The Polehampton C. of E. Schools

Remote Learning Policy

Policy History

Version	Dates	Changes & author	Authorising committee	Signed by chair of QE committee
1	21.10.2020	New policy - SLT	Quality of Education (QE)	

This policy outlines arrangements for individuals self-isolating or for bubble, partial or full closures. The government expects school to provide for their on-going education and for parents to ensure their children to access this learning at home.

The Polehampton C. of E. Schools

Contents

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school. We also appreciate the different needs for children at different ages and for those with special educational needs
- Provide clear expectations for all members of the school community with regards to deliver high quality remote learning
- Protect pupils from the risks associated with using devices connected to the internet
- Ensure staff parent and pupil data remains secure
- Ensure robust safeguarding measures continue to be in effect during periods of remote learning
- Ensure all pupils have the provision they need to complete their work to the best of their ability and to remain happy, healthy and supported during periods of remote learning

2. Who is this policy applicable to?

Every child enrolled at the Polehampton C. of E. Schools (our Infant and Junior Schools) 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 37.8degreesC
- A loss of, or change to, their sense of taste or smell.

People should self-isolate if they have had access to a test and returned a positive results for COVID-19 or if they have returned from a country on the current quarantining rules

3. Delivery of Remote learning for pupils

We are committed to ensuring all pupils continue to receive a broad and balanced curriculum and quality education when learning at home. Remote learning will be in line with the curriculum planned for the class should the child be able to attend or if we are open as normal.

The schools will use a range of strategies to support remote learning. Following our parent survey, we understand that there is a range of access to online devices and printers at home – therefore, we need a blended approach to ensure we reach all our pupils.

Our pedagogical approach to remote learning provision will include

- Meaningful and challenging work is set
- Well sequenced work with clear explanations of new content
- Modelled examples to underpin teaching
- Opportunities to assess progress
- Access to technology, supported by the school where possible
- Peer interactions to provide motivation and improve learning outcomes
- Supporting children to work independently
- Different approaches to remote learning to suit different subjects, the ages of the children and those who have additional learning needs

Strategies include

- Should we be on bubble/partial/full closure, daily Zoom sessions (twice weekly for our Foundation Stage children) to check in on the wellbeing of our pupils and to support and encourage our pupils with aspects of their learning at home. Times will be staggered in order to enable access for siblings.
  - Most parents have completed the Parent Agreement for this now – we need those permissions before we can allow children to join.
- Pre-recorded teaching videos with associated resources/learning activities to support understanding. For individuals at home, videos will be sourced from recommended sites – for bubble/partial/full closure, the teachers will be able to record some of those lessons themselves.
- Set activities from across the curriculum, including maths and English and at least one other foundation subject daily. Infants will also include a phonics session daily.
- Verbal and/or written feedback on a regular basis.

How will children access their learning?
- Our online platforms where work will be set by teachers
  - Infants – school website and Purple Mash
  - Juniors – Google Classroom
- Hard copies to families who have no printers at home. Parents need to let us know, through the parent survey or by calling us, if they need hard copies.

How & when will work be available?

Infants

- A weekly timetable & lessons will be available on our website ready for Monday morning – go to
  - Children tab, Home learning and remote learning, Year group

Juniors

- A weekly overview will be uploaded to Google Classroom ready for Monday morning. Work will then be available each day to complete.

Both Schools - should we have a bubble/partial/full closure

- We would start daily Zoom check ins (twice weekly for Blue Class) from the second day of closure. These sessions are highly recommended, though we recognise not all children will be able to attend. For more information about exact times, see the remote learning page of our website.
- Pre-recorded lessons will include Polehampton teachers.

4. **Working in partnership with parents**

We recognise that remote learning will take place during a very unusual time and that each family is unique. We will endeavour to approach remote learning in a way which meets the needs of our pupils but provides flexibility to accommodate individual needs and circumstances. We also recognise that every parent wants their children's learning to continue, as uninterrupted as possible, so they continue to make good progress and enjoy learning.

Where possible, it is beneficial for children to **maintain a regular and predictable routine**. We would recommend that each "school day" keeps to a structure. During lockdown, we suggested various timetable and will add these to our website for your use. However, we are aware of the need for flexibility, so it might be best for families to create their own daily/weekly timetable to meet everyone's needs, taking into account

- Parents working from home
- Family sharing devices
- The needs of different aged children
- Parents' confidence in supporting remote learning

5. Roles and responsibilities

Parents

- Provide a structure to remote learning – we suggest a daily or weekly timetable
- Reviewing the pupils' work together to see what support they need, in terms of devices, equipment, a quiet space, direct parent support, setting times to review with your child, etc. This is where you know your family's circumstances and your child's needs the best.
- Support your child to attend Zoom sessions - complete parental agreement so your child is able to "see" their teacher and classmates and benefit from additional input and time to chat to others
- Let school know if your child is sick or unable to complete the work
- Seek help from the school if needed, following our parent code of conduct at all times
- Let school know if they need hard copies

- **INFANTS** - admin@polehampton-inf.wokingham.sch.uk
- **JUNIORS** – admin@polehampton-jun.wokinghams.sch.uk

Pupils – our children will need support with these points

- Work hard and try their best in every activity
- Read every day
- Attend the Zoom sessions (if permitted) on time, in a family room, appropriately dressed – see parent agreement for full details
- Ask for help if they need it – our older children are able to do this directly with the teacher on Google Classroom; our younger children will need to do this with their parent

Staff

- Will be available for work (at home or school depending the circumstances) during their normal working days/hours
- Will follow all the guidance from our online training on video conferencing
- Will follow our safeguarding policy and coronavirus addendum
- Will continue with normal duties where possible & with necessary adjustments, under the guidance of their line manager

In addition, teachers

- Will ensure all work is available for children as outlined above
- Will be clear to pupils/parents when the work is due
- Will be clear on how the pupils will receive feedback
- Will respond to parents' and pupils' requests for support within reasonable timescales This will be through email or by telephone where staff can work in school
- Will monitor the engagement of pupils and communicate with parents if we don't receive any work or if there are concerns about understanding the process or the learning

- Will keep in touch with individuals who are away from school via phone calls or Zoom if the absence is longer
- Will ensure a weekly assembly is available on the website for individuals self-isolating. For bubble or larger group closures, this will increase to two per week.

Designated safeguarding leads

- The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Online Safety policies.

The SENDco

- The SENDco will liaise with the senior leaders, teachers and IT leads to ensure that the provision and the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring pupils with EHC Plans continue to have their needs met while learning remotely, and liaising with the SLT to make any alternative arrangements for pupils with additional needs.

The Local Governing Body

- 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
- Monitoring safeguarding, health & safety and staff & pupil wellbeing

6. Safeguarding

- Polehampton C. of E. Schools are committed to ensuring the safety and wellbeing of every child. As children might be accessing learning through the internet, we need to ensure we do everything we can to teach the children and support their parents to stay safe online.
- In line with our Online Policy, children receive teaching in school about online safety. Parents have frequent signposting to useful website for information, for example [ThinkUKnow parent information](#)

7. Monitoring arrangements

This policy will be discussed regularly at QE committee meeting this academic year. It will be formally reviewed by the QE committee annually.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Codes of conduct for staff and parents

9. Resources used to support the development of this policy

The Education Endowment Foundation has a wealth of evidence based research

documents for schools to refer to when developing policy and practice.
- **Supporting parents and carers at home**
- **Homelearning approaches – Planning Framework**
- **Best Practice in Supporting Pupils**

EdTech also has good resources particularly around remote learning.