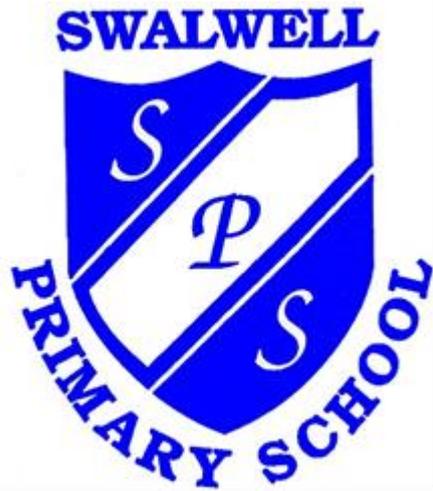


# Remote Learning Policy



Academic year	Head teacher	Assistant Heads	Chair of Governors
2020/21	Mrs R Hocking	Mrs S Leaver & Mrs K McCall	Mrs L Gray

Review Date	Changes made	By whom	Date Shared
September 2020	New policy		September 2020
September 2022	Yes	Eileen Elliott	28/9/2022

## Rationale

### **Please use up to date guidance relevant at the point of reading the document from the government, local health agency and local authority.**

At Swalwell Primary School we are committed to giving children the best possible education, enabling them to reach their potential. We recognise that in light of COPVID-19 there may be times when children are unable to be in the building. The aim of this policy is to set out our approach to remote learning. This has been completed in consultation with staff, Governors and Parents.

This policy may need to be deployed in the following circumstances:

- A child may need to isolate as someone in the house has a positive COVID test or has been contacted by Track and Trace;
- A class may need to isolate (partial closure);
- A phase bubble may need to isolate (partial closure);
- The school may need to close (full closure)
- A child may need to quarantine as a result of a holiday, as per Government guidelines.

## Timetable

In the event of a full or partial closure, teachers will provide a weekly timetable with a summary of each lesson that will take place. Links will be provided in this timetable to where parents and children can find the online teaching videos and resources for each lesson.

The expectation of lessons will be:

- Daily Maths lesson
- Daily English lesson
- Daily Phonics lesson (Foundation Stage and Key Stage 1)
- Daily Spelling lesson (Key Stage 2)
- Each day there will be a lesson for one of the foundation subjects (science, history, geography, R.E.)
- It is expected that the child continues to read at least three times a week to an adult. This will be recorded in their guided reading logs. In the first instance the child will read the book provided by school. Once this has been completed children can read books on the Oxford Owl website or a book of their own choosing from home.

In the event of remote learning needing to be used, a timetable of learning will be emailed to the parent via ParentMail. An example would be:

Day	Lesson	Resource
Monday	Maths	Maths slides and worksheets
	English	Maths slides and worksheets
	Phonics	Oxford Owl log in
	Science	Website
	PE	See Miss Boaks' weekly challenge on the school website or Facebook
	Weekly Well-Being Task	See our weekly challenge on the school website or Facebook

A proforma will be used to send the daily email (see appendix 1) to enable efficient communication between home and school.

## Content for Maths

Power Maths scheme is followed across school.

Teachers will voice record instructions for children over the slides. These will be emailed to parents for pupils to access at home.

Paper copies of worksheets will be sent home for the duration of the isolation (one delivery to be made to minimise risk and contact).

Conquer maths challenges/lessons can also be set.

### **Content for Phonics**

As per Maths. Create one slide per sound showing the appropriate Sounds and Letters image that would be used to deliver the lesson and voice record over. Corresponding sound sheet to be sent home to complete. Video available on the website to explain to parents how to complete tasks.

### **Content for English**

A quality text approach to learning is used for our Long Term English Plan.

Teachers will voice record instructions for children over the slides. These will be emailed to parents for pupils to access at home.

Paper copies of worksheets will be sent home for the duration of the isolation (one delivery to be made to minimise risk and contact).

Paper copies of the weekly spellings and activities will be sent home (as per school planning). A video describing how to complete some of the spelling activities will be available on the school website.

Reading Plus learning can also be set for children in Years 4,5 and 6

### **Content for Other Subjects**

As well as English and maths, there will be a lesson provided for one other subject each day.

The activity will be included in the paper pack which is sent home.

### **Contact with Teachers**

In the event of an individual child isolating, admin team will make daily contact until a COVID test result has been obtained. If positive, contact will be twice weekly (this will be agreed with a member of the DSL team).

In the event of a bubble closure, TAs will contact the children using the school mobile at the start and end of the week.

In the event of a full closure the school's traffic light system for contacting pupils will be deployed (see safeguarding policy).

### **Access to Technology at Home**

A survey will be carried out in early September to find out about access to technology across school. This will help inform school as to children that may need provision altering to suit their access to technology or to look at which children may be eligible for school's technology to rent during the partial/full closure (see appendix 2 for lease agreement).

### **Communicating plans to parents including 'how to' guides of using different technology**

A section will be created on the school website containing information about each of the different online learning platforms that we use to ensure that parents are able to support their child to access each site.

### **Logins to Online Learning Platforms**

Our school subscribes to a number of online learning resources which can be accessed at home. It is essential that children and parents have access to all the relevant login details from the start of the school year so that they are immediately available in the event of a closure of self-isolation.

The login details will be stuck in homework books and in the event of self-isolation printed out or sent to parents through Parentmail.

Login details that will be included are:

- Purple Mash
- Reading Plus (Y6)
- Conquer Maths
- Oxford Owl
- Spelling and Maths Shed
- Gateshead Library
- Tapestry (parent app needed)

### **Printed Resources**

We will print and deliver packs of any worksheets required on a weekly basis for children who are unable to access these online. If a child is self-isolating they will be provided with a printed pack of work that is the same or similar to what the children in class are working on.

### **Staff CPD**

It is essential that all teachers are confident in all aspects of this Remote Education Plan. Therefore, during the first half of Autumn Term CPD will be provided on the following:

- Use of Tapestry (October 2020)
- How to create and upload teaching videos (September 2020)
- The content of this policy so that teachers are aware of expectations (September 2020)
- CPD drop-in sessions linked to setting online work e.g. maths shed, purple mash etc

### **Teacher workload**

Staff well-being and teacher workload is a priority for the Leaders and Governors of our school. Therefore, in a bid to protect teacher workload the following strategies will be deployed:

#### **In the event of a single child isolating:**

The teacher will record the voice over at the end of each day. The TA will read the class story and dismiss the class during this time. Admin team will share this with parents at the end of the school day, ready for the following day. A

A member of staff will post/deliver paper packs of learning for the week. The decision as to who this is will be made as and when needed. Staff will be made aware of the guidelines in the COVID-19 risk assessment to ensure their safety is protected.

See flow chart in appendix 3.

#### **In the event of a class or phase bubble needing to isolate:**

The teacher will record the voice over from home and email it to the admin team.

At the start and end of the week, school staff to use school landline to make contact with the child.

A member of staff will post/deliver paper packs of learning for the week. The decision as to who this is will be made as and when needed. Staff will be made aware of the guidelines in the COVID-19 risk assessment to ensure their safety is protected.

**In the event of a full closure:**

The school's lockdown traffic light system will be deployed as a system of making contact with pupils and their families (see safeguarding policy).

A member of staff will post/deliver paper packs of learning for the week. The decision as to who this is will be made as and when needed. This will need to be reviewed if no one is able to access the building for copying etc.

**Monitoring Engagement with Remote Education**

It is important that children engage with the remote education provided so that they don't fall back with their learning, however we do acknowledge that each family's home circumstances are unique and there may be factors that affect engagement with home learning. These may include parents working from home or limited access to technology amongst other factors. Communication is essential and we would ask that if there are circumstances that mean a child cannot engage at least partially with the remote education that their parent speaks to the teacher. We can then work together to find a means of providing remote education that works for that family's circumstances

Appendix 1:

Dear Parents/Carers,

As your child is isolating, we have worked on our approaches to working at home.

Each day you will receive an email from school which contains your daily timetable/work set for your child and where to find the resources. We will include:

- English
- Maths
- Spelling
- A topic lesson

A member of staff will make contact with you during this time.

Please see your child's timetable for tomorrow:

Day	Lesson	Resource
Monday	Maths	Maths slides and worksheets
	English	Maths slides and worksheets
	Phonics	Oxford Owl log in
	Science	Website
	PE	See Miss Boaks' weekly challenge on the school website or Facebook
	Weekly Well-Being Task	See our weekly challenge on the school website or Facebook

The worksheets will be in your pack which was delivered to your address on the first day of your child's absence.

Take care Stay Safe

Swalwell Staff Team.