Grove Vale Primary Remote Learning Plan- September 2020

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, Grove Vale Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. **An individual is self-isolating because of a positive test within the household;**
2. **A group of children are self-isolating because of a case of coronavirus in the bubble;**
3. **A whole bubble or cohort is self-isolating because of an outbreak of coronavirus**

Please note a child who is ill from school will not be set or expected to complete any school work. The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools.

Software and online platforms
Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by a variety of online learning portals and websites. For example Oak National Academy, Purple Mash and other online resources selected by class teachers.

Each child has been issued with an Office 365 in school, which also gives them access to Microsoft Office (Powerpoint, Word, Teams, etc). This provides them with their own personal account where they are able to access teaching and learning resources as well as a platform to communicate with their teacher and

other staff members. When designing an effective home learning outline, online safety and pupil/staff safeguarding were at the forefront of decisions made. Therefore, school privacy settings, GDPR and access were all considered and tested. Pupils have been granted limited access areas of our Grove Vale 365 school account such as their year group site on Sharepoint. All members of SLT have access to these and are able to monitor them daily. Certain limitations have been put into place, such as other year groups cannot access Sharepoint sites other than their own.

Children were shown how to use Office 365. Therefore, children are familiar with applications available to them such as Word, Powerpoint, Outlook, etc. How to guides have also been shared via Parent Pay and distributed to parents and guardians to support them in helping their children at home.

Children will also continue to use other learning platforms such as Purple Mash, Timestable Rockstars, Spag.Com, Mathletics etc. All platforms that require a log on have been shared with pupils and parents either within class, via our Twitter and on our website under "Home Learning Links". Staff will consider if links, information, websites, etc are appropriate and will ensure they support children's learning.

Under specific bubble closures, where a number of children will require to isolate at home such as a class video conferencing to support learning such as Teams will be used. This is used as a platform for pupils and staff to communicate with ease to discuss learning, modelling and issues. They also provide pupils of classes, who have chosen to use this, a brief time period where children can communicate together via video conferencing organised by their teachers. Grove Vale and staff are not responsible for "online meetings" organised pupil to pupil.

EYFS

Early years will have their work set for them via Tapestry. Here, parents can communicate with the teacher and share their child's learning for each day. The Early Years Reception page will also be utilised with their own version of the learning menu and useful learning links from their teachers.

KS1-KS2

Children will remain in contact with their Class teacher through Office 365 and Teams.

Sites and platforms chosen support remote learning for a number of reasons: they are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. Platforms such as Oak Academy provide online lessons/resources that provide elements such as videos to support teaching and learning. Resources and platforms are carefully considered by teachers and our school to support all pupils including SEND.

Resources/platforms will be selected to match our current curriculum. Children are very used to using these platforms as we have used them previously during the first lockdown and we use them for homework.

English and Maths logons will all be utilised to support the acquisition and retention of basic core skills in KS2.

Office 365 and Teams will support school in offering true online learning with the opportunity for the children to communicate with their teacher through live video in the event of bubble closures. Often, this will be used so children can 'drop-in' to receive further support after accessing teaching resources and guidance through Office 365. Office 365 will remain in use as the primary communication element as it has already proved to be invaluable. Teachers and parents will be able to message one another to share information and offer support.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that Grove Vale Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children should know logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- Office 365
- SPAG.COM
- TT Rockstars
- Purple Mash
- Mathletics
- Maths.co.uk
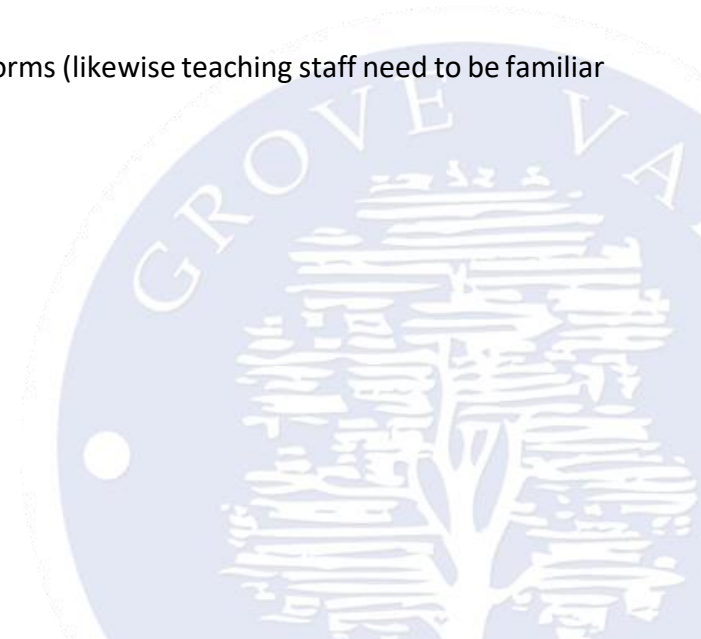
Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will have immediate opportunity to continue their learning. If children are unable to access remote learning online, please contact the school office so that an alternative method of remote learning can be provided.

Remote Learning

The initial response to any isolation will be to provide children with home learning materials either online or paper (if requested and remote learning in not possible). In the case of whole cohort isolation, resources will be uploaded to Office 365 and priority children will need to be collected or delivered under specific circumstances. This measure will afford teachers a short time to prepare their remote learning resources.

4 hours of home learning will be expected each day. We understand that these hours may need to be flexible due to individual circumstances however, specific times will be set by the staff for contact times such as teacher/pupil Teams meetings. Attendance in these meetings will be expected and recorded by the school.

Scenario 1

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND
Using Office 365, the Class teacher will upload menus with links to relevant sites/resources or worksheets the day before to allow parents to see the learning materials prior to supporting their child. The teacher will decide what materials are most appropriate for the individual child. If teaching input is required for Maths and English lessons, the teacher can either direct the parent to a relevant support documents or sites such as Oak National Academy taught session or they could use Office 365. Depending on the activity, links	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. If child is entitled to benefit-related FSM ensure food made available through Dolce Catering.

to platforms, resources or direction to Office 365 areas will be provided to signpost children to work. A member of staff will contact the pupil in order to check in and offer additional support if needed.	If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). If a child does not engage, the Class teacher is to call the parents to discuss obstacles and support.

Scenario 2

A group of children are self-isolating because of a case of coronavirus in their class bubble	
Ongoing Support	Safeguarding/SEND
Using Office 365, the Class teacher will upload learning menus with links to relevant activities, learning material and worksheets the day before to allow parents to see the learning materials prior to supporting their child/ren. The teacher/office will direct the student/parent to Office 365, where resources can be found e.g Home Learning Menu. Resources may be provided via Office 365 depending on the activity. A member of staff will contact the pupil in order to check in and offer additional support if needed.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. Evidence of a positive test needs to be seen in school. If children are entitled to benefit-related FSM, ensure food made available through Dolce Catering. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.

Scenario 3

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus (if the teacher does not have symptoms or is unwell. SMT will arrange an alternative remote teacher)	
Ongoing Support	Safeguarding/SEND
Teachers will schedule a Teams meeting with the children and parents for the following day (after isolation). In this meeting, the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core lesson. Attendance will be taken in this meeting and must be accessed by the pupil's Office 365 account. Attendance to the Teams meeting will not be permitted if the user attempting to attend is unknown due to safe guarding reasons. Attendance will then be addressed by staff and Mrs Bunch. If children/parents are not following expectations outlined staff have the authority to remove individual accounts or end the Teams meeting. Using Office 365, the Class teacher will upload learning menus, supportive resources or worksheets the day before to allow parents to see the learning materials prior to supporting their child/ren. Teaching assistants will support remote learning, attendance and additional concerns. PPA will be covered by HLTAs who will deliver an afternoon non-core lesson. The Class teacher will share links to appropriate lessons from relevant sites or via resources such as PowerPoints. Teachers will then be accessible to children through Office 365 so that any issues or re-teaching can be delivered live at organised points throughout the day. Teaching assistants will also access the Office 365/Teams lessons so that they can support children in breakout rooms should this be required.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. Evidence of a positive test needs to be seen in school. If any children are entitled to benefit-related FSM, ensure food made available through Dolce Catering If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and the support needed by the family. This could then be followed up by calls from KT if there are pastoral issues. Where children would normally receive additional support from SEND agencies, the SENCO will make

For non-core lessons, resources will be uploaded to Office 365 and where possible web-links to appropriate support materials will be shared. This will be using lessons that link to the Grove Vale's curriculum. Teachers will schedule an afternoon Teams meeting to support those children needing additional input and to discuss the afternoon activity. An email will be sent at the end of the day to recap on the day, answer questions and prepare children for the next day of learning. Time will also be scheduled for the children to watch an assembly delivered by Mrs Connop (Shining Stars Assembly). This will encourage children to keep working, celebrate successes and promote a togetherness. Completed work should be saved to the relevant portal such as photographed and uploaded to Office 365. Teachers can then review the work completed and ensure that the following day's lesson addresses misconceptions, etc. Feedback and queries can take place throughout the day using Office 365 or verbal feedback via Teams. Some feedback may also be saved to inform teaching and learning on the return to school. Those children that need additional support following feedback are to be directed to the Teams meeting for that lesson with attendance expected. In the event of teachers becoming ill, support staff will be required to 'takeover' the Office 365 with resources being identified by the other phase teachers.	arrangements for those to continue via Office 365/Teams as long as the agencies engage. The SENCO will share appropriate resources/Oak National SEND lessons with teachers who will disseminate accordingly.

Use of Technology

Staff are aware of how beneficial the use of technology can for home learning. However, we are aware that some children may not have access to this. Therefore, if your child is unable to access remote learning online please contact the school office for alternative arrangements to be made.

Expectations of Staff

- Provide purposeful tasks, which provide 4 hours of learning opportunities a day.
- Communicate with children online via Office 365/Teams (under certain senarios).
- Emails must be returned within 24 hours, apart from exceptions that should be agreed with AC (Head teacher).
- Communicate with children to ensure they are accessing learning opportunities, feedback to SLT.
- Check shared learning from children.
- Communication with children should be appropriate and follow safeguarding guidelines :
- No staff personal emails or phone numbers should be shared.
- Messages should be appropriate
- Staff should follow the code of conduct that they follow in school when teaching and communicating online
    - If communicating with pupils on video conferencing, there should be more than 1 child or adult on a conference at once to safeguard staff members.
    - If video conferencing, ensure that the location in which you accept or make the call is appropriate and you are dressed appropriately.
    - Also, consider other factors such as family members in the room (both via picture or audio).
    - Report any issues regarding online safety or staff/pupil safeguarding immediately to SLT, log it on CPOMS.
    - Follow GDPR guidelines.

Expectations of Pupils/Parents and Guardians

- Use Outlook responsibly to communicate to your teacher and staff. Do not use it as a form of communication to communicate to peers.
- Be in attendance for all Teams meetings and access relevant documents to inform children's learning e.g timetables
- Email at appropriate times.
- Do not "call" your teacher via video conferencing (Teams). Raise any issues via an email on Outlook, Office 365 and they will then contact you via video conferencing following staff guidelines if needed.

- Teachers are not expected to reply immediately to messages therefore please be patient and wait for a reply. Do not repeatedly email them.
- Everyone's timetable of a day is different therefore follow the daily timetables provided by your teachers for guidelines of times, etc.
- Ensure that you discuss learning, video conferencing and messages with parents and ensure what you are sharing is appropriate.
- Ensure you consider your conduct and behaviour online. For example, language, sharing, location of video call, etc.
- If video conferencing or sharing media, please ensure you are in an appropriate place to do this. For example, a living room, work area or kitchen.
- If video conferencing or sharing media, please ensure you are dressed appropriately as are others around you.
- Do not record or take images/audio from Teams meetings as this is a safeguarding issue.
- Upload/share and save work to demonstrate learning.
- To use Office 365 sensibly to communicate with staff regarding their learning and not to use it to communicate with peers privately.