Remote Learning Policy

Date of Policy: September 2020

Date of Review: September 2021

Date of Next Review: September 2022

Introduction

During a period of closure or pupil absence due to self-isolation, staff at Pinfold Street will continue to provide education and support to our children using remote learning. All learning will be conducted using the SEESAW Class app. This will allow staff to keep in daily contact in a professional and confidential manner with their class or pupils working at home. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changes and updated as time progresses, allowing for the replication of classroom activity to the best of our ability. In all communications and instances, we will always prioritise the wellbeing of our children and staff at this difficult time.

Flexibility of Learning

We realise that the circumstances that either cause our school to close or a child to learn remotely will affect our 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 for a family may be limited;
- Parents may have two or more children trying to access technology;
- Teachers may be trying to manage their home situation and learning of their own children;
- Systems may not always function as they should.

A clear understanding of, and the willingness to adapt to, these difficulties on all sides is essential for success.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no strict deadlines for set work will be set. Instead, we ask that all work is completed on a daily basis and uploaded to the child's Seesaw class page. This can then be acknowledged by the class teacher. If completing a paper work pack, we ask that this work is brought back to school at an agreed time.

The work children complete during a period of self-isolation or school closure will be part of our current planning and so cannot be considered as optional. Parents and children should follow their uploaded school timetable to help structure their school remote learning.

Teaching staff will:

- Follow the Teacher Expectations document (appendix i)
- Share clearly dated teaching and activities with their class through the SEESAW app;
- Use their own planning or the Oak National Academy lessons (as recommended by the DfE) for setting English and Maths lessons;
- Upload a pdf file of their afternoon lesson slides with the task clearly explained and including key questions for the children;
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with the children through the SEESAW app only;
- Set learning tasks daily;
- Reply to messages and set work during their normal working hours;

- Allow flexibility in completing tasks, understanding that the circumstances leading to self-isolation or school closure will affect families in a number of ways;
- Check pupils work when they return to school and allow pupils time to put the completed work into their books;
- Ensure that an up to date timetable is uploaded onto SEESAW for each child to use and follow;
- Upload an appropriate PE fitness activity such as Joe Wicks, on the classes PE day;
- If unwell themselves, be covered by another staff member for the uploading of activities.
- Carry out calls to families where appropriate.
- If a whole year group isolation/whole school closure is required – teachers will set up a Google Classroom meet four times per week for face to face contact with the pupils.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get some fresh air, exercise and maintain a reasonable balance between online and offline activities;
- Potentially work a day or two behind what has been shared through the SEESAW app;
- Follow, as much as possible, the timetable structure for that day;
- Only send learning messages using SEESAW to the teacher;
- Only access the materials set by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult and record using MY ON reading app;
- Consider using any spare time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
- Agree to attend scheduled Google Classroom meetings in the event of a whole year group/school closure.

Parents will:

- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with SEESAW and the work set by teachers;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the SEESAW app;
- Know they can continue to contact their class teacher as normal through the SEESAW app should they require any support;
- Check their child's completed work each day and encourage self-marking;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;
- Ensure their child attends any scheduled Google Classroom meetings in the event of year group/whole school closures.

NB. In compliance with Copyright Law and Regulations governing the use of photocopiable materials, parents must note that resources are for viewing online only on our secure SEESAW app. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

<u>**Appendix i) Remote Learning expectations for class teachers**</u>

There are currently 4 different scenarios:

Collate objectives on Remote Learning Objective Coverage every day

Teaching from home if you are self-isolating but your class are still in school	Teaching from home if you and your class/year group bubble are at home but the rest of the school is open	Teachers and your class are in school but a child/some children in your class are self-isolating	Circuit breaker whole school lockdown TAKE HOME ALL RESOURCES IN HOME BOX - DAILY
Actions are case by case and dependent upon illness and teachers health and well-being. Please liaise with SLT. Year group colleagues to support with setting up of a laptop – cover to be provided within year group bubble. Support staff from that year group bubble to be allocated to the classroom. An arrangement made for the class teacher to make contact with the class on Google Classroom. Teachers to join remotely for staff meetings and PPA where appropriate. End of day debrief with phase leaders/ support staff within the classroom at 3:30 to prepare for next day if required. Time given after isolation period for a class handover, if needed.	Google Classroom Meeting (four times per week) with your class – set up the meeting for 15/20 minutes as a check in, good morning session on Google with you class. Teachers can outline the day. Teacher uploads lessons to SEESAW by 8:45. Min expectation of Reading, English, Maths and afternoon slides (Science, Music, RE etc) Teachers in Reception, Year 1 and Year 2 to upload RWI phonics clip to SEESAW every day. Teachers to follow the remote learning guidelines as shared by RW. Temporary measure in place for paper copies of the work to be made available for those families who need them. Stationary folder available for families who need it. Teacher to contact families who have not completed any home learning. Staff to access pupil phone numbers through SIMS and hide contact number on their own phone when contacting the families. If	Quality first hand teaching for the rest of the class. Teacher uploads lessons to SEESAW by 8:45. Min expectation of Reading, English, Maths and afternoon slides (Science, Music, RE etc) Teachers in Reception, Year 1 and Year 2 to upload RWI phonics clip to SEESAW every day. Teachers to follow the remote learning guidelines as shared by RW. Teacher to contact families who have not completed any home learning. Staff to access pupil phone numbers through SIMS and hide contact number on their own phone when contacting the families. If concerned about this, please speak to a member of SLT. If families are still not completing any home learning after your initial phone call, please pass the names onto the following: YR and Y1 – TB Y2 – EY Y3 and Y4 – CW Y5 and Y6 - RW	*In the event of a full whole school lockdown:* Google Classroom meeting (four times per week) with your class – set up the meeting for 15/20 minutes as a check in, good morning session on Google with you class. Teachers can outline the day. Teachers will continue to upload the day's remote learning by 8:45am. Teacher uploads lessons to SEESAW. Min expectation of Reading, English, Maths and afternoon slides. Teachers in Reception, Year 1 and Year 2 to upload RWI phonics clip to SEESAW every day. Please take home phonic flash cards over half term. Teachers to follow the remote learning guidelines as shared by RW. Teacher to contact families who have not completed any home learning. Staff to access pupil phone numbers through SIMS and hide contact number on their own phone when contacting the families. If concerned about this,

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	YR and Y1 – TB
	Y2 – EY
	Y3 and Y4 – CW
	Y5 and Y6 - RW
	
	Parents will get a reminder of the remote learning expectations at the beginning of their self-isolation.
	
	Teacher must acknowledge completed work through SEESAW;
	  - Approval and like = minimum expectation
	  - Comment on work = above and beyond, handy hint, tip.
	
	When approving work, note down any misconceptions in your AfL book.
		Parents will get a reminder of the remote learning expectations at the beginning of their self-isolation.
		
		Teacher must acknowledge completed work through SEESAW;
		  - Approval and like = minimum expectation
		  - Comment on work = above and beyond, handy hint, tip.
		
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			please speak to a member of SLT. If families are still not completing any home learning after your initial phone call, please pass the names onto the following:
			YR and Y1 – TB
			Y2 – EY
			Y3 and Y4 – CW
			Y5 and Y6 - RW
			
			Parents will get a reminder of the remote learning expectations at the beginning of the lockdown.
			
			Teacher must acknowledge completed work through SEESAW;
			  - Approval and like = minimum expectation
			  - Comment on work = above and beyond, handy hint, tip.
			
			When approving work, note down any misconceptions in your AfL book

Appendix ii) TA Expectations

There are currently 4 different scenarios:

Collate objectives on Remote Learning Objective Coverage every day

X code on register means a child is self-isolating and should be completing some home learning

Teaching from home if you are self-isolating but your class are still in school	Teaching from home if you and your class/year group bubble are at home but the rest of the school is open	Teachers and your class are in school but a child/some children in your class are self-isolating	Circuit breaker whole school lockdown TAKE HOME ALL RESOURCES IN HOME BOX - DAILY
Teaching Assistants Log on to allocated laptop during contracted hours Must be contactable via phone or email during contracted hours Liaise with class teacher to like and approve any work uploaded by isolating pupils from their class/year group Additional jobs to support the school eg. making phonic resources Additional training linked to job role eg. Food Hygiene or RWI training Planning, resourcing and analysing lessons that you are responsible for eg. Phonics, PPA activities	**Teaching Assistants** Log on to allocated laptop during contracted hours Log in to whole class Google Classroom meeting at agreed times Must be contactable via phone or email during contracted hours Liaise with class teacher to divide SeeSaw lessons/subjects and like and approve posts. Eg. Approve and like all the comments for Science. Support class teacher with finding resources for lessons on the OAK National Academy website Support class teacher in creating a physical work pack for children who cannot access SeeSaw Additional jobs to support the school eg. making phonic resources Additional training linked to job role eg. Food Hygiene or RWI training Planning, resourcing and analysing lessons that you are responsible for eg. Phonics, PPA activities	**Teaching Assistants** Support class in school and carry out in school duties as normal	*In the event of a full whole school lockdown:* **Teaching Assistants** Log on to allocated laptop during contracted hours Log in to whole Google Classroom meeting at agreed times Contactable via phone or email during contracted hours Liaise with class teacher to divide SeeSaw lessons/subjects and like and approve posts. Eg. Approve and like all the comments for Science. Support class teacher with finding resources for lessons on the OAK National Academy website Support class teacher in creating a physical work pack for children who cannot access SeeSaw Additional jobs to support the school eg. making phonic resources Additional training linked to job role eg. Food Hygiene or RWI training Planning, resourcing and analysing lessons that you

			are responsible for eg. Phonics, PPA activities