

Remote Learning Policy

Early Years and Key Stage 1



'The Elm Tree Way'

To feel **Safe, Happy, Special** and have **Needs Met**
By being **Caring, Consistent** and **Calm** at all times!

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Team Leader

The Early Years and Key Stage 1 leader has overall responsibility for ensuring that all children have access to high quality remote learning when school is closed due to COVID 19. It is the Team Leader's responsibility to deal with any complaints or issues raised by parents regarding the quality of provision for any child in their department.

Teachers

Teachers are responsible for providing remote learning and /or work packs for all learners ensuring that work is match to individual children's ability level.

- Attend a weekly departmental planning meeting to ensure consistency across the classes
- Work will be set weekly and work packs sent out to parents on the Friday before it is to be accessed the following week. Parents will be actively encouraged to go through the weekly plan with their child and feedback any issues to teachers and/or the team leader via email.
- Each child will have a full week of lessons appropriate to their ability level based on the daily timetable below. This timetable will be emailed to parents and will contain hyperlinks to all activities.

Before 9am	Wake up	It is important that children have a good night's sleep and are up, dressed and fed before 9am to ensure their daily routine remains consistent.
Session 1	Exercise	This can be completed by following a video lessons sent out or parents can choose to put some exercise in place at home eg walking the dog
Session 2	Phonics	This activity is planned for weekly and parents sent a phonics plan with accompanying resources in the work pack. Additional links are provided on the plan and via daily email.
Session 3	Breaktime	Where possible allow child to have some fresh air and a mid-morning snack.
Session 4	Maths	This activity is planned for weekly and parents sent a maths plan with accompanying resources in the work pack. Additional links are provided on the plan and via daily email.
Session 5	Reading	Parents are provided with links to Oxford Owl e-books which can be accessed by phone/tablet/computer. Parents will be notified of the book band/specific book where appropriate to work on with their child.
Session 6	Lunch/Down Time	This is an opportunity for the children to re-fuel and have some choosing time. Where possible involve children in making their lunch and cleaning up afterwards.
Session 7	Literacy	This activity is planned for weekly and parents sent a Literacy plan with accompanying resources in the work pack. Additional links are provided on the plan and via daily email.
Session 8	Jobs around the house	Encourage all children to help around the house or help make the tea.

Each session will vary in duration based on an individual child's ability level but parents are given a guide on the weekly planning sheets. Teachers will also supply parents with websites and links to online games that children can use to extend learning sessions when and where necessary as well as simple activities i.e. colouring sheets, fine motor control, dough disco. Teachers to also encourage parents to include structured and unstructured play with toys at home throughout each day.

If any teacher is unable to work for any reason, for example due to sickness or caring for a dependent, they must report this immediately to their team leader using the normal absence procedure.

Contact with Parents

Teachers will be expected to make contact with parents at least once a week but more often if required. Teachers are authorised to use their own mobile phone to make these calls, but it is highly recommended that numbers are hidden as it would not be appropriate for parents to obtain teachers' personal mobile numbers. It is often useful to let parents know when you are going to ring or leave a message stating when you will ring back as some people choose not to answer calls from unknown numbers due to marketing calls. Email and text and Zoom services are available to all teachers if these are more appropriate. All teachers should discuss how the timetable is working for the individual child during this contact and amend accordingly.

Safeguarding

All school staff are responsible for safeguarding children in school. If any member of staff has any safeguarding concerns regarding an individual pupil they must email Roseann Cartwright and copy in the Team Leader.

Data protection

Accessing personal data

When accessing personal data for remote learning purposes on CPOMS, all staff members will:

- Ensure the data is only accessed by themselves and all tabs are closed and logged out once tasks are completed
- Access data using equipment provided by school

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family members

Staff Contact Details

Charlotte Walker walkerc@elmtree.lancs.sch.uk
Abi Gaskell gaskella@elmtree.lancs.sch.uk
Gemma Ward wardg@elmtree.lancs.sch.uk
Steven Hodson hodsons@elmtree.lancs.sch.uk

School Website

<https://www.elmtree.lancs.sch.uk>

Monitoring arrangements

This Policy will be reviewed annually or before in required in line with changes to national policy.

Remote Learning Policy

Elm Tree Primary – LKS2



'The Elm Tree Way'

To feel **Safe, Happy, Special** and have **Needs Met**.
By being **Caring, Consistent** and **Calm** at all times!

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection.

A Flexible Approach

Ensuring regular learning continues during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able and although we will provide a suggested timetable for those who would prefer one, children are able to work through the tasks at a time and pace that suits them.

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Suggested Timetable

Having unplanned periods of time off school can be very difficult for children who are used to having a clear structure to their days and can help them feel more secure and less overwhelmed. This can also help parents.

Below is a suggestion of how you could structure your day with your child being off for an extended period of time.

Time	Activity	Suggestions
Before 9am	Wake up	<i>Eat breakfast, make your bed, get dressed.</i>
9.00 – 9.30	Fresh air/physical activity	<i>A walk round the block, bounce on the trampoline, dog walk, yoga etc.</i>
9.30 – 10.00	Reading, spellings and handwriting/pencil control	<i>Reading on Bug Club, spellings provided by class teacher, handwriting/pencil control sheets provided by teacher</i>
10.00 – 10.20	Phonics/English activities	<i>Home Learning Tasks set by school</i>
10.20 – 11.00	Creative activity	<i>Lego, art, craft, play music, sing songs, cook, baking or drawing</i>
11.00 – 11.20	Basic Maths Skills	<i>Home Learning Tasks set by school</i>
11.20 – 12.00	Maths activities	<i>Home Learning Tasks set by school</i>
12.00 – 1.00	Lunch	
1.00 – 1.30	Help around house	<i>Do jobs around house, wash dishes, tidy bedrooms</i>
1.30-2.00	Quiet time	<i>Reading, puzzles, listening to music/audio books</i>

2.00 – 3.30	Topic time	<i>Home Learning Tasks set by school.</i>
3.30 - 4.00	Afternoon fresh air/physical activity	<i>Bike, scooter, walk, play outside</i>
4.00 – 5.00	Free time	<i>TV, technology</i>
5.00 – 6.00	Dinner	
6.00 – bed	Free time	

Roles and responsibilities

Team Leader

The LKS2 team leader has overall responsibility for ensuring that all children have access to high quality remote learning when school is closed due to COVID 19. It is the team leader's responsibility to deal with any complaints or issues raised by parents regarding the quality of provision for any child in their department.

Teachers

Teachers are responsible for providing remote learning for all learners ensuring that work is matched to individual children's ability level.

When providing remote learning, teachers must be available between 8.45am and 3.15pm

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure and contacting Team Leader to inform them of this.

When providing remote learning, teachers are responsible for:

Setting work:

- Staff will provide work for the children in their own class, the duration of which will be matched to an individual's need and developmental capacity. The work will be sent out prior to the week that it should commence (if paper copies are required this will be delivered by school staff or posted, where appropriate).
- Staff will use Class Dojo to communicate the timetable and activities which have been set. Parents/carers need to ensure that they are able to access this and let staff know if they require printed copies in sufficient time for it to be delivered.
- Staff will also provide links to appropriate online activities and games for children to access in order to extend learning.

Providing feedback on work:

- Teachers will access Class Dojo to access work that has been completed. This can also be emailed to class teachers.
- Staff will endeavour to feedback on as much work as possible, whilst also maintaining a balance of the workload within school.
- Teachers will provide feedback on at least two pieces of work per child per week.

Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 8.45am and 3.15pm.
- If teaching assistants are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Providing individual support for pupils who are identified as children who are not engaging in academic remote learning.
- Providing therapeutic sessions for those children who would normally access these within school, where appropriate.
- Providing learning packs for children who are accessing remote learning.
- Checking in with families who are accessing remote learning.

If support staff are also within school during this time, timetable will be agreed with Class Teachers initially and then Team Leader to ensure that there is sufficient cover provided within classes.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise are unable to complete work.
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here.
- Be respectful when making any complaints or concerns known to staff.

Keeping in touch with pupils who aren't in school and their parents.

- Teachers will make contact with parents at least once a week but more often if required. Teachers are authorised to use their own mobile phone to make these calls, but it is highly recommended that numbers are withheld as it is not appropriate for parents to obtain teachers personal mobile numbers.
- If parents do not answer teacher contact calls then they will make touch via email/text/Class Dojo (whichever is most appropriate for the individual) to inform them that they will be calling from a private number.

- Email and text and Zoom services are available to teachers and support staff if these are deemed more appropriate. All staff should discuss how the timetable is working for the individual child during this contact and amend accordingly.
- If children are not accessing the home learning staff will work with families to try to put in place a plan which will allow families to maximise the remote learning that is provided.

Safeguarding

All school staff are responsible for safeguarding children in school. If any member of staff has any safeguarding concerns regarding individual children, they must record on CPOMS, ensuring that Roseann Cartwright and the Team Leader are tagged in the incident post.

Data protection

Accessing personal data

When accessing personal data for remote learning purposes on CPOMS, all staff members will:

- Ensure the data is only accessed by themselves and all tabs are closed and logged out once tasks are completed.
- Access data using equipment provided by school.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. If this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

Staff are reminded to collect and/or share as little personal data as possible online.

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g., asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family members

Teaching Staff Contact Details

Emma Watkins – watkinsemma@elmtree.lancs.sch.uk

Jasmine Lawrence – lawrencej@elmtree.lancs.sch.uk

Jessica Stephens – Stephensj@elmtree.lancs.sch.uk

Joanne Skelhorn – Skelhornj@elmtree.lancs.sch.uk

School Website

<https://www.elmtree.lancs.sch.uk>

Monitoring arrangements

This Policy will be reviewed annually or before, as required in line with changes to national policy.

Remote Learning Policy

Elm Tree Primary – Specialist classes



'The Elm Tree Way'

To feel **Safe, Happy, Special** and have **Needs Met**
By being **Caring, Consistent** and **Calm** at all times!

Roles and responsibilities

- All class teachers have a responsibility to provide 3 hours of engaging, appropriate home learning to meet the requirements of individuals in their class. All home learning must be appropriately levelled, sent with adequate resources and instruction for the work to be accessible and engaging.
- The home learning can be a balanced mix of online, activity based and paper based activities based on the requests of parents/guardians and may be subject to change.
- Learning packs and resources as well as online links and guidance must be sent in good time with adequate opportunity for preparation for the learners.
- It is the responsibility of the Team leader to oversee the quality and balance of the home learning to ensure it meets engaging standards and covers the minimum 3 hour requirements on a daily basis.
- Contact between teacher and parents/guardians will be paramount for effective learning and support and both online video contact as well as phone calls will ensure that the pupils needs are met.

Teachers

When providing remote learning, teachers must be available between 09.00 – 15.00 daily.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Contact with teaching staff is paramount to the success of the home learning package so the responsibility will be passed on to the team leader to organise and communicate.

When providing remote learning, teachers are responsible for:

- Setting work –
 - All pupils who are not attending school due to the current Covid – 19 guidance.
 - A minimum of 3 hours, well balanced curricular and practical lessons/activities.
 - This work will be sent home (work packs) or uploaded and sent online with appropriate links and support.
 - Staff will send online work directly via the admin team to the parents/guardians of the pupils.
- Co-ordination between teachers of the same school area (Specialised Area) will ensure that work is adequately and efficiently resources and pitched to meet the needs of those pupils.
- Teachers and Ta's will contact the pupils and parents/guardians via zoom and phone call to ascertain whether the work has been both engaging and challenging.
 - Feedback will be sought and used to inform future planning and resources sent out.
 - Entries on the school documentation system (Cpoms) will provide feedback for the school to analyse and assess.
 - Any complaints and issues will be forwarded to the team leader and an appropriate solution will be agreed between teacher, team leader and parent/guardian.

Attending virtual meetings with staff, parents and pupils –

- Staff should be dressed appropriately in attire that is stipulated in the school's dress code.
- Video call locations should be neutral and in no way show personal photos or personal information - if working from home.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- The Specialist team leader has overall responsibility for ensuring that all children have access to high quality remote learning when school is closed due to COVID 19.
- It is the team leader's responsibility to deal with any complaints or issues raised by parents regarding the quality of provision for any child in their department.

Contact with Parents

Teachers are expected to make contact with parents at least once a week but more often if required. Teachers are authorised to use their own mobile phone to make these calls, but It is highly recommended that numbers are hidden as it would not be appropriate for parents to obtain teachers personal mobile numbers. It is often useful to let parents know when you are going to ring or leave a message stating when you will ring back as some people choose not to answer calls from unknown numbers due to marketing calls. Email and text and Zoom services are available to all teachers if these are more appropriate. All teachers should discuss how the timetable is working for the individual child during this contact and amend accordingly.

Safeguarding

All school staff are responsible for safeguarding children in school. If any member of staff has any safeguarding concerns regarding and individual pupil they must email Roseann Cartwright and copy in the team leader.

Data protection

Accessing personal data

When accessing personal data for remote learning purposes on CPOMS, all staff members will:

- Ensure the data is only accessed by themselves and all tabs are closed and logged out once tasks are completed
- Access data using equipment provided by school

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family members

Staff Contact Details

Mr Brown – browns@elmtree.lancs.sch.uk

Mrs Flynn – flynnd@elmtree.lancs.sch.uk

Miss Woods – woodse@elmtree.lancs.sch.uk

Miss Baldwin – baldwine@elmtree.lancs.sch.uk

School Website

<https://www.elmtree.lancs.sch.uk>

Monitoring arrangements

This Policy will be reviewed annually or before in required in line with changes to national policy.

Approved by:	Stuart Brown / David Lamb	Date: 06/01/2021
---------------------	---------------------------	-------------------------

Last reviewed on:	06/01/2021
--------------------------	------------

Next review due by:	06/01/2022
----------------------------	------------

Remote Learning Policy

Upper School



'The Elm Tree Way'

To feel **Safe, Happy, Special** and have **Needs Met**
By being **Caring, Consistent** and **Calm** at all times!

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Team Leader

The Upper School team leader has overall responsibility for ensuring that all children have access to high quality remote learning when school is closed due to COVID 19. It is the team leaders responsibility to deal with any complaints or issues raised by parents regarding the quality of provision for any child in their department.

Teachers

Teachers are responsible for providing remote learning for all learners ensuring that work is match to individual children's ability level.

- Attend a weekly departmental planning meeting remotely to ensure consistency across the classes
- Work will be set weekly and sent out to parents before 9am on a Monday morning. Parents will be actively encouraged to go through the weekly plan with their child and feedback any issues to teachers and/or the team leader.
- Each child will have a full week of lessons appropriate to their ability level based on the daily timetable below. This timetable will be emailed to parents and will contain hyperlinks to all activities.

Before 9am	Wake up	It is important that children have a good night's sleep and are up, dressed and fed before 9am to ensure their daily routine remains consistent.
Session 1	Exercise	This can be completed by following a video lessons sent out or parents can choose to put some exercise in place at home eg walking the dog
Session 2	English	This will be a video lesson taken from Oak National Academy followed by an activity. This will be matched to each individual child's ability level.
Session 3	Breaktime	Where possible allow child to have some fresh air and a mid-morning snack.
Session 4	Maths	This will be a video lesson taken from Oak National Academy followed by an activity. This will be matched to each individual child's ability level.
Session 5	Spelling/Reading	This will be an opportunity for children to learn their weekly spellings and read to an adult or independently. Parents will be provided with links for online reading resources.
Session 6	Lunch/Down Time	This is an opportunity for the children to re-fuel and have some choosing time. Where possible involve children in making their lunch and cleaning up afterwards.
Session 7	Topic	This will be a video lesson taken from Oak National Academy followed by an activity. This will be based on the topics that should currently be covered in school.
Session 8	Jobs around the house	Encourage all children to help around the house or help make the tea.

Each session will vary in duration based on an individual child's ability level. Teachers will also supply parents with websites and links to online games that children can use to extend learning sessions when and where necessary.

If any teacher is unable to work for any reason, for example due to sickness or caring for a dependent, they must report this immediately to their team leader using the normal absence procedure.

Contact with Parents

Teachers will be expected to make contact with parents at least once a week but more often if required. Teachers are authorised to use their own mobile phone to make these calls, but it is highly recommended that numbers are hidden as it would not be appropriate for parents to obtain teachers personal mobile numbers. It is often useful to let parents know when you are going to ring or leave a message stating when you will ring back as some people choose not to answer calls from unknown numbers due to marketing calls. Email and text and Zoom services are available to all teachers if these are more appropriate. All teachers should discuss how the timetable is working for the individual child during this contact and amend accordingly.

Safeguarding

All school staff are responsible for safeguarding children in school. If any member of staff has any safeguarding concerns regarding an individual pupil they must email Roseann Cartwright and copy in the team leader.

Data protection

Accessing personal data

When accessing personal data for remote learning purposes on CPOMS, all staff members will:

- Ensure the data is only accessed by themselves and all tabs are closed and logged out once tasks are completed
- Access data using equipment provided by school

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family members

Staff Contact Details

Mr Taylor – deputy@elmtree.lancs.sch.uk

Miss Wilkinson – wilkinsons@elmtree.lancs.sch.uk

Miss Harrison – harrisond@elmtree.lancs.sch.uk

Miss Travis – travism@elmtree.lancs.sch.uk

Miss Watkins – watkinse@elmtree.lancs.sch.uk

School Website

<https://www.elmtree.lancs.sch.uk>

Monitoring arrangements

This Policy will be reviewed annually or before in required in line with changes to national policy.