



Woodley Primary School
Together we care, inspire and achieve

Woodley Primary School

Title	Remote Learning Policy	Version	Draft 0.1
Author	Rachel Owens	Sept 2020	1.0
Approved by	Kate Gummatt	Date September 2020	

'The Woodley Way'

(Defined by our School Community)
Together we care, inspire and achieve.

C onfident and creative
A im high, be ambitious
R esponsible, resilient and respectful
E veryone matters



Version	Author	Description of changes	Release Date
1.1	Rachel Owens	Additional information added regarding lockdown periods and children / parent / teacher expectations.	11.01.21
1.2			

Related Documents

- i. Safeguarding Policy
- ii. Safer Working Practices
- iii. Behaviour Policy
- iv. Covid-19 Risk Assessment – September 2020
- v. Curriculum, Teaching, Learning and Assessment Policy

Links:

<https://classroom.google.com/h>

<https://readingeggs.co.uk/>

<https://trockstars.com/>

<https://hungrylittleminds.campaign.gov.uk/> (EYFS)

Terms and Definitions

Not applicable

At our school everyone is important - that's all the children and all the adults. It's a place where everyone is encouraged to be the best that they can be, and a place where they can grow and develop.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Who is the policy applicable to?

- Pupils and staff are required to self-isolate whilst awaiting a test due to them or someone in their household having symptoms or confirmed coronavirus (COVID-19)
- Pupils and staff who are required to self-isolate following someone in the household testing positive for coronavirus (COVID-19)
- Pupils and staff who are required to self-isolate as a result of being contacted via the NHS Test and Trace Service or by a local health protection team
- Pupils and staff who are required to self-isolate due to the need to quarantine after returning to the UK
- As advised by PHE linked to a cluster/ outbreak within a Class Bubble
- Local lockdown requires school to shut

Please note the above criteria will adapt to medical and LA changes as appropriate.

Roles and responsibilities

Overall responsibility and direction of remote learning will be from the Senior Leadership Team, supported by members with Teaching and Learning Responsibilities.

All teachers, supported where possible from their staff team, will be responsible for providing work for their cohort of children.

Means of communication:

With so many forms of communication nowadays we appreciate messages can come from all directions and often get lost in the assortment. Woodley Primary School will limit our remote learning communications and work to:

Weekly newsletters, text messages or letters which will be sent via ParentApp. Should a Class Bubble be closed or there be a lockdown, teaching staff will communicate with their pupils via Google Classrooms.

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

Woodley Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. If access to technology is an issue then School will seek to support, providing devices as appropriate, through the Government scheme.

We also appreciate that school staff have the same concerns and issues and we believe working together/overcoming obstacles to the best of our abilities is the way forward in this untested and most unusual of times.

There are two different routes for home learning.

- 1) If an individual is self-isolating, work will be sent via Google Classroom. On the first day of isolation, the child should complete work from the 'ongoing activities' folder. If the child needs to then isolate for a further period of time lessons will be facilitated on Google Classroom. Resources such as the National Oak Academy videos may be used. Children can complete work and submit this so that they can receive appropriate feedback.
- 2) If a bubble is isolating or if school is closed due to a lockdown, work will be sent home and completed on Google Classroom. The teaching staff will create some pre-recorded video lessons and resources such as the National Oak academy videos may be used too. Feedback will take place throughout the duration of the day and it will be individually reported online.

Family (pupil/parent/guardian) role when an individual child is self-isolating:

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Woodley Primary School would recommend that each 'school day' maintains structure. Once school have been informed that a child is self-isolating, the school office will send an email pack of work to the child's parent / carer.
- Families should view this together, and then make appropriate plans to complete the work.
- We understand that not all circumstances will be the same and if your child were to work a day or two behind the schedule set then we appreciate this and will fully understand, do not feel like you must keep up with the timetable set, but hopefully it will be of use to support keeping routine and structure to your child's learning.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via a telephone appointment (rather than publicly) at a mutually convenient time, to help explain the expectations. Please phone the school office on 0161 430 6609 or email admin@woodley-pri.stockport.sch.uk for this to be arranged.
- If your child has completed all of the set work and you would like more work, please visit The Oak Academy website. There are over 10,000 videos split up into categories and your child may pick one which is of interest to them. There are also many age appropriate activities on BBC Bitesize for children to access.
- 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 encouraging them to work with good levels of concentration.
- We recommended that if children are online that the content is monitored and that appropriate sites are being accessed by the children including having appropriate filters etc. on your child's device.

Family (pupil/parent/guardian) role during a bubble closure or a lockdown:

- Each morning, by 08.00 the work for the day, in English, Maths and Foundation Subjects will be posted on Google Classroom. Families should view this together, and then make appropriate plans to complete the work.
- Children should participate in a daily 'live check in' which will be held on Google Meet. A parent / carer must be in earshot of this at all times for safeguarding reasons. Children should be dressed appropriately and they should follow the school behaviour expectations.
- The work that children complete should be submitted (this may be a typed response or a picture) to the teacher, who will mark the work and provide feedback on a daily basis. The work is set with a deadline of the following day evening. Work submitted after this time will be looked at and it will inform the teachers planning and assessments, but written feedback may not be provided.
- Should anything be unclear in the work that is set, children can send their teacher a 'private message' through Google Classroom, on the assignment that they have been

set. School staff will be able to respond during 09.00 – 12.00 and 12.30 – 15.30, Monday to Friday.

- Children can interact with their peers and their teachers through the ‘stream’ section, but the conversation topic must be appropriate. You may help your child to communicate by typing a message (age depending) but this forum is an area for the child’s voice. Messages may be deleted on a regular basis so that key information from school staff can be easily seen by all children.
- We recommended that if children are online, parents / carers monitor the content to ensure that appropriate sites are being accessed by the children. You may wish to consider having appropriate filters etc. on your child’s device.
- Work that children complete will be viewed by teachers online, who may mark or give feedback to the children. A help sheet will be sent to parents / carers on how to use the Google Classroom platform.
- 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 encouraging them to work with good levels of concentration.
- Any videos shared by teachers are for the sole purpose for your child and should not be shared to a wider audience, forwarded on any social media platforms or used in any other way other than the intention

Teacher expectations:

- Teachers must be available between their contracted working hours if all their class are learning remotely. Or teachers must be available for 10 minutes before and 10 minutes after their school day if they are teaching in school.
- During a bubble closure or lockdown, school staff must be available to respond to questions or comments between 09.00 – 12.00 and 12.30 – 15.30, from Monday - Friday.
- If staff are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavor to replicate this through video clips and tasks for home learners.
- Teachers should plan a programme that is a good way towards the equivalent length to the core teaching pupils would receive in school.
- Teachers will continue to teach a planned and well-sequenced curriculum so that knowledge and skills are built progressively
- If a bubble needs to learn remotely, teachers must provide work for Reading, Writing, Maths and Foundation Subjects. This work must be available for the children to access on Google Classroom each morning by 08.00. Teachers may choose to ‘schedule send’ work to ensure this expectation is met.
- Year group teachers will work in partnership to set work which is appropriate for the whole cohort.
- Parallel teachers in a year group may provide feedback for children where appropriate.

- During a bubble closure, teachers should ensure that there are daily video inputs for reading, writing and maths which teach the children and explain the independent learning task. As a minimum, one of these must be a pre-recorded video of the teacher/s, one must be a voice over or a pre-recorded video, and one may be taken from external sources (eg National Oak Academy).
- Videos should be checked by teachers prior to uploading for any errors, poor quality sound etc. Staff are reminded that they should maintain professional standards (for example, in relation to their dress, language, clutter free backgrounds, email contact, and professional boundaries.)
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders / TLR's will ensure that support is given promptly.
- Teachers will provide feedback to individual children for the work they submit. This may be a comment of recognition, praise or constructive feedback to improve learning.

During bubble closures, Teaching Assistants must:

- Teaching assistants must be available between their contracted working hours.
- During this time they are expected to check work emails and be available when called upon to attend school. If they're 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 absence procedure.
- Teaching assistants are responsible for: Supporting pupils with learning remotely via comments on Google Classroom and sending a daily whole class message/ mini fun task for children, directed and in collaboration with the cohort teacher.
- When requested by the SENDCo attending virtual meetings with teachers, parents and pupils.
- To work on any whole school priorities that can be safely managed from home or on the school site, directed by members of SLT.
- To complete CPD opportunities.

Sharing personal data

Staff should not share anything other than contact address for Google Classroom's, reminders of passwords for subscribed sites such as TT Rockstars and if calling families from out of school, they should withhold their personal number. If they have need to contact a family from out of school then their phone number etc should be used/ stored in line with GDPR regulations.

Keeping devices secure

These tips are based on our article on GDPR and remote learning. 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),
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device,
- Making sure the device locks if left inactive for a period of time,
- Not sharing the logged on device among family or friends,
- Installing antivirus and anti-spyware software,
- Keeping operating systems up to date – always install the latest updates.

Monitoring and reviews:

This will need to be regular, timely and ongoing as responses are needed to the current unprecedented situation.