

**Active Learning Trust  
Earith Primary School**

# **Remote Learning Policy**

**October 2020**

**(To be reviewed following latest government  
advice)**

## Statement of intent

At Earith Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

- Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
- Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of remote learning platforms.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

## Safeguarding

At Earith primary School, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools Code of Conduct for Adults.

Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Earth Primary School. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable (e.g. not in a bedroom area)

All communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Lead: Mr Abbs by emailing him at [head@earith.cambs.sch.uk](mailto:head@earith.cambs.sch.uk) with brief details.

### **Philosophy**

Earith Primary School is committed to working in close partnership with families and recognises each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#) and offers remote learning opportunities for all children. We acknowledge that some households have limited access to devices and will require hard-copies of work and resources. Earith Primary School will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to COVID related reasons, these include:

1. A child who is absent because they are displaying COVID symptoms, awaiting COVID test results or part of a household which is required to self-isolate.
2. 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.
3. The school is closed to all pupils as part of government wider lockdown measures or as a result of Public Health England advice following a thorough risk assessment of the school.

<b>Response Level</b>	<b>Remote Learning Offer</b>	<b>Safeguarding</b>	<b>Free School Meals</b>
<b>1. School response when a child is absent because they are displaying COVID symptoms, awaiting COVID test results, or are part of a household which is required to self-isolate.</b>	<p>Class teachers will provide a suggested weekly itinerary of learning opportunities which will always include provision for maths, writing, reading, spelling and PE. It may also include activities relating to the wider curriculum subjects. These weekly itineraries are aligned to the curriculum and feature as much parity as possible between what is going on in the classroom and an alternative for what could be done at home.</p> <p>These itineraries are accessible, week-by-week via the school website and have been since 14.9.20 under the following tab:                      -COVID 19                      -Active Home Learning Tasks</p>	<p>Office staff, in liaison with class teacher (who monitors Google Classroom) to make contact on the telephone with the pupil every 2 days in order to check in on wellbeing and home learning Accessed.</p> <p>Any concerns to be passed to the DSL (Mr Abbs)</p>	<p>The school will post food vouchers to those children entitled to a free school meal – unless it is safe for an adult to collect e.g. they are not required to self-isolate</p>

	<p>They are also appended week-by-week to Google Classrooms where children can deposit their work electronically into their account, ready for feedback. The website actively promotes the use of Google Classrooms, as has recent newsletters in order to get as many children as possible using/used to this platform.</p> <p>Under the Active Home Learning tab it also gives further information about pupils that cannot access Google Classrooms and teachers', Head Teacher's and office email addresses should those parents or children at home need to make direct contact regarding any difficulties, special considerations to be made, or email any work.</p> <p>The office staff/Teaching Team will signpost and monitor this work when we know a pupil falls into this <i>'response level'</i> and is absent from school.</p> <p>Pupils are also signposted to/have their login details to access other learning platforms at home:      -Teach Your Monster to Read      -Rockstars      -Numbots      -Readiwriter      -Spelling Shed      -Rapid Phonics      (above are examples)</p>		
<p><b>2. 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 or</b></p>	<p>Teachers will be working from home to prepare lessons that will be delivered remotely, as set out in the Remote Learning Timetable below, via Google Classroom for the majority of pupils.</p> <ul style="list-style-type: none"> <li>The offer will be delivered based on the Governments 'remote education good practice'</li> </ul>	<p>Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on MyConcern along</p>	

**3. The school is closed to all pupils as part of government wider lockdown measures or as a result of Public Health England advice following a thorough risk assessment of the school.**

- principles for effective teaching:  
ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
  - application of new knowledge or skills
  - enabling pupils to receive feedback on how to progress

The offer will include a daily timetable and overview, individual lesson introduction videos (these can be pre-recorded or live) linked to new knowledge or skills following a modelled/scaffolded approach and any written explanations and additional learning resources signposted, for example. These will be available on Google Classroom by 8.30am each morning.

Teachers and Teaching Assistants will be available online via the Google Classroom Teams stream and/or school email to support pupils with their remote learning and to respond to questions from children and or parents.

Teachers/TAs as appropriate will provide feedback for pupils, on core and foundation subjects at *their earliest convenience*. The school acknowledges that *effective feedback* will take place as soon as is possible and involve pupils responding to this feedback in order to accelerate learning further.

If there is a concern around the engagement of a pupil, teachers will discuss this with the Head Teacher who will decide who is best placed to address this and what course of action is recommended.

with the follow up action/resolution.

Concerns to the DSL (Mr Abbs) and if considered significant, a phone call should be made to make the DSL aware.

	Where a pupil or family group is not able to access the remote learning provision on Google Classroom, then an alternative paper-based provision of resources will be provided for collection by parents/carers and feedback will be provided in the medium agreed e.g. written, email or phone call.		
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### **Roles and Responsibilities when a whole bubble or the school is closed and children are at home**

#### **Teachers:**

- Will all be provided with a Laptop for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Where 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 Earith Primary School Staff absence procedures and a contingency plan will be put into place.
- Will be expected to be available for their full, normal contact hours with core online learning activities taking place between 8.40- 12pm and 1pm-3:15pm on each of their normal working days.
- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Provide feedback for pupils on core and foundation subjects at their earliest convenience (reference to effective feedback) with pupils having an opportunity to respond to this.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Report any significant safeguarding concerns immediately to the Designated Safeguarding Lead DSL (Mr Abbs) or alternate if Mr Abbs is unavailable (Mrs Nicholls)

#### **Teaching Assistants:**

- Will all be provided with a laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom/Microsoft Teams.
- Will be expected to be available for their full, normal contact hours with core online learning activities taking place between 8.40- 12pm and 1pm-3:15pm on each of their normal working days.
- Where 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 Earith Primary School Staff absence procedures and a contingency plan will be put into place.
- Join and support the teacher in the Google Meet part of Google Classrooms, or deliver pre-recorded videos at the teacher's discretion.
- Support the preparation of lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents (where agreed with class teacher/Head Teacher) and where any concerns arise offer support and record on My Concern, as directed by the class teacher.

- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL [Mr Abbs) or alternate [Mrs Nicholls).

#### **Senior Leadership Team/The Virtual Learning Lead:**

- Be responsible for coordinating our Remote Learning offer including daily monitoring of engagement.
- Where a teacher or teaching assistant is absent, liaise with the year group partner teacher to ensure continuation of appropriate provision is made for the class.
- Monitoring and quality assuring the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Liaise with the Designated Safeguarding Lead regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

#### **IT Systems Manager:**

- To maintain and update the main Earith Primary School Central Logins and passwords for Google Classroom & accompany software offer.
- To issue new passwords to pupils in the event that a child locks their Google account
- To manage access to class accounts in the event that a teacher is off sick or has locked their account.
- Admin Email: Contact: Sue Wardell: [swardell@earith.camb.sch.uk](mailto:swardell@earith.camb.sch.uk)

#### **ALT Central:**

- 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

#### **SENDCO**

- 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.
- Liaising with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaising with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

#### **Designated Safeguarding Leaders**

Our DSL (Mr Abbs) is responsible for managing and dealing with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

#### **School Business Manager**

- Ensuring value for money when arranging the procurement of equipment or technology or working with Trust Procurement lead in alignment with Trust policy and advice.

- Ensuring that Earith Primary School has adequate insurance to cover all remote working arrangements as covered by RPA

### **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 via email in the first instance.
- ✓ Alert teachers via email - 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 using the school mobile telephone number, or emailing the office at office@earith.cambs.sch.uk.
- ✓ Seek help from the appropriate member of staff - if they need it
- ✓ Be respectful when making any complaints or concerns known to staff

### **Governing Body.**

The Governing Body is responsible for:

- Monitoring Earith primary School's approach to providing remote learning to ensure education remains as high quality and accessible as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Home and School Partnership**

- Class teachers will ensure that our children are familiar with and can confidently use Google Classroom.
- We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts.
- We would encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning timetable (see appendix 1)
- Staff will ensure that work is uploaded in Google Classroom or that the weekly learning menu is available.
- Parents can contact class teachers via email, and or via the stream chat on Google Classroom or via the webpage/contacts - should they experience any difficulties.
- 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.
- A laptop may be loaned by the school to a pupil where parents/ carers agree to take responsibility for the care and acceptable use of the device.

### **Resources and tools used to deliver the Remote Learning Plan.**

Resources include:

- Online tools for EYFS, KS1, KS2, (*Google Classroom/Microsoft Teams; Rockstars, BBC Bitesize, Oak Academy, Spelling Shed, Numbots, Rapid Phonics, LBQ, for example*)
- Use of recorded video for lesson instructions and assemblies
- Telephone calls made to pupils and parents at home
- Weekly year group learning menu. Available on website, class web page and posted out if requested.



- Books, pencils, pens, resource sheets and pupil logins and passwords for all platforms made available for collection from the office when needed.
- Physical materials such as story books and writing tools

**Software and online platforms**

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

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

For example

- Google Classroom/Microsoft Teams
- Learning by Questions
- Spelling Shed
- Purple Mash
- TT Rockstars/Numbots
- Rapid Phonics

Data Protection Impact Assessments will be undertaken where personal data will be uploaded to learning and teaching web based and cloud platforms to ensure compliance with the GDPR and the Data Protection Act 2018. Further to ensure that there are robust data security mechanisms in place to protect an individual’s privacy of their personal data from unauthorised access.

**Appendix 1 Remote Learning Timetables**

**Example timetable Y1-6**

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google Meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise
Session 2	Reading and Vocabulary	Reading and Comprehension	Reading and Comprehension	Reading and SPAG	Reading and Writing task
Session 3	History	Geography	Science	PSHE	PE and Music

**Example timetable Reception**

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Phonics Video	Phonics Video	Phonics Video	Phonics Video	Phonics Video
Session 2	Number session	Number session	Number session	Number session	Number session
Session 3	Story and vocab	Story and write	Story and vocab	Story and write	Story and vocab
Session 4	PSHE	PE	Art and creative	Music	PE