

Broadwindsor Primary School Remote Learning Policy 2020/21

In September 2020, all our classes returned to full-time education following the Covid-19 closure in March. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education. This policy outlines Broadwindsor School's plan and commitments to remote learning. This policy has now been revised in light of January 2021 announcement of a further National Lockdown, to ensure that pupils are able to access their learning at school or at home.

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 class 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 the teaching, learning and assessment for pupils.
- To provide the necessary information for parents and pupils about what to expect from remote education where national or local restrictions require entire cohorts or the whole school to remain at home.

This meets the expectations set out in the DfE guidance 'Remote Education Support' (<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>).

The school will use Microsoft Teams to communicate and share remote learning. The school website includes important information regarding remote learning during absence from school. (<http://www.broadwindsor.dorset.sch.uk/index.php/for-children/remote-learning>). The school uses a combination of approaches to teach pupils remotely. These approaches include:

- Weekly overview of learning for pupils provided by teacher uploaded to TEAMS
- Live daily whole-class check-in sessions on TEAMS
- Recorded teaching using OAK National academy/BBC Bitesize, video/audio recordings made by school staff
- Workbooks, reading books and other worksheets provided by school
- Commercial websites and online platforms such as Sumdog, AR reader, Oxford Owls to support learning and assessment
- Live sessions for individuals tailored to their needs where required.

This document provides an overview of remote learning. When you log onto Microsoft Teams and select your class team, you will see the curriculum expectations for your class set by the class teacher. It will provide learning across the curriculum and daily expectations will be given with optional extension tasks during the week.

We recognise that this document is preparing for a range of different scenarios, therefore, some flexibility in approach may be required. This document will be reviewed and updated according to changes in guidance and feedback from staff, parents and pupils.

Scenario	Information
Individual child/ren isolating	On the first day work is to be completed from the various online platforms Sumdog, AR Reader, TT Rockstars. Any homework outstanding can also be completed. English, Maths and wider curriculum learning will be uploaded on the following school day which mirrors the learning taking place in school. Feedback on submitted work will be given a minimum of once a week for work submitted by 3pm on Friday afternoon.
Closure of class	English, Maths and Wider Curriculum learning will be uploaded to TEAMS for closed class groups. It is our intention to upload the necessary learning as detailed below for the whole week by 9am on Monday. Where classes close midweek learning activities will be uploaded for the first few days as soon as possible. Until these plans are available, children are asked to complete learning on the online platforms provided (Sumdog, AR Reader, TT Rockstars) and complete outstanding homework tasks. Feedback on submitted work will be a minimum of once a week for work submitted by 3pm on Friday afternoon.
Closure of School	Remote learning including daily English and Maths and wider curriculum will be uploaded to TEAMS (some variation occurs within EYFS class). Daily Sessions will occur via TEAMS and will continue as much as possible within health and safety guidance. During school class has a daily live session. These TEAMS meetings with the class team act as a daily check-in and ensure pupils are set up for learning remotely.

Learning Overview

In line with government guidance we provide learning for at least 3 hours a day for Key stage 1 pupils and 4 hours a day for key stage 2 pupils.

	DETAIL
EARLY YEARS (Reception)	<p>Reception families will have Microsoft Teams to access learning. This will include learning ideas around maths, phonics and reading activities alongside other activities to support the children to reach the Early Learning Goals.</p> <p>Phonics Each week, pre-recorded videos will be shared on Teams to develop phonological awareness and play, such as videos from Read, Write Inc trainers. A daily live briefing may include phonics and maths to support learning at home.</p> <p>English, Maths and Wider learning Each week, at least five learning activities will be shared via Teams. This may include links to activities such as online White Rose Maths, SumDog, BBC online learning and Oak Academy.</p>

Years 1-6	DETAIL
MATHS	<p>Maths Curriculum Each day, children will be able to access daily maths learning linked to our maths curriculum, using mainly White Rose Maths. This will usually include either a PowerPoint or short video or a (pre-recorded session) to read through or watch. There will be a linked activity which children will be directed to via Teams, this maybe a maths activity sheet, or link to an interactive maths game or set task on SumDog.</p> <p>Times Table Practise Children in years 3-6 should complete times table practise on TT Rockstars or other platforms such as Sumdog at least 3 times per week – this may include set activities or practice activities.</p> <p>Sumdog At least one task per week will be set on Sumdog – this may be linked to the main curriculum or a revision task.</p>
ENGLISH	<p>English Curriculum Each day, children will be able to access daily English learning linked to our English curriculum - details of this are given in learning packs uploaded by the class team each week in TEAMS. Instructions for this may be given in various forms such as pre-recorded video, pre-recorded audio, PowerPoint, online link to learning to read through or watch. There will be a linked activity which children will be directed to via Teams, this may be a literacy activity task, link to an interactive game or set task on Sumdog (grammar and spelling aspect). We will use various online resources include BBC and Oak National academy.</p> <p>Reading Children should read every day. They will have a reading book or may read their own book from home. Children will access Accelerated Reader quizzes from Year 2 and above where appropriate to support their comprehension skills. An additional reading comprehension task may be set each week, this may linked to the main English curriculum learning or class book. Year 1 reading will accessed via Oxford Owls with the class teacher setting the book to read. The school is also committed to providing more tailored live reading sessions via TEAMS for pupils that require support with their reading. The school has now invested in 'Myon' books so children will shortly have access to online books and quizzes too.</p> <p>Phonics (usually Year 1) Daily phonics activities will be shared for children learning or securing their phonics. This may be a link to an interactive game, fun task or a pre-recorded session on Microsoft Teams. There will be occasions when tasks are repeated to support consolidation.</p> <p>Spelling Tasks on spelling patterns will be set each week following continuing the Read Write Inc. Spelling unit by unit. Children from Year 2 upwards have their Spelling Read Write Inc spelling books during school closure and are directed to complete specific units.</p>
OTHER SUBJECTS	<p>A selection of tasks linked to the wider curriculum set each week via Microsoft Teams for children to complete through the week. These tasks will be linked as far as possible to the topic curriculum plan that would have been taking place in class. In some instances where topics are difficult to present remotely we may need to move the order of the topics. Where appropriate, links may be given to resources such as BBC Bite Size or the Oak National Academy to support learning of the wider curriculum.</p>

Accessing remote education

If a child does not have access to a device (such as a computer, laptop or tablet) and/or the internet, the school will do all it can to support children's learning. Parents are asked to make the school aware of any barriers to accessing remote learning. We will do our best to provide solutions which may include lending equipment such as ipads or accessing internet solutions via Government offers.

We are also happy to provide printed materials for the remote learning posted online and we ask you to get in touch with class team via the email address.

We recognise that some pupils, e.g. some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

In the first instance the class team will work with the family to identify any additional support required e.g. learning resource packs or IT needs. All pupils with an EHCP will be offered a place at school and a risk assessment will be carried out with the family to determine whether the school place is accepted. Where these places are not taken up school staff will make contact via phone to these families at least weekly and more regularly where required. Offers of places will be discussed regularly with families.

Completed Work

Learning completed by the pupils should be submitted via Teams to the child's private learning channel or by emailing the class email address as soon as possible. Details on how to upload work has been sent out to parents but these guides can also be viewed on the website. This allows school staff to then help plan next steps for class. Uploaded learning can take various forms including documents and photographs of work children have completed. Feedback will vary from acknowledgement to more detailed notes on how to improve. Alternatively, work that children complete on paper should be kept safe and returned to school when safe to do so. It is our intention to provide feedback on submitted work at least once a week for work submitted by 3pm on Friday.

Class email addresses are: Reception class - maryanning@broadwindsor.dorset.sch.uk, Year 1-2 class - thomashardy@broadwindsor.dorset.sch.uk, Year 3-4 class - williambarnes@broadwindsor.dorset.sch.uk, Year 5-6 class - janeausten@broadwindsor.dorset.sch.uk

Contact with pupils/ parents

Parents are able to contact the class email addresses for enquiries around home learning and we are also aiming to train older pupils to communicate via the chat option in Microsoft TEAMS to seek clarification around their learning. We endeavour to respond to emails as promptly as possible but this may take longer when individual pupils are isolating as teachers will be teaching and supervising classes all day. Please contact school office via telephone or the school office email address for general enquiries or where your issue is urgent. Parents are reminded

to respect teacher's wellbeing with the frequency of communication. The school's expectation is generally emails will be answered during the school working day (Monday to Friday 8.30am to 3.30pm). Communication with parents may take longer if the school has multiple staff absences and we ask for parent understanding in this.

Where there is absence for a significant period of time (week or more) for an individual, a weekly telephone call will take place to discuss home learning and provide support if needed.

If whole classes are isolating from the school and during school closure, a live daily briefing will take place via Teams. Pupils will need to log on to Teams each morning at just before class time. The teacher will check in with the whole-class via live TEAMS calls and ensure they know what they are doing that day. It will also give the children the opportunity to ask questions about their learning and Teachers to provide whole-class learning and feedback.

These live briefings occur for:

Jane Austen & William Barnes between 9.00-9.30am

Thomas Hardy & Mary Anning between 9.30-10.00am

Where pupils have not checked in at these live sessions we will contact families to make sure they are okay with the remote learning set.

During School closure vulnerable pupils have access to a full time place in school. Pupils and families identified as vulnerable will be contacted by staff on a weekly basis and support offered as necessary.

Staff isolation

Teachers who are isolating while class are at school will continue to deliver teaching, learning and assessment for their class if they remain well. Support Staff or Supply staff will supervise pupils in school and support learning planned by the teacher. The school may need to temporarily close a bubble if multiple staff are unavailable and move children across to remote learning.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal report procedures to the Headteacher or Teacher in Charge when Headteacher is unavailable
- If unwell, teachers will be covered by another staff member for the distribution of remote learning. Communication and planning during this time will also be covered by other staff where possible. The Teacher will not undertake any of these duties until they are fit to work.

Safeguarding

Please refer to Safeguarding and Child Protection Policy and Covid Addendum. School has also sent out letters on how to safeguard your child while using live sessions.

Data protection and Sharing Personal Data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, all data collection will be compliant with GDPR guidelines using GDPR compliant school systems (eg TEAMS and MyConcern). When accessing personal data, all staff members will only use their official school accounts.

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.

Monitoring arrangements

This policy will be reviewed when government guidance for home learning is updated or when necessary to ensure access to learning and staff wellbeing is maintained. Teaching staff of each class team will support and monitor this policy and seek feedback from the learning community.