

ROXETH PRIMARY SCHOOL



REMOTE LEARNING POLICY

January 2021 – updated

OUR MISSION STATEMENT

Equality, Excellence, Education

To educate our children and their families to achieve their full potential

Aims:

- Ensure consistency in the school's approach to remote learning.
- Provide high quality learning provision in the case of school closure - full or partial.
- Set out clear expectations for all members of the school community with regards to remote learning.
- Provide a detailed framework for parents and carers to support their children to fully access remote learning.
- Provide appropriate guidelines for data protection and safeguarding for all stakeholders.

How will my child be taught remotely?

- All learning will be set using 'Google Classroom' as the main platform.
- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, PE when providing activities for the children to complete at home.
- Teachers will create a weekly timetable of learning for their year group in liaison with year group partners.
- Teachers and TA will carry out a live registration session that will last a maximum of 15 minutes via 'Google Meet' on Monday, Wednesday and Friday. Times will be staggered to allow siblings to attend their session if they have limited devices at home. In the case of staff absence this arrangement may change.
- Learning will consist of at least 4 lessons a day: Maths, English and two topic lessons (including Science). See more detailed breakdown below.
- The teachers and teaching assistants will provide 10 recorded lessons a week. This will consist of 5 reading sessions and 5 Maths/English lessons. These recordings will be a mix of Teachers/TAs own videos and other relevant videos such as **Oak Academy, White Rose Maths, Purple Mash** or **Times Table Rockstars**. These will be shared using Google Classroom and links to websites.
- Quality PowerPoints or links to appropriate resources will be provided to aid online learning.
- Differentiated worksheets and tasks will be provided to ensure all children can access learning.
- Parents can access the Oxford Owl Website – <https://home.oxfordowl.co.uk/reading/free-ebooks/> by registering and logging in to read the books. Phonics for KS1 can also be found on the website.

How long can I expect work set by the school to take my child each day?

EYFS	<ul style="list-style-type: none">• Approximately 1 hour of focus learning each day for EYFS (children aged between 4 and 5 years old)• Children have two lessons per day, each lesson is approximately half an hour long (this usually includes 10 minutes teaching time and 20 minutes activity time for the children).• Children have 3 Phonics/Literacy lessons and 3 maths lessons per week (these lessons may also have
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	<p>cross curricular links to other areas of the EYFSP)</p> <ul style="list-style-type: none"> • The remaining 4 lessons cover all other areas of EYFSP (each lesson may cover more than one area e.g. Physical Development and Expressive Art and Design). • Children are also asked to read two books per week using Oxford Owl. • 5 teaching videos per week are provided for the core areas of learning (this will be a balance of pre-recorded teaching videos made by the class teacher and other relevant videos to support children's learning). 5 story videos are also provided each week. • Google Meet 3x per week where children can meet with the class Teacher and TA. These sessions last 15 minutes each.
Key Stage 1	<ul style="list-style-type: none"> • 50 minutes for English and 50 minutes for maths learning daily. We have 5 teacher recorded presentations split between English and maths on a weekly basis. • 40 minutes of topic learning daily which includes foundation subjects. • 30 minutes of Phonics learning and 10 minutes of a daily recorded story. • Google Meet 3x per week where children can meet with the class teacher and TA. These sessions last 15 minutes each.
Key Stage 2	<ul style="list-style-type: none"> • 4 hours a day for KS2 (years 3-6 when children are aged between 7 and 11) • This includes 1 hour of English and 1 hour of maths each day. There will be an upload of 5 prerecorded videos in total from the class or group teacher each week. This may vary from week to week for example 3 maths videos and 2 English videos. • 2 hours of a foundation subject that we would teach within the classroom. Some links may be for external websites which we have access to for example Purple Mash or Education City • Spellings are set when appropriate. • A prerecorded story/chapter of a book video each day for each class which might be a chosen text across

	<p>the year group or a book recommended by the teacher.</p> <ul style="list-style-type: none"> • 3 times a week Google Meet session with the class teacher and TA at allocated time slots. Each session is 15 minutes.
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How will you work with me to help my child who needs additional support from adults at home to access remote education?

To ensure that children with SEND continue to be supported whilst working remotely, The SENCO will check in with families weekly. During these phone calls they will ask how the children are finding the learning and if they are managing to access it. If parents identify any problems, such as learning being too challenging, the SENCO will then feedback to the teacher. On a regular basis the SENCO will check the learning to ensure that it is differentiated to suit the needs of all learners. The SENCO will continue to work alongside outside agencies, such as the Speech and Language Therapist and Educational Psychologist supporting them in delivering sessions on platforms such as 'Google Meet'. If parents need advice or support from these professionals, the SENCO will liaise between the parents and the professionals to make this possible. If families have any worries, the SENCO will always advise them to email the office who can then make me aware of the families concerns or questions and we will try to provide answers as quickly as possible.

If my child is not at school because they are self-isolating but school is fully open, how will their remote education differ from the approaches described above?

- Learning resources will be available via the school website under:
Teaching and Learning – Additional Online Learning.
See website link: <https://www.roxethschoolharrow.org/additional-online-learning>
- Please be mindful that whilst your child is isolating at home the class teacher will be teaching their normal class when school remains open.
- Some activities may be set via Google classroom and feedback will be given when appropriate.

Roles and Responsibilities

Teachers will be required to:

- Provide online learning through Google Classroom
- Provide feedback for lessons set. This can be given in a range of ways, such as, voice recordings and annotations of documents. This could include what positive feedback about what the child has achieved and what next steps they can do to improve.
- Consider learning for feedback up to a week after the submission date.
- Communicate with parents and pupils during school hours via Google Classroom or year group email.
- Attempt to make contact with pupils who are not accessing the learning set or Google Meet, in order to offer support during periods of absence. Weekly document to be completed and sent to the Senior Leadership Team. Any prolonged non- contact will be followed up by the SLT as per guidance from the Local Authority.

Staff are not required to respond to messages out of normal school hours including before/after school, weekends and school holidays.

Senior leaders are responsible for:

- Co-ordinating remote learning across the school.
- Circulating appropriate assemblies.
- Assisting teachers, parents and carers where appropriate.
- Maintaining communication with all stakeholders.
- Monitoring and responding to safeguarding concerns as necessary.

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device.
- Access the learning set by teachers and work through the daily tasks set.
- Correspond respectfully with all members of staff.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete their learning.

Staff can expect parents to:

- Ensure their child accesses the learning provided on Google Classroom.
- Read all communication from the school.
- Alert teachers if their child is not able to complete their learning.
- Correspond respectfully with all members of staff.
- Notify the school if they do not have access to any device with internet connection at home so that alternative arrangements can be made on a case by case basis.

Communication

The school will continue to communicate with parents via text, letters, emails and phone calls as necessary.

Parents can contact the school using Google classroom in the first instance and also via telephone (in the event of a partial closure) or the school office/year group email

Data Protection

The school's Data Protection Policy is available via the school website under:

School Information – Data Protection.

See website link: <https://www.roxethschoolharrow.org/data-protection>

Accessing personal data

When accessing personal data, the following protocols will be followed:

- School Staff will access parent contact details via SIMs using a secure password. These details will not be shared with any third parties and SIMs will always be logged off.

Sharing personal data

Staff members will only collect and/or share personal data such as emails or phone numbers as part of the remote learning system when absolutely necessary. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected.
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Keeping operating systems up to date.

Safeguarding

Refer to the school's CP & Safeguarding Policy December 2020 & Arrangements during Covid-19 Policy April 2020.

Approved by:	Governing Body	Date: 14/10/2020
Policy date:	October 2020 updated in January 2021	
Next review due by:	January 2024	