

# CHELLINGTON CHURCH OF ENGLAND FEDERATION

## **Happiness Through Wisdom**

*"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."*

**Proverbs 20:15**

**St. Lawrence VA Primary School /  
Christopher Reeves VA Primary School**

# **Remote Learning Policy**

**September 2020**

**Review Date: September 2021**

## Statement of Federation Philosophy

*The Chellington Federation has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.*

## Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

## Who is this policy applicable to?

- A child (*and their siblings if they are also attending a Chellington Federation school*) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week

## Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry Google Classroom, school websites*)
- Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and collective worship
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools where necessary
- Use of BBC Bitesize, Oak Academy, *White Rose Maths, Espresso, TT Rockstars, Prodigy, Phonics Play, BBC Bitesize, Oak Academy, Get Set 4 PE, Top Marks*

The detailed remote learning planning and resources to deliver this policy can be found on the individual school websites and include:

- Model Timetable and structure for remote learning
- Curriculum resources
- Remote Learning Code of Conduct for staff, parents and pupils
- Google Classroom Pupil Use Agreement

## **Home and School Partnership**

The Chellington Federation is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The Chellington Federation will provide a refresher online training session and induction for parents on how to use Google Classroom as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Chellington Federation would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

The Chellington Federation encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. The link to this is as follows: <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## **Roles and responsibilities**

### **Teachers**

The Chellington Federation will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available between 9.00am and 3.00pm

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.

The following teaching activities will be put in place:

### **A child needs to self-isolate for 10/14 days due to a positive Covid-19 test in their household**

- The class teacher will set learning activities via Google classroom. These will be based on the learning objectives covered in lessons that week.
- Learning activities will be set once for the whole week and will consist of several learning activities.
- Then activities set will predominantly be a link to Oak Academy and White Rose maths where families can access a teaching video and worksheets/activities linked to the video.
- These will only be set once a positive test result has been received.

### **A class teacher needs to self-isolate for 10/14 days due to a positive Covid-19 test in their household**

- Unless the class teacher is ill, they will provide planning and activities to be taught each day. These will need to be emailed in advance.
- Learning in the classroom will be delivered by HLTA or TA.

### **A year group bubble needs to self-isolate for 14 days due to a positive Covid-19 test within the bubble**

- Unless the class teacher is ill, they will provide home learning tasks for the children in their class.
- English, maths and at least one other subject will be set for each school day.
- Communication with families will be through email and Google classrooms.
- All families will be contacted directly at least once during the fortnight closure.
- In advance of any closure, a survey will be completed by families to ensure we have an accurate representation to home learning environments and any potential barriers.
- During closure, records will be kept; a spreadsheet will be populated showing children's engagement (RAG rated on a weekly basis) and their home learning context. Children who are struggling to engage with the home learning will be contacted regularly to be offered targeted support.
- Where possible, planning should be submitted in advance.

## **EYFS**

### **Learning activities:**

- A list of the phonic sounds we are learning this week, with links to Oxford Owl, YouTube for pronunciation, letter formation and a daily activity (such as a sound hunt)
- An overview of maths learning, alongside 5 (per week) activities
- A range of activities per week linked to all areas of learning (keeping in mind the children who may not have access to gardens, paint etc).
- A comprehensive list of useful websites & login information for parents to use as they wish for additional activities.

## **Teaching Assistants**

Teaching assistants must be available between the hours of their work.

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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **The SENCO**

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Executive Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and ASPs
- Identifying the level of support

## **The SBM**

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're 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 can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **Governing Board**

The governing board 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Links with other policies and development plans**

This policy is linked to our:

- Child protection and Safeguarding policy
- Behaviour policy
- Data protection policy and privacy notices
- Computing and Acceptable Use policy
- Staff Code of Conduct
- End User Agreements for Google classroom

This policy will be reviewed annually by the Whole Governing Body.

Signed: .....  
Chair of Governors

Date: .....  
Date of next review: September 2021