

Remote Learning Plan

Policy Status

Non- Statutory

In order to ensure that learning is continued, irrespective of lockdown and / or self-isolation, Yorkley Primary School has developed the following remote learning plan.

The policy complies with the expectations and principles outlined by the DFE and will be up-dated to reflect any new guidance regularly.

The policy will be applied in the following instances;

1. An individual is self-isolating because of a positive test within the household.
2. A whole bubble, cohort or school is self- isolating because of an outbreak of coronavirus.

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 Yorkley 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.

Aims

This remote learning plan aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Roles and responsibilities

Staff must be available to work on a daily basis even when not on the rota. In the event of illness staff are expected to contact the Head Teacher / Deputy Head Teacher via a phone call as soon as possible. Or if this in within working hours to phone the school office.

Teachers

Teachers are responsible for:

Setting work:

- Teachers will provide 3 hours of work (KS1) 4 hours of work (KS2) for their own class, if there is increased absence teachers may be asked to provide work for other classes.
- All work must be uploaded onto Class Dojo by 8am every morning.
- Set individual work for SEN children.
- Teachers must ensure they coordinate with other teachers so there is a consistent approach across each year group.
- Subject leaders are expected to monitor the quality and coverage of work on Class Dojo of their subjects.

- If a child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, the teacher will provide them with a pack of work and their own stationary pack if required. Children will have immediate opportunity to continue their learning.

Providing feedback on work:

- Parents are asked to upload completed work to Class Dojo.
- Teachers are expected to acknowledge and respond to children's work uploaded on Class Dojo.
- Teachers will provide feedback and next steps.
- Teachers will aim to have responded to the work completed by the end of each school day.

Keeping in touch with pupils and parents:

- Teachers are expected to telephone the children who are not attending the critical worker provision fortnightly. Teachers might delegate this task to Teaching Assistants where appropriate.
- Teachers are not expected to access Class Dojo or answer messages outside of normal working hours. However how teachers manage their workload is their choice.
- Teachers must monitor the work being completed for their class. Where children are not attempting any of the work set, Teachers must make contact with parents. If they are unsuccessful then they are to inform SLT and the FSW.

Attending virtual meetings with staff, parents and pupils:

- Teachers are expected to support the Head Teacher on Class Zooms.
- Teachers must ensure they are dressed appropriately, and they work in an area without background noise or images.
- Teachers are expected to be available to attend a weekly zoom staff meeting.

The tables below set out the content of our remote learning approach in line with the age and stage of our children. For children in the Early Years Foundation stage, we know that learning happens best through play, where they can pursue their own interests and where they can explore, create and think critically. During remote learning, EYFS teachers will provide, via Class Dojo, a mixture of short, online lessons plus ideas for practical and creative activities that children and parents can engage with at home.

Yorkley School recognises many parents are working from home and understands parents may struggle to support their children with learning remotely. The school does expect that children will complete all the tasks provided and advocates a little and often approach. Teachers will ensure some tasks set will be able to be completed independently.

Pupil needs to isolate because someone in their household is symptomatic or tests positive		
Ongoing Support from school	Safeguarding/SEND	Parents /carers a Pupils will:
<p>Using Class Dojo, the Class teacher will upload worksheets by 8am to allow parents to see the learning materials prior to supporting their child/ren. The teacher will decide what materials are most appropriate for the individual child.</p> <p>If teaching input is required for core lessons, the teacher can either direct the parent to a relevant Oak National Academy taught session. Non class resources will be uploaded to Class Dojo.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to admin@yorkley.gloucs.sch.uk</p> <p>If child is entitled to benefit-related FSM ensure food made available through Caterlink.</p> <p>If 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 and the FSW where appropriate (record on My Concern).</p> <p>If a child does not engage, the Class teacher / Family Support worker is to call the parents to discuss obstacles and support.</p>	<p>Staff can expect parents to:</p> <ul style="list-style-type: none"> • Provide opportunities for the children to access Class Dojo • Provide desk-tops/laptops/tablets are ideal. If there is an issue with providing these then parent to contact school and we will see what can be done) • Ensure work is uploaded onto Class Dojo • Make the school aware if their child is sick or otherwise and can't complete any of the work. • Seek help from the school if they need it. • Be respectful when making complaints or concerns known to staff. • Be respectful to teachers when interacting with them via class Dojo and only answered in normal school hours <p>Staff can expect pupils to:</p> <ul style="list-style-type: none"> • Attempt to complete tasks set by their class teacher. • Seek help if they need it, from teacher or teaching assistants. • Alert teachers if they're not able to complete the work.

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus

Ongoing Support	Safeguarding/SEND	Parents/Carers & Pupils will:
<p>Using Class Dojo, the Class teacher will upload worksheets by 8am or the day before to allow parents to see the learning materials prior to supporting their child/ren. Teaching assistants will be able to support the Class teacher in identifying resources.</p> <p>The Class teacher will share links to appropriate lessons from Oak National Academy and Can Do Maths through Class Dojo.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>EYFS</p> <p>Daily lessons include:</p> <ul style="list-style-type: none"> Reading / Phonics Maths Ideas for creative play A recorded story at least once per week and phonics sessions to support learning. Weekly Physical education sessions provided </div> <p>Links to be sent to parents online.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Key Stage 1</p> <p>Daily lessons include:</p> <ul style="list-style-type: none"> English following the school's writing skills progression (TUP) Maths using Can Do SOW Reading / phonics Weekly lessons provided for Science and topic (wider curriculum) Weekly Physical education sessions provided <p>The teacher will record a story or phonics session at least once per week.</p> </div>	<p>Parents notified so they know to communicate test results to admin@yorkley.gloucs.sch.uk</p> <p>If child is entitled to benefit-related FSM ensure food made available through Caterlink.</p> <p>If 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 and the FSW where appropriate (record on My Concern).</p> <p>FSW will signpost families to support through online websites posted on the schools website.</p> <p>Those not engaging with home learning are to receive a phone call from the teacher initially then a member of SLT to discuss the obstacles and the support needed by the family.</p> <p>Where children would normally receive additional support from SEND agencies, the SENDCo will make arrangements for those to continue via zoom as long as the agencies engage.</p> <p>The SENDCo will share appropriate SEND lessons with teachers who will disseminate accordingly.</p>	<p>Staff can expect parents to:</p> <ul style="list-style-type: none"> Provide opportunities for the children to access Class Dojo Provide desk-tops/laptops/tablets are ideal. If there is an issue with providing these then parent to contact school and we will see what can be done) Ensure work is uploaded onto Class Dojo Make the school aware if their child is sick or otherwise and can't complete any of the work. Seek help from the school if they need it. Be respectful when making complaints or concerns known to staff. Be respectful to teachers when interacting with them via class Dojo and only answered in normal school hours <p>Staff can expect pupils to:</p> <ul style="list-style-type: none"> Attempt to complete tasks set by their class teacher. Seek help if they need it, from teachers or teaching assistants. Alert teachers if they're not able to complete the work.

<p>Key Stage 2</p> <p>Daily lessons include:</p> <ul style="list-style-type: none"> • English following the school's writing skills progression (TUP) • Maths using Can Do SOW • Weekly lessons provided for Science and topic (wider curriculum) • Weekly Physical education sessions provided <p>A key text will be followed and shared. The teacher will record a reading session at least once per week.</p>		
<p>Completed work should be photographed and uploaded to Class Dojo. 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 Class Dojo.</p> <p>In the event of teachers becoming ill, regular supply / support staff will be required to 'takeover' the Class Dojo account with resources being identified by the other phase teachers.</p>		

Teaching assistants

Teaching assistants are responsible for:

Supporting Teachers with learning remotely:

- Teachers will liaise with Teaching Assistants to identify the work that needs to be completed to support learning remotely.
- Teaching Assistants will be responsible for monitoring Class Dojo when the Class Teacher is working in school to support the out of school provision and provide feedback where appropriate.
- Teaching Assistants will, prepare resources for learning remotely where appropriate - essential for EHCP children.
- Teaching Assistants may be asked to support with the preparation of resources.
- Liaise with SEND lead and teachers to differentiate remote learning for any SEND pupils, or compile tailor made packs.

Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants must ensure they are dressed appropriately and they work in an area without background noise or images.
- Teaching Assistants are more than welcome to attend weekly staff meetings.
- Engaging in CPD tasks where relevant.

Headteacher

- Monitor the effectiveness of remote learning via feedback from SLT, teachers, pupils and parents.
- As Designated Safeguarding Lead. Set out measures for keeping the school community safe.
- Monitor security of remote learning systems, including data protection and safeguarding.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Admin Staff

- Admin staff are expected to be available to match SLT working hours on the rota.
- Responsible for completing tasks to ensure the school remains open.

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 systems are appropriately secure, for both data protection and safeguarding reasons.

Software and online platforms

School will:

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy and Can Do Maths.

Children will remain in contact with their Class teacher through Class Dojo (to share successes and communications). Class Dojo will be used as the communication element for all children as this was trialled and worked well from March - July. Teachers and parents will be able to message one another to share information and offer support.

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos - they encourage the use of retrieval practice and explicit teaching with high quality modelling. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

Can Do Maths resources, NumBots and TT Rockstars will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources.

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

- Class Dojo
- TT Rockstars
- Numberbots
- Readingeggs (To be given to children who need extra support with their phonics and reading)
- Oxford Owl (EYFS, Year 1 & 2 to be given log ins)

A list of other educational websites will be provided to parents / carers (Appendix 2)

Providing remote learning for children with no access to online platforms

- Teacher must liaise with the FSW in the first instance to check the children's eligibility for technical support via internet / laptop provision.
- Teachers to keep master copies of work set ready for packs to be printed on a weekly basis. (Packs to be ready every Wednesday for collection) Families must inform teachers if they need a pack weekly by each Monday by 1pm.
- Teachers to communicate with families via telephone to explain expectations and provide guidance and support.

Where funding can be accessed, remote devices (e.g laptops) and/or 4G connections will be sought, particularly for disadvantaged children. Parents will be reminded to make the school aware of any barriers to accessing remote learning. Parents to sign a Device loan letter (Appendix 1)

Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Staff will only make phone calls to parents in school and will not remove contact details from school.

Links with other policies:

Safeguarding policy

Behaviour policy

Allegations against staff policy

Performance management / staff code of conduct policy

Data protection policy

Monitoring policy

SEND policy

E-Safety / online safety

Yorkley School remote learning plan

Policy Review

Written by: T.Wood / K.Burke

Agreed by Governors: January 2021

Date for review: January 2022

Appendix 1 – Device loan letter



Yorkley School
Yorkley Road
Lydney
Gloucestershire
GL15 4RR

head@yorkley.gloucs.sch.uk
admin@yorkley.gloucs.sch.uk

SCHOOL EQUIPMENT LOAN AGREEMENT

Parent/ Guardian:

I _____ (insert name) accept the responsibility for the device(s) and/ or equipment listed below on behalf of _____ (insert name of child(ren)) to be used solely to assist with remote home learning.

I _____ (insert name) accept all responsibility for:

- Physical damage to the equipment
- Loss of equipment
- Viruses downloaded whilst at home
- Content viewed (I shall ensure inappropriate websites are not accessed)
- Any pictures taken on the device (I shall ensure they will be linked to remote home learning only)
- The equipment shall remain in the home environment
- Any images previously taken at school found on the device shall not be shared to any social media platform.
- Protection of personal and school data in accordance with the Data Protection Act.

Any loss or damage to the equipment loaned will need to be paid for by the person who accepts responsibility for this equipment. If there is a breach to any of the above conditions, the responsible person will inform the school as soon as possible.

Equipment loaned on _____ (date) :

Signed: _____ (member of staff)

Signed: _____ (parent/ guardian)

The equipment listed above shall be returned to the school at the end of the period of remote home learning, or when the child returns to school. If the child leaves the school during this period, the equipment must be returned to the school before the child has been taken off role.

Equipment listed above returned to school on _____ (date)

Notes:

Signed: _____ (member of staff)

Signed: _____ (parent/ guardian)



Appendix 2 - Educational websites to support learning

There are a number of useful websites which your child could access to support their learning:

Hamilton Trust - offers many free teaching resources. This 'Home Learning' page contains lots of resources for home learning. Weekly learning packs for English and Maths for various year groups are available. Links to other subjects are also at the top of this page.

The BBC Bitesize website is particularly useful

www.bbc.co.uk/bitesize/primary contains a wealth of resources and activities for a wide range of curriculum subjects.

BBC2 Learning Zone is a useful website, containing a range of learning activities for 7-11 year olds -

www.bbc.co.uk/programmes/articles/38BYD39DV9TQmJ7xhM4gytG/primary

BBC Newsround

<https://www.bbc.co.uk/newsround> - a useful resource to keep children up to date with current affairs in an age appropriate way

Twinkl Parents' Hub

<https://www.twinkl.co.uk/resources/parents> - offers a wide range of educational worksheets and resources to support the whole curriculum as well as access to eBooks and online games.

National Geographic's website

www.natgeokids.com/uk/ - provides a wealth of information and activities for children to access at home, linked to the natural world

www.satspapers.org - this has all the past SATs papers for Year 6 pupils, if they would like to practice their exam technique.

<http://primaryhomeworkhelp.co.uk> - this is particularly good for history, geography and science.

Phonics play

<https://www.phonicsplay.co.uk> - packed with interactive phonics games.

Oxford Owl

[Oxford Owl for School and Home](http://www.oxfordowl.co.uk) - reading resources