



## The Grange Primary School Remote Education Policy

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## Aims

This policy is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

The policy also details what to expect where individual pupils are self-isolating. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- a continuous, dry cough
- a high temperature above 37.8°C
- a loss of, or change to, their sense of smell or taste
- have had access to a test and this has returned a positive result for Covid-19.

The main aims of remote learning at The Grange Primary are to:

- keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes
- maintain a regular and familiar routine and structure
- ensure regular contact with all children and families.
- ensure consistency in the approach to remote learning for pupils who aren't in school
- set out expectations for all members of the school community with regards to remote learning
- provide appropriate guidelines for data protection.

## Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines

The Grange Primary School will provide remote learning (online) for pupils who are not able to attend school so that no-one falls too far behind. In this document, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, PE provision such as invasion games will be adapted due to the remote nature of teaching.

## Our offer

<p>Child or a family member has Covid-19 symptoms and are awaiting test results or a family member has a positive test and child is self-isolating.</p>	<ul style="list-style-type: none"><li>● If the child is unwell or family members are, we recognise this may mean home learning will be the last thing on minds. Health should always be put first. Some pupils may be only off for 1-3 days awaiting results.</li><li>● At the family member's request, we are able to prepare a paper learning pack with activities that are relevant to the child. Arrangements must be made with the main office on how this will be collected to reduce the risk of contact.</li><li>● If the child/family are well enough for home learning we ask they try to do these.</li><li>● The school website 'Home Learning' page (on the Home Main Page) has links to online learning opportunities, including the Oak National Academy.</li><li>● Upon returning to school, completed work can be submitted to the teacher for marking and feedback.</li></ul>
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<p>Nursery or reception child's bubble at school are isolating for 14 days or school is locked down.</p> <p>Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</p>	<ul style="list-style-type: none"> <li>● Comprehensive home learning will be available for children on Google Classroom, inclusive of daily live lessons and pre-recorded sessions. A daily timetable is published on the school website and on Google Classroom. Any adjustments to this will be shared by the teacher.</li> <li>● This will be provided for every school day and will balance the EYFS curriculum across the week and will include:             <ul style="list-style-type: none"> <li>○ a phonics lesson each day.</li> <li>○ a class story each day.</li> </ul> </li> <li>● The school website 'Home Learning' page (on the Home Main Page) also has links to online learning opportunities, including the Oak National Academy.</li> <li>● In line with recommendations from the DfE, we expect that remote education (including remote live teaching and independent work) will take pupils broadly up to 3 hours per day.</li> </ul>
<p>Year 1 to 6 child's bubble at school are isolating for 14 days or school is locked down.</p> <p>Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</p>	<ul style="list-style-type: none"> <li>● Comprehensive home learning will be available for children on Google Classroom, inclusive of daily live lessons and pre-recorded sessions where applicable. A daily timetable for each year group is published on the school website and on Google Classroom.</li> <li>● This will be provided for every school day and will include:             <ul style="list-style-type: none"> <li>○ an English lesson every school day (including phonics in KS1)</li> <li>○ a Maths lesson every school day</li> <li>○ a foundation subject/ topic lesson every day</li> <li>○ a guided reading lesson every day</li> <li>○ a class story every day.</li> </ul> </li> <li>● The school website 'Home Learning' page (on the Home Main Page) also has links to online learning opportunities, including the Oak National Academy.</li> <li>● In line with recommendations from the DfE, we expect that remote education (including remote live teaching and independent work) will take pupils broadly a minimum of 3 hours per day in KS1 and 4 hours per day in KS2.</li> </ul>

**Accessing Remote Education**

We have made our home learning technology based, following good practice guides from the Department for Education. This avoids the physical need for contact with school and to avoid printing lots of resources.

Our core digital platform, central to our remote learning online provision, is Google Classroom. Some lessons may include supplementary links to our other online resources including White Rose Maths videos, Purple Mash, Education City and Wordwall.

**Where can home learning be found?**

All home learning is available on the school website: [www.tgps.uk.com](http://www.tgps.uk.com) on the Main Home page, the blue section, under Home Learning.

- For Google Classroom - a link will be sent to pupil's email when their live lessons are to be scheduled using Google Meet. Pupils will use their logins and passwords to access Google Classroom. Pupils' login details and passwords are in their individual Home-School Links Book.

- There is a Google Classroom guide under Home Learning (blue section) on the Main Home page of the website
- [classroom.google.com](https://classroom.google.com) can be used to also access Google Classroom.

### **What if a pupil does not have digital or online access at home?**

We recognise that some pupils may not have suitable online access at home. For those pupils and families that do not have digital/online access, school must be informed so the school and class teacher can support the pupil. The school may be able to offer support with provision of loaned devices and internet access. We ask that families please contact the school via the school office to arrange tailored support.

### **Flexibility of Learning**

The main approach to teaching is through live teacher sessions timetabled throughout the day, enabling engagement, interaction and questioning followed by an independent work task. Some sessions are recorded and all resources and tasks are accessible at all times to allow flexibility in access for families.

Teachers will schedule learning in a manner that does not overwhelm our children. Based on ongoing teacher assessment, teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

If we ever have to close fully, we realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents/carers may be trying to work from home
- parents/carers may have two or more children trying to access remote learning and needing support with this
- teachers may be trying to manage their home situation and the learning of their own children
- systems may not always function as they should.

An understanding of, and willingness to adapt to these difficulties on all sides is essential for success.

We would encourage parents/carers to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work and encouraging good levels of concentration. Bearing in mind the need for flexibility, no deadlines will be set within the day. Children and parents should consider the arrangements as set out in this policy as highly recommended.

Taking care of our own physical and mental health as teachers is absolutely as crucial at this time as it is for our children and their carers. This plan supports the workload of our teaching staff so it is manageable for all parties.

When a teacher is off due to illness, the parallel class teacher or member of the leadership team will support with any teaching and learning arrangements. Teaching Assistants may also support with this.

### **Engagement, Feedback and Assessment**

For those families at home who may need support, please contact the school office.

Teachers and Learning Assistants will give children feedback on work they have completed via Google Classroom on a daily basis. Feedback may take several forms including scores, written comments, flash marking and verbal feedback during meetings. Where other resources are used (Purple Mash and Wordwall for example) feedback is provided through either teacher marking or automatic digital marking. In this way, teachers are able to monitor progress and achievement through the work completed.

Engagement is monitored on a daily basis by the class teacher and daily registers are kept of work submissions. Registers are monitored by the class teacher, safeguarding team and school office. If engagement is a concern, the office will contact the parents/ carers.

### **Reading**

We ask that whilst the children are not at school, an adult read with their child every day. Children are allocated books on 'Serial Mash' part of Purple Mash, our online reading tool. A range of online resources have been shared with parents to support with daily reading, including online stories and the Oak National Academy library. To further engage children in regular reading, the class teacher also reads a class story at the end of each day.

### **Additional Support for Pupils with SEN-D and younger, less independent children**

We will try and accommodate all pupils, including children with SEN or those who are more vulnerable, and take into account different levels of learning. Teachers are not expected to provide bespoke individual lessons for pupils, but lessons are planned with differentiated tasks and activities to cater for the needs of all learners. Support is provided to pupils through regular live lessons with the class teacher and the availability of lesson materials (including some pre-recordings) throughout the day, which enables pupils to work at their own pace. Teachers will continue to liaise with the SENCo to provide support for the needs of all pupils. The SENCo will make regular, weekly contact with the families of children with an EHCP. Liaison with outside agencies and annual review meetings will continue virtually.

### **Children and Online Safety**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding & Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school's code of conduct. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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.

Because you will be using your home network for accessing the internet, it is parents' and carers' responsibility to ensure parental settings are enabled to prevent children accessing inappropriate websites or content.

When delivering virtual lessons, especially where webcams are involved, the following protocols must be adhered to by staff, children and parents:

- No 1:1s, groups only.
- Teachers are to be accompanied by a learning assistant in all live sessions.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms and have a plain background with no personal items in view.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- The staff member must be the first person to the lesson, admitting children and the last to leave, ensuring all children have left before them.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by school to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held.
- Parents should not speak during the lesson, the lesson is for children. Parents may sit with their child and support them during the lesson. This is not a forum for parents to discuss individual issues.

- Parents must not screenshot or copy any information or messages to share on social media or any other platform. If parents have an issue, they must contact the teacher or main office who will pass on the message to a member of the Senior Leadership Team.
- If a teacher feels a child or parent is behaving inappropriately or not following this policy, they will remove them from the lesson and follow this up with the Headteacher and parent.

### **Reporting concerns**

Parents and carers can raise any safeguarding concerns in relation to remote online education to either the class teacher or a member of our Safeguarding Team (Mrs Fanthorpe or Mrs Hempstock) using the school telephone number or by emailing [admin.tgps@northlincs.gov.uk](mailto:admin.tgps@northlincs.gov.uk)

If staff have concerns, they should report it using the usual method to the Designated Safeguarding Lead, Mrs Fanthorpe or Deputy, Mrs Hempstock using CPOMs to record the concern.