

REMOTE LEARNING POLICY

Name of School: Winthorpe Primary School
Date of Policy: November 2022
Responsibility of: Governors
Review Date: November 2025



1) This Remote Learning Policy aims to:

Ensure consistency in the approach to remote learning for all pupils who aren't in school, primarily for periods of school closure or periods of isolation, through the use of quality resources, teaching videos and Microsoft Teams.

Provide clear expectations to members of the school community with regards to the delivery of high-quality remote learning.

Support effective communication between the school and families.

2) Resources to deliver this Remote Education Plan include:

- Daily online learning, via Microsoft Teams, which is broken down into daily sessions, easily accessible for the child. This works in line with a typical school day and is a combination of online lessons, worksheets, online activities and creative learning challenges, spanning the whole curriculum.
- Printed learning packs for use with or without internet access.
- Physical materials such as paper workbooks for all children.
- Use of recorded instructional videos made by the staff.
- Use of online lessons such as BBC Bitesize, White Rose Maths, Oak Academy and online learning platforms (e.g. *SpellingShed* and *TTRockStars*).
- All staff and children have their own individual Microsoft Teams and class accounts have been set up to enable work sharing, discussion space and video calls.

3) Home / School Partnership:

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

We understand and appreciate that Remote Learning may put additional pressures on families, in particular on their time and resources, especially if parents and carers are having to work from home as well. We want children to engage with Remote Learning and will encourage them to access it and complete the tasks, however we are realistic and understand that barriers may be present that make this difficult.

We will provide training materials and guidance for families on how to access the work on their child's Microsoft Teams and ensure that they know who to email or ring should they encounter any difficulty.

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 by encouraging them to work and assisting them if

they get stuck. Teachers and Teaching Assistants will be available via Microsoft Teams to provide assistance and guidance as required.

All families are asked to reinforce E-Safety guidance at home and support their children by monitoring their online use.

4) Roles and Responsibilities

Teachers

- All Teaching staff will be provided with relevant support and guidance as to how to use Microsoft Teams as their platform for Remote Learning.
- Teachers will set work that is in line with their curriculum plan for the time of year for which Remote Learning is required. Over time, the school will develop a blended curriculum which will expose children to online learning strategies in the classroom. This will increase the confidence of the children in using these strategies and hopefully ensure a smooth transition should Remote Learning be necessary at any point in the academic year.
- Work will be differentiated as it would be in the classroom to ensure that all learning is at the appropriate level for all children to make good progress.
- Teachers are expected to maintain the same levels of professionalism and follow the same code of conduct whilst Remote Learning as they normally would do in the classroom.
- Teachers will be expected to deliver at least one live session on each day that Remote Learning is being used. This will ensure that effective relationships between the children and the staff can continue and help with motivation and interest levels. It will also enable staff to carry out safeguarding, health and wellbeing and 'attendance' monitoring.
- Additional lessons can be provided by a variety of pre-recorded inputs and online videos.
- Teachers will provide one piece of English, one piece of Maths and one piece of Curriculum work per day. In addition, there will be a daily independent task set – Whole Class Reading, Spellings, Tables, SPaG etc.
- Feedback will be provided on all work that is submitted on Microsoft Teams.
- Teachers will monitor online attendance and work completion. Children who aren't accessing Microsoft Teams will be contacted at least once a week to check in on the pupil and family and make alternative arrangements for work as required e.g. by email or physical work packs if necessary.

Teaching Assistants

- Teaching Assistants must be available during their normal working hours.
- Teaching Assistants must be part of the live Microsoft Teams lessons to provide support and also to provide the extra adult needed for safeguarding in line with required practice.
- Teaching Assistants to liaise with Class Teachers to devise any additional support plans or measures needed for the more vulnerable children within the class.
- Teaching Assistants to be available during day at specific times agreed with Class Teacher to provide support for children with their work.
- Teaching Assistants to work with teachers to ensure children receive 'check in' phone calls under direction of Class Teacher.

Headteacher

- Co-ordinate the remote learning approach across the school including daily monitoring of engagement.
- Monitor the effectiveness of remote learning – regular check ins with teachers, reviewing work set or reaching out for feedback from pupils and parents, where appropriate.
- Monitor the security of Microsoft Teams, including data protection and safeguarding considerations.
- Responsible for managing and dealing with all safeguarding concerns.

SENcO

- Liaise with the Headteacher and class teachers to ensure that the Remote Learning and work set is accessible to all pupils and that reasonable adjustments are made where required.
- Ensure that all SEN pupils continue to have their needs met while learning remotely.
- Identify the level of additional support needed for vulnerable children

Governing Board

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring remote learning systems are appropriately secure, for both data protection and safeguarding reasons



Code of Conduct and Expectations for Home Learning

We would like children to:

- Be dressed in appropriate clothing for live online lessons – school uniform is not required
- To show the same level of respect, behaviour, focus and concentration as they would show in school
- To have the correct resources and ability to access the online learning or have let school know in advance if they have any difficulties
- Be on time for live online lessons and not leave until the end of the lesson
- Be focused and ready to learn - no phones or other distractions during the lesson, children to have gone to the toilet before the lesson, so they don't need it during the session
- Keep their videos and microphones off unless requested to turn them on
- Ask for help via the message feature on Microsoft Teams
- Not record or take photos of anyone, including the teacher, during any online lessons
- To ask a teacher if they require a chat about anything that is troubling them

We would like families to:

- Encourage their child to access the Remote Learning and to try hard with their work. If there are any problems with accessing Microsoft Teams, please contact school straight away.
- Support your child with their work whenever possible or seek help from your child's teacher.
- Try to avoid being in the background of any online live lesson, and try to ensure that background noise is kept to a minimum.
- Maintain a close eye on the online activities of their child and reinforce the E-Safety guidelines with their child
- Stay calm if something isn't working and get in touch with school and don't feel under pressure if their child won't do the work. We know that it won't be an easy time for families if Remote Learning is required and understand that online work may add to other issues at a potentially stressful time. Please get in touch with school if you require any assistance with any part of family life and we will try to help.

We would like teachers to:

- Provide a range of different learning opportunities on Microsoft Teams, including live lessons, online activities and individual work which is accessible to all children. All remote learning will be in line with what the children would have been learning if they were at school.
- Provide children with books, paper and resources to do the work in as required.
- Have two members of staff on any live lesson and report any health, wellbeing or safeguarding issues immediately.
- Provide feedback and support for the children in their class, either via Microsoft, responding to emails or phone calls home
- Use Teaching Assistants effectively to help with providing assistance, support and feedback.