

Remote Learning Policy

Hayes Meadow Primary School

This policy has been created to support remote learning during the COVID-19 pandemic.

The following outlines how Hayes meadow Primary School approaches remote learning when pupils are learning at home due to having to isolate. Home learning is built on and compliments learning at school.

A blended approach to learning is where pupils learn via electronic, paper based and online media as well as face to face teaching to help ensure pupils are given equal opportunities to access the curriculum, whether in school or working at home. The resulting experience is that pupils are able to continue learning at the rate as in school through a variety of means.

We are committed to providing pupils with access to learning activities which will meet their individual needs and build on prior learning. Staff will use Microsoft Teams to deliver online learning.

Our aims for remote education:

- To provide a progressive curriculum which ensures a high level of attainment.
- To ensure regular opportunities for pupils achievement including all groups.
- To ensure that all young people in our school feel valued and respected.

We aim to fulfil the DFE guidance to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.
- Teach a planned and well sequenced curriculum so that knowledge and skills are built incrementally with a good level of clarity about what is intended to be taught and practised in each subject.
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos.
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear explanation on how regularly teachers will check work.
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, including regular contact with the class teacher.

Resources:

Pupils will have access to the following resources when learning at home:

- Parent letter
- Pupil letter
- Online learning/provision through Teams

- Curriculum Maps on website
- Online safety advice
- Online Phonics Lessons
- Oak Academy
- BBC Bitesize
- White Rose Maths booklets, worksheets and online lessons
- News Round
- A further List of useful websites and activities

Flexibility of Learning

We realise that these circumstances 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 may be trying to work from home so access to technology as a family may be limited.
- Parents/ carers may have two or more children trying to access technology.
- Systems may always function as they should!
- Pupils or staff may be ill themselves.

An understanding and willingness to adapt to these difficulties on all sides is essential for success. If parents/ carers would prefer paper copies of work alongside the remote learning package they may email the class teacher to organise this.

Teaching & Learning: Roles and Responsibilities

Staff will:

- Provide new learning as well as reinforcement and consolidation of prior learning.
- Provide a balance of online learning (where pupils and teacher interact in a specific virtual space, through a specific online medium) and asynchronous learning (where learning happens independently).
- Offer learning which is inclusive, and upholds, respect, fairness and equality.
- Ensure that cyber resilience and internet safety is central to all digital technology.
- Provide support and guidance for pupils to enable them to engage in the schools homes and blended learning approach between the school hours of 8.45am and 3.30pm.
- Engage with effective learning and teaching resources.
- Foster an open pathway of communication between the school and home where appropriate.
- Adhere to government Health and Safety guidelines.
- Allow flexibility in the completion of activities, understanding that circumstances will affect families in different ways.

Pupils will:

- Be assured that their wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Show respect in relation to the rights of others.
- Contribute their views during direct and remote learning.
- Engage in learning through our digital platform.
- Try their best to complete the tasks.
- Read daily, either independently or with an adult.

Parents/ Carers will:

- Support the school values.
- Foster an open pathway of communication between the school and home where appropriate.
- Encourage and support their child to complete the work set by their teachers to the best of their ability.
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Microsoft Teams platform.
- Know that they can ask the teachers questions via the email addresses provided.
- Be mindful of mental wellbeing of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

The role of the Governors:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Providing support to the SLT.
- Pupil wellbeing.
- Staff wellbeing.

Remote Learning Systems Access Information for pupils in Y1-6.**Individual self-isolation or absence linked to COVID-19;**

- Pupils can access remote learning links using the remote learning tab on the school website.
- The links included are

<https://www.hayesmeadow.org/hayesmeadow2/Curriculum.php>

<https://www.thenational.academy/>

<https://www.bbc.co.uk/bitesize>

<https://whiterosemaths.com/homelearning/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.bbc.co.uk/newsround>

<https://www.educationcity.com/>

<https://www.phonicsplay.co.uk/>

<https://www.bbc.co.uk/teach/supermovers>

<https://www.gonoodle.com/>

<https://home.oxfordowl.co.uk/reading/reading-schemes-oxford-levels/oxford-reading-tree-levels/>

- Work will be set regularly by the class teachers following the learning sequence in class.
- Pupils can respond as set out in the task and teachers will mark the uploaded work at a time appropriate to them.
- Tasks can be completed in a variety of ways.

Close Contact self-isolation or whole class closure;

- Pupils can access remote learning links using the remote learning tab on the school website.
- Teachers will communicate with pupils/ parents via Microsoft Teams and send details of learning activities for children to complete.
- Set live lessons will be shared to ensure children can access them.
- Tasks for remote learning will be set using Microsoft Teams and teachers will provide deadlines as a guideline to ensure pupils can continue with their learning.
- Remote learning sites can be accessed to suit the individual needs of the pupil. However the live lessons will only happen at a given time and not be recorded.

Suggested Timetable for Years 1-6

We understand that everyone's timetable and work commitments will differ. We have provided an example timetable for you to follow at home should you wish to do so.

Time	Activity
7.30am	Wake Up
8.00am	Breakfast
9.00am	Physical Challenge
9.30 – 10.30am	Maths Activities
10.30 – 11.00am	Break, snack and a drink of water Spend some time in the garden or sharing stories.
11.00-12.00pm	English activities including phonics/ spelling/ reading
12.00-1.00pm	Lunch
1.00-3.00pm	Choose an activity from foundation subjects; Science, History, Geography, RE, PSHE, French, Music, Art, DT

Remote Learning Systems Access Information for pupils in Reception.

Individual self-isolation or absence linked to COVID-19;

- Pupils can access remote learning links using the remote learning tab on the school website.
- The links included are

<https://www.hayesmeadow.org/hayesmeadow2/Curriculum.php>

<https://www.thenational.academy/>

<https://www.bbc.co.uk/bitesize>

<https://whiterosemaths.com/homelearning/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.educationcity.com/>

<https://www.phonicsplay.co.uk/>

<https://www.gonoodle.com/>

<https://home.oxfordowl.co.uk/reading/reading-schemes-oxford-levels/oxford-reading-tree-levels/>

<https://www.youtube.com/watch?v=jvAYUvQURGo>

<https://www.bbc.co.uk/iplayer/episodes/b01cz0p1/alphablocks>

<https://www.bbc.co.uk/iplayer/episodes/b08bzfnh/numberblocks>

- Work will be set regularly by the class teachers following the learning sequence in class via Microsoft Teams.
- Pupils can respond as set out in the task and teachers will mark the uploaded work at a time appropriate to them.
- Tasks can be completed in a variety of ways.

Close Contact self-isolation or whole class closure;

- Pupils can access remote learning links using the remote learning tab on the school website.
- Teachers will communicate with pupils/ parents via Microsoft Teams and send details of learning activities for children to complete.
- Set live lessons will be shared to ensure children can access them.
- Tasks for remote learning will be set using Microsoft Teams and teachers will provide deadlines as a guideline to ensure pupils can continue with their learning.
- Remote learning sites can be accessed to suit the individual needs of the pupil. However the live lessons will only happen at a given time and not be recorded.

Suggested Timetable for Reception

We understand that everyone's timetable and work commitments will differ. We have provided an example timetable for you to follow at home should you wish to do so.

Time	Activity
7.30am	Wake Up
8.00am	Breakfast
9.00am	Physical Challenge
9.30 – 10.30am	English Story and Activities
10.30 – 11.00am	Break, snack and a drink of water Spend some time in the garden or sharing stories.
11.00-12.00pm	Maths Focus and activities
12.00-1.00pm	Lunch
1.00-3.00pm	Choose an activity from the other areas of learning; Communication and Language Physical Development Personal, social and Emotional Development Understanding the World Expressive Arts and Design

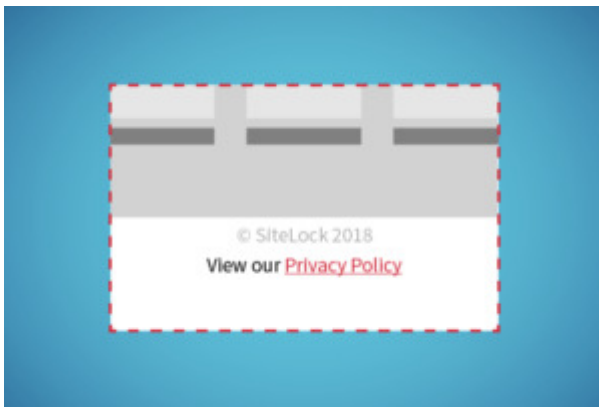
Online Safety

- Check web addresses and only use websites known to school. Staff should not trial new websites during the COVID -19 pandemic.
- Websites requiring pupils passwords. Pupils should know or have been provided with their passwords for home learning. If they feel anyone has accessed their account or they have forgotten the password they must contact the class teacher/ IT lead
- Parents are responsible for managing the safety of their children online during the school closure period. Appropriate parental controls should be observed. Parents/ carers should contact school with any concerns about the school website, facebook page or sites suggested by the teachers as appropriate for home learning.

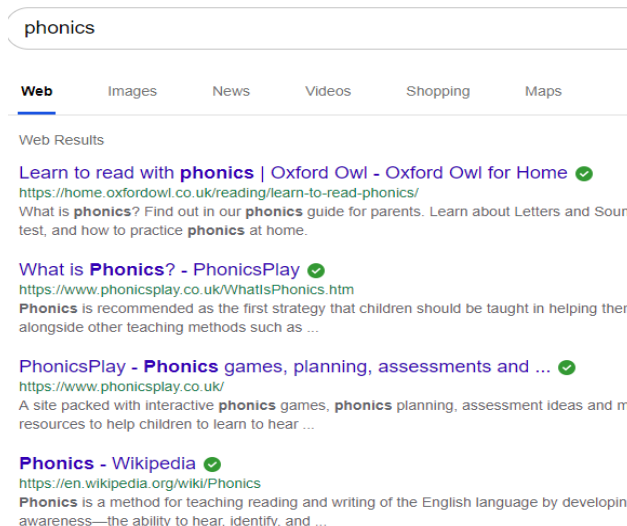
- Look for the padlock on the left of the address bar and the 's' after the http. This indicates a safe website.



- <https://www.ceop.police.uk/safety-centre/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- Check for the website privacy policy if unsure. This can generally be found at the very bottom of the webpage.



- When searching on google, look for the green tick at the end of the website link.



- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.childnet.com/parents-and-carers>
- <https://www.gov.uk/government/publications/child-safety-online-a-practical-guide-for-parents-and-carers/child-safety-online-a-practical-guide-for-parents-and-carers-whose-children-are-using-social-media>

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Ensure that no personal data leaves the school premises.
- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address.
- Use Year group email addresses to communicate with parents/ carers.

Processing personal data

Staff members do not need to collect and/or share personal data such as emails, phone number as part of the remote learning system.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Safeguarding

The school's Child Protection Policy has been reviewed to reflect the current situation. The safety and wellbeing of our children and staff are a priority. A Concern log will be recorded and the DSL will be contacted if there are any concerns regarding any pupil working from home. Children identified as vulnerable will be telephoned at least once during any two week isolation period.

Monitoring arrangements

This policy will be reviewed following the self-isolation of a bubble and fortnightly during Leadership meetings. The Governing Body will review and approve it annually.

