the first instance the teacher will offer assistance with logging in and accessing the correct learning platform. If required, the teacher will also arrange for parents to loan a device or internet SIM card from school. Teachers will record explanations for non-engagement in the notes section of the spreadsheet.

HOS will monitor the 'Home Learning Engagement' spreadsheet weekly. Any children who are not engaging for a period of more than a week will be contacted by a member of the SLT and home visits will be conducted if necessary. Any safeguarding concerns that are raised through lack of engagement will be dealt with following our normal safeguarding procedures.

Online Learning Platforms

For pupils in our Reception and Nursery, Tapestry and ClassDojo will be used to communicate and share work. Parents will sign up for Tapestry and ClassDojo at the beginning of the school year using a link sent by the class teacher to their email address. Teachers will share pictures, videos and text daily in order to direct parents towards the most appropriate home learning tasks. Parents will share these with their children. Photos and videos taken of the children and their work will be sent back to teachers through parents creating an 'observation' of their child on Tapestry or adding it to their child's Dojo portfolio.

Pupils in Year 1 - 6 will access their home learning using Google Classroom. All pupils will be given experience of logging in to Google Classroom during their computing sessions in school. In the event of a school closure or a child's isolation, their Google Classroom login details will be given to the parent or shared with them over the phone. Pupils will log in to their Google Classroom every day to find the tasks set for them. On completion of the work pupils will click the 'hand in' button. Parents may also choose to send photos of the work completed to the teacher via their child's log in on the Google Classroom App.

The school Facebook will be used to celebrate pupils' work and to share messages with parents. The school website will also be used to share information and to access links to useful home learning websites. In their planning of remote learning, teachers may use videos and resources provided by

companies such as White Rose Maths, Read Write Inc Phonics and the Oak Academy Trust to supplement their own teaching videos.

Communicating online

Online communication is a fantastic tool for staying in contact with pupils and parents. Setting work, engaging learning, providing support are all justifiable reasons for using online communication.

However there are several dangers included but not limited to:

- Lost in translation - text can be read and misunderstood or misinterpreted as it doesn't have the emphasis of the spoken word.
- Over familiarity - message streams can lead to conversations which can stray away from the point of the original message and result in friendly and then potentially over familiar context. This can potentially lead to allegations against staff and institutions.
- Loss of engagement - over time audiences become used to and bored by the same types of content and fail to respond

It is therefore important to adhere to the Staff Code of Conduct, Acceptable Use Agreement, Online Safety Policy and Mobile Phone Policy.

Below is some additional guidance:

- Keep communication clear and concise.
- Do not engage in long message streams.
- Always direct conversations back to the original task.
- Keep all messages, conversations and tasks professional.
- Only use equipment supplied by Venture MAT. DO NOT use personal devices unless agreed with SLT.
- Only use communication websites and software recommended by the Head Teacher of your school.
 - Personal email, must NOT be used for contacting parents or pupils.
 - Mobile phones and home phones should NOT be used for contacting pupils.
 - If parents are contacted via mobile or home phones the number must be withheld to prevent uninitiated contact.
- Do not engage in live video communication with pupils and parents. This will potentially give them access to your home and you will also effectively have access to their home.
- Online calling sites such as Google Meets must not be used for calling Parents and Pupils, (even with the camera off) unless directed by the Head Teacher.
- Vary content and the types of content, using a variety of pre approved sites for learning.
- Alter your Google Classroom style and image to give the pupils a reason for checking the site.
- Add fun tasks and facts to your Google classroom so that it is not just about work.

Amendment 21/05/2020

In light of continued Home Schooling and loss of contact with pupils, it was felt that video calling may be beneficial to keep in contact with the children and re-engage learners.

This has been trialled with Google Meets and some conditions MUST be adhered to:

- Teachers must use their Google Classroom to initiate the Google Meet. (Instructions will be given through Google Classroom on how to attend and when meetings will be scheduled.)
 - When the meeting is over the meeting link must be removed from Google Classroom to prevent children meeting unsupervised.
- Parents/guardians must answer the call and then hand it over to the child. If no parent/guardian initiates or is present, then that child must be removed from the meeting immediately.
- The teacher must record the Google Meet.
 - This is to evidence any inappropriate messaging between all meeting attendees.
 - This will save to the teacher's Google Drive.
 - This must be deleted in line with the data retention policy.
- 2 members of staff must be present for the duration of the meeting.
- The meeting host and second adult must ensure that all children have left the meeting or are removed from the meeting before leaving themselves. (This ensures that children cannot continue to use the video conferencing without adult supervision.)
- If any safeguarding concerns arise these must be reported following normal safeguarding procedures.

Safeguarding

The safeguarding of children during periods of lockdown and/or partial school opening is challenging due to limitations of contact. The school has established rigorous routines to ensure children are safeguarded during this period. These are outlined in the amendments to the Children Protection and Safeguarding Policy 2020-21. We aim to safeguard children using the following:

- Rigorous tracking of engagement with remote learning
- Engage vulnerable children in weekly contact if not attending school
- Live registration sessions on Google Classroom
- Provide in school provision for children with EHCPs or those deemed very vulnerable
- Ensure teacher contact with families is coordinated through weekly pastoral team meetings
- Maintain online DSL access through reporting concerns system
- Maintain team and staff meetings to discuss engagement and concerns

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy
- Data protection policy
- Home school agreement
- ICT and acceptable use policy
- Online safety policy

Appendix 1

Key Stage Home Learning Structures

Piskies - YR

****Weekly whole class Zoom session****

	Monday	Tuesday	Wednesday	Thursday	Friday	Optional extra
PE Repeat daily	<ul style="list-style-type: none"> Joe Wicks on youtube at 9.00 am/Cosmic Yoga/Music and Movement video 					Mr LM's video on ClassDojo and Facebook.
Reading Repeat daily	<ul style="list-style-type: none"> Set 1 Speed Sounds, Word Time and Spelling on Ruth Miskin OR Set 2 Speed Sounds and Spelling on Ruth Miskin 'Read Red Words 1' video on Ruth Miskin Read and Hold a Sentence 1 video for any children who are learning Set 2 on Ruth Miskin Read your home reading books or log onto Oxford Owl to read more of your colour for free 					Listen to a daily story read by nursery and reception staff posted on Tapestry daily. Online games Phonics play Topmarks
Literacy	<ul style="list-style-type: none"> See ClassDojo for Literacy based activity for the day, Daily letter formation practice. Three letters from same letter formation family/week 					
Maths Repeat daily	<ul style="list-style-type: none"> Weekly video input from the teacher aligned with the White Rose maths curriculum. Maths grid with 12 maths activities aligned with the White Rose Maths curriculum. Children choose 2-3 activities to do each day. 					Online games ictgames
Investigation	<ul style="list-style-type: none"> A grid of suggestions linked to a topic the children are currently interested in. Children choose a task or activity to complete daily. 					
RE	<ul style="list-style-type: none"> Weekly story and activity linked to RE unit of study 					

Gnomes - Y1-Y3

****Weekly whole class Google Meet****

	Monday	Tuesday	Wednesday	Thursday	Friday	Optional extras!
PE	<ul style="list-style-type: none"> • Joe Wicks on youtube at 9.00am or • On youtube search for Cosmic Kids Yoga 					Mr LM's video on ClassDojo and Facebook.
Reading-Phonics	<ul style="list-style-type: none"> • Set 1, 2 or 3 Phonics lesson posted by your teacher • Hold a sentence 1 or 2 on Ruth Miskin • Read your home reading books or log onto Oxford Owl to read more of your colour for free • Shared Reading - Questions on Google Classroom 					Great free books to listen to on Audible or for parents to read on the Kindle app.
Maths	<ul style="list-style-type: none"> • Daily White Rose maths video (follow the link on Google Classroom) • White Rose Workbook 					Numbots/ TTRS
Writing	<ul style="list-style-type: none"> • Daily Shared write following phase planning for TFW posted on Google Classroom • Daily Dictation slides posted on Google Classroom 					Spelling Shed
Topic	<ul style="list-style-type: none"> • Topic grid activities set by the teacher on Google Classroom • 2 x TA challenge activities per week on Google Classroom 					
RE	1 x Lesson (slides and task) (Friday) with assignment sent.					
Science	Video link to Oak National Academy every Tuesday					
Art	Video link and instructions every Tuesday.					
Music	Video Link to Oak National Academy every Monday.					
Geography	Video link to Oak National Academy every Tuesday					

****Weekly whole class Google Meet****

	Monday	Tuesday	Wednesday	Thursday	Friday
PE	Joe Wicks - youtube 9am Mr Lemausiers videos - Google Classroom.				
Reading	Children have 3 school books to read and quiz on AR. These can be swapped and updated. Shared Reading x 3 a week (Monday, Wednesday, Friday) with teacher video on a Monday and the answers released. Teacher releasing a story time video on Tuesday and Thursday.				
	Guided reading questions	Miss Farley reading a story	Guided reading questions	Miss Farley reading a story	Guided reading questions
Writing	Following Phase planning for TFW	Following Phase planning for TFW	Following Phase planning for TFW	Following Phase planning for TFW	Following Phase planning for TFW
Maths	White rose - Watch the video then do the follow up worksheet - link on classroom Strategy videos from teacher as and when needed - classroom				
Spelling	All weekly spellings are on spelling shed.				
Topic	New topic grid for Homework sent home. 2 Topic Lessons (slides and task) per week (Monday, Tuesday with assignment set.				
RE	1 x Lesson (slides and task) (Friday) with assignment sent.				
Science	1 x Lesson (slides and task) (Thursday) with assignment sent.				
Art	Video link and instructions every Tuesday.				
Music	Video Link to Oak National Academy every Wednesday.				

HOME LEARNING – Isolations

IF YOUR CHILD IS ISOLATING DUE TO COVID SYMPTOMS/ AWAITING A TEST RESULT

- After the first day of absence, your child's class teacher will begin to send home learning materials
- Reception children will access this through 'Tapestry'
- Years 1 and 6 will access this through 'Google Classroom'
- Teachers will set each child a number of activities to complete each day
- The activities set will mirror the work that the children are completing in class as closely as possible
- Please send any completed work (or pictures of the work) back to the teacher via the appropriate platform
- Teachers will respond to your child at the end of the school day
- If you have any questions regarding logging in or accessing the work please call the school office on 01841 540232

IF YOUR CHILD'S ENTIRE BUBBLE IS ASKED TO ISOLATE

- Home learning will be sent to all children from the first day of isolation
- Reception children will access this through 'Tapestry'
- Years 1-6 will access this through 'Google Classroom'
- Teachers will send activities that mirror the work the children would have been completing at school
- Please send any completed work (or pictures of the work) back to the teacher via the appropriate platform
- Teachers will respond to your child throughout the day
- If you have any questions regarding logging in or accessing the work please call the school office on 01841 540232