



## All Saints C of E Primary School

### Remote Learning Policy

*'In God's hands,  
we place ourselves  
and with the strength He gives us,  
we love, live and learn together.'*

*"We can do all things through Christ  
who strengthens us"  
Philippians 4:13*

This policy covers the support for pupils in the event of Remote Learning being implemented.

Remote Learning is a style of education in which pupils learn via electronic and online media as well as traditional teaching methods and paper based work away from school.

#### **Purpose**

The purpose of this policy is to ensure that there are procedures in place to ensure pupils are supported effectively in the event they are unable to be taught at school.

In the event of a school or class closure due to the need to self-isolate, the policy will identify the steps in place to ensure all pupils are able to access learning while at home. Similarly, this policy identifies the steps to be taken to provide work for an individual or group of children whilst the rest of the class remain in school.

The need for equity will be identified, and support for both parents and pupils in accessing effective teaching will be addressed.

#### **Closure of the school, class or when a small number of pupil/s are requested to self-isolate:**

When pupils are in school but are to be sent home, they will be sent home with:

An exercise book to record their learning in

A pack of paper based learning activities

At least one reading book

A list of their logins to appropriate online learning platforms

When parents are notified that their child is to self-isolate, and their child is not in school, Class Dojo will be the main means of communication. If it can be arranged, books and work may be collected from school. This will begin as soon as it is practicable for the teacher and continue for as many days as the child is required to self-isolate.

### **The Headteacher will:**

Liaise with staff and the SENCo to ensure families are called regularly and any issues are followed up

Monitor the engagement of pupils' learning.

Monitor and record contact with vulnerable families regularly.

Communicate regularly with families through social media, weekly newsletters and phone calls.

Speak with staff daily to address any positives and next steps (in person or via email/phone).

Respond to parents' queries and concerns where these have not been resolved with the class teacher, or where the matter concerns something other than direct learning.

Ensure the day to day running of 'remote' education and the learning and safety of those on site.

### **Class Teachers will:**

Follow their usual planning for all subjects as much as possible. Learning objectives for lessons provided for children at home will be the same as for those in school although the tasks may be different.

Follow a timetable of learning each day that includes one mathematics lesson, one English lesson and one other subject. Other activities such as phonics, spelling and arithmetic may also be set in addition.

Provide to all families a timetable for the week on which is marked recommended learning times and breaks.

Feedback to pupils on their uploaded set learning daily. If work is uploaded after school hours, it may the next working day before a response is sent.

Provide additional support for children/parents through phone calls, email or Class Dojo when appropriate.

When only part of the class are remote learning, contact each family every other day by phone to 'check in' with them and offer further support. Always communicate with parents/carers professionally.

Monitor the daily engagement of pupils and contact the families of those not engaging to offer support.

Report non-engagement of learning to the headteacher.

Log any safeguarding concerns with the DSL.

Ensure the home learning tasks set are to a high standard in line with year group expectations.

**Teaching Assistants will:**

Continue to attend daily, unless required themselves to self-isolate. If working from home, teaching assistants are expected to liaise with the teachers they usually support and then with the headteacher for additional tasks.

Support the learning of pupils they usually work with. This may include working with the class teacher to provide tasks, or responding to work completed at home.

Record story time, phonics sessions or other similar tasks if requested by the class teacher.

Log any safeguarding concerns with the DSL.

**Office Staff will:**

Log onto the Lancashire Schools' Portal daily to keep abreast of updates from the LA, passing on relevant information to staff.

Log onto email daily ensuring that all mail is cleared and actioned including the passing on of any relevant messages to class teachers/headteacher.

Communicate with parents via email, school website, social media, the usual weekly newsletter as necessary.

Log any safeguarding concerns with the DSL.

In the event of a full school closure, office staff may work from home where possible.

**Designated Safeguarding Lead\* will:**

Keep in touch with identified families regularly to offer support and check on children's well-being.

Liaise with outside agencies, including the Police and Operation Encompass as appropriate to need.

Promptly follow up any safeguarding concerns.

\*some tasks will be undertaken by the SENCo.

**Pupils will:**

Access the remote learning activities each day and submit work electronically where possible. The full timetable for a particular class will be sent out from the class teacher at the start of a week.

Complete the learning set by their teacher each day to a standard which would be expected in school.

Ask a parent/carer for help if required. Class Dojo may be used by parents/carers if further support is required.

### **Parents/Carers will:**

Liaise with school staff and seek support on behalf of their child when needed, with class teacher via Class Dojo and communicate any concerns or queries immediately rather than when the pupil returns to school.

Set a clear routine with each child using the timetable and the daily learning set.

Read all communications that come out from school to ensure they are fully aware and up to date with news.

Support their children to complete all of the learning set.

Provide access to the learning offered for their children.

Support their children by uploading the pictures of completed work or documents for assessment and feedback on Class Dojo.

### **Format of Remote Learning**

#### **EYFS, KS1 and KS2**

The platform Class Dojo will be used to set all work and share resources. Email will be used for communication with parents from the office.

The work which is set will match the Year Group Expectations and curriculum for your child's class. Much of this will be on PurpleMash and children from Y1 to Y6 have a log in for this which they will know or have on the exercise book they bring home for this purpose.

Maths work will be sourced from White Rose and English tasks from the Lancashire plans used in school.

The National Oak Academy will be used for lessons where appropriate.

Provision will be reviewed for as long as Remote Learning is a possibility and this policy will be updated should alternative or additional learning platforms be introduced.

#### **Equity**

The use of the above learning platforms and communications will ensure that all pupils are able to access the learning opportunities provided by the class teachers equally.

In the event that pupils do not have the equipment at home to access their learning online, they will be able to contact the school and arrange for the loan of a laptop. The serial number on the device will be recorded prior to it being taken home. Devices must be returned in the same condition as they were on loan.

If access to the internet is not available due to no router in the home, then paper based learning packs will be provided upon request.

We recognise that support at home may be varied due to parents' work commitments and this will be taken into account in the activities and work set. We also recognise that children of primary school age will still need some support from home to aid with the completion of tasks set. Work set will include consolidation and revisiting of concepts as well as the introduction of new material.

### **Submission of Work**

Pupils will be expected to complete the work on the day which it is set, this is to ensure teachers are not overloaded with the return of more than 3 pieces of work per pupils per day and also to encourage pupils to keep to a routine ready for their return to school.

### **Feedback**

Teachers will provide feedback on completed tasks each day. The level of feedback provided will address misconceptions held by pupils in the work submitted and acknowledge the completed work. Pupils should be made aware that their work has been seen. There is an expectation that feedback from the teacher is acted upon by pupils that day.

### **Communication with School**

If a class is self-isolating, the teacher will be available for communications between 9am and 3.30pm. Where some of the class remain in school, any communication received from parents may not be responded to until the next working day. If you have contacted school on an evening or at a weekend then please do not expect a reply before the next working day.

### **Safeguarding Measures**

The use of Class Dojo and PurpleMash conform to GDPR regulations in terms of data protection and sharing of data.

Access to these platforms is restricted to individual users. Any work added to a child's account should be their own, examples of work from their peers should only be shared with the permission of the parent of that child.

**Policy created: October 2020**

**Review date: March 2021**