

Remote Learning Policy

Sutton Valence Primary School



Introduction

The following policy will apply if the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19. The policy may be reviewed and updated when more experience of home learning has been gained and best practices can be consolidated.

**This policy has been updated on 15th January 2021 in line with the DFE 'Remote education provision: information for parents' which was revised and published by the DFE on the 11th January 2021. The decision to adapt our current policy rather than use the DFE template was made as a result of Sutton Valence Primary School having already had a Remote Learning Policy in place which has been published on our website for parents to refer to. The DFE template can be found here:*

<https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template#history>

The aims of this policy:

- To provide information to parents about how remote learning will be structured at Sutton Valence Primary School.
- To outline expectations for pupils/ class bubbles who need to access remote learning, and are otherwise fit and healthy, to continue with their academic program.
- To outline expectations for staff when providing remote learning.

Information about the curriculum:

- 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, some science topics such as electricity may require apparatus that would not commonly be found at home. In these circumstances, this will have either been changed to another science topic or revision lessons on previously taught subjects will be covered instead.
- It is expected that remote learning will take pupils broadly the following numbers of hours each day:

Key Stage 1	3 hours
Key Stage 2	4 hours

Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions pupils may have via the class blog or email. It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks will be set.

- Should a pupil not be able to access the online learning, contact will be made by the school in order to provide a printed copy of the work each week. This will be ready to collect once a week from the school at a designated time.
- We use a combination of the following approaches to teach pupils remotely. These include: recorded teaching from Oak Academy, White Rose, phonics etc., Bug Club for individual reading, Ed Shed for set spelling work, PowerPoints, videos used to support theme work set weekly.
- In order to receive feedback from the class teacher on work set, please email scans/ photos of the learning to the office. This will then be forwarded to the teacher who will give feedback and next steps (where applicable) for each child. Feedback will be given for each pack of work we receive. If there are any concerns about the pupil engagement, a phone call will be made to discuss any barriers to learning and to help support the pupil with their remote learning as well as give support to parents.
- There will be Zoom meetings 3 times a week for each class in order to follow up on any learning and to answer any questions. Should a pupil not attend these meetings, a follow up phone call or email will take place to ensure that there are no issues and to see how the pupil is accessing the learning.
- We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils by providing individual learning packs that will be sent by email to specific parents or work packs should parents be collecting from school. We will use Zoom meetings, phone calls and emails to monitor how pupils are progressing with their learning in order to make any amendments if needed.
- Home Learning certificates will be given to pupils who have submitted their learning. There will also be certificates awarded to pupils who have used Bug Club, Ed Shed and Times Table Rock Stars the most during that week.
- Access to IT equipment is available via Ipads and BT Wi-Fi codes should pupils need this. Please contact the office for more information.

Pupil expectations:

- Pupils should retain structure to their working day by beginning their work set by 9am
- Check class page on the website found here <https://www.sutton-valence.kent.sch.uk/> to access the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work to the class teacher in the agreed manner e.g. photograph, scan etc.
- Use designated class blog (which can be found on the class page on the website) to communicate with teachers and ask questions if they do not understand/require help within normal school hours. They may need to email the teacher through the school office as appropriate/if they are having difficulties with the system or for a longer question.
- Deadlines must be met where practically possible.
- All interactions on the class blog to be of classroom level type discussions.

- It is not required to wear uniform for video learning however, appropriate dress is expected.
- Consider what is in the background of your videoed content or chat - ask if you don't know how to change a background.
- When Zoom sessions take place, please ensure that pupils are in a common area such as a kitchen or living room with adult supervision.

Teachers and support teachers are expected to:

- Upload teaching materials and lessons to their class page on the school website
- Give feedback to learning submitted the day that it is received.
- Make sure that all resources are available online.
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings. Email parents if there are ongoing concerns.
- Staff can answer questions via email or the class blog during school hours and their working days but not beyond 4pm or at the weekend.
- Hold Zoom sessions 3 times a week on designated days and at designated times.
- Staff must ensure a classroom level of interaction is maintained through use of Zoom. This is still a new experience for the pupils, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations. Staff to set expectations such as microphones off and appropriate clothing, place in the house etc.
- Collate attendance data and follow up by phone call or email with pupils that have not attended Zoom to ensure that they are engaging with learning.
- Connect with parents and/or pupils who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning and keep formal records of all interactions.
- Ensure concern forms are completed when necessary as part of safeguarding procedures

Parents are expected to:

- To ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning; if this is not possible they should contact the school for paper based learning to be sent home.
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is completed and submitted to the school office and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the school if there are any concerns.
- Support pupils in choosing an appropriate location for any video recording that they intend to upload.

Safeguarding

This guidance document is supported by the Safeguarding policy, COVID Addendum and E-Safety Policy.

Acceptable use policies have been signed and agreed by staff to ensure that they have a clear understanding of how to use remote learning safely for all. Any safeguarding concerns should be reported to Miss Terry, the Designated Safeguarding Lead or Mrs Parsons/ Mrs George, the Deputy Safeguarding Lead.