Purley Primary School

Remote Learning Plan

Aims

- To outline the approach that Purley Primary School will take in providing remote learning during the Coronavirus epidemic

- To outline steps that the school will take to ensure staff are able to deliver remote learning whilst maintaining focus on their well-being and workload. This will include steps to avoid staff "double working"

- Set out expectations for all members of the school community with regards to remote learning

Government guidance

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations

- give access to high quality remote education resources

- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use

- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access

- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum

- When teaching pupils remotely, we expect schools 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 expectation 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, ideally including daily contact with teacher

Remote learning offer

In the event of	Provision
Pupils being sent home with symptoms	Pupil's sent home will be provided with work similar to what is being covered in the class by their peers either on Google classroom or paper based. If the child is well enough, they will submit their work online.
Pupil being required to self isolate at home	Pupils will be provided with work similar to what is being covered in the class by their peers either on Google classroom or paper based. Where this is not possible, additional age appropriate resources will be provided. If a TA is available some online support may be possible. Children are expected to access the lessons and submit their work.
Staff member being required to self isolate at home	Teacher will provide teaching materials for another staff/supply member to deliver through Google classroom. Teacher may provide online marking from home during school hours. A TA can support the teacher from home with a group or individual support providing online marking.
Full or partial /class closure	Home learning will be shared with parents and pupils via Google classroom School will liaise with parents to distribute paper resources where necessary Children who are well enough will be expected to submit work set as directed by the teacher. Work will be acknowledged. Some work will be marked.
	Children will be invited to register online at the start of the day. The teacher will provide a daily timetable. The expectation is Daily maths Daily English Daily phonics-KS1 Daily spelling KS2 Each day there will be a Foundation subject. Lesson introductions may be pre-recorded.
Key worker Bubble	Key worker bubble/s will be managed by teaching assistants acting as the parent. Children access the same lessons as their peers working from home. Bubbles will be split into KS1 and KS2. There will be a teacher present.

Plan for large group remote learning.

Where an entire class or the whole school needs to access remote learning, the school will adopt the following approach:

- Planning for the week will follow a similar format to that used normally
- A daily plan will be posted on google classroom
- The school will use the following structured and timetabled approach:
  - **Registration-** daily registration, all children to register online to ensure well being
  - **Independent learning**: tasks set remotely for children to follow and engage with independently.
  - **Lessons:** videos or audio files either produced by Purley school staff and posted online or using those produced by reputable groups such as BBC Bitsize or the Oak National Academy.
  - **Group meetings** to discuss learning and to ensure pupils' wellbeing – these may be recorded and the recording kept for 7 days. They will be as often as required. See Appendix 1
  - **Tutorials:** smaller group teaching for children that need additional support or challenge in a particular area. A parent or responsible adult need to be available in the child's home.

- Each week's lessons will follow a structured curriculum approach and will follow the school's schemes of work. All planning will be aimed at developing progression in learning.
- There will be a larger focus on reading, writing and maths skills through remote learning, but other subject foundation subject areas will also be included.
- The school will continue to follow the plan for collective worship with regular assemblies being posted and time allocated within the daily timetable for participation in these.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during the hours of the school day.

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.

When providing remote learning, teachers are responsible for:

➢ Providing each child with their own individual Google password and e mail address

❯ Setting work –

- o Work needs to be set before the start of each school day.
- o Work should be uploaded onto Google Classroom.
- o Make sure pupils with limited access to devices can still complete the work.
- o Work set should follow the school's planning as much as is practicable ensuring a wide range of subjects are covered.

- o Provide learning to fill three normal lessons in daily, suitable for the lowest ability pupils as detailed in the table in section 1. (Significant SEND may need individualised provision)
- o Add extension activities for pupils to complete if they do above before the lesson is over.
- o Tell pupils how to access support if needed.

Providing feedback on work -

- o Ensure work is completed to an acceptable standard.
- o Acknowledge work submitted by pupils
- o Provide feedback where necessary to support a child's learning

- ➤ Keeping in touch with pupils who aren't in school and their parents. Contact to be made through official school channels- school e mail addresses , school telephone
- ➤ Teachers should respond to e mails/communication from parents and pupils within 48 hours
- ➤ Attend virtual meetings with staff, parents and pupils ensuring suitable background and attire

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their working hours

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.

When assisting with remote learning, teaching assistants are responsible for:

- ➤ Supporting pupils who aren't in school with learning remotely as instructed by the class teacher
- ➤ Attending virtual meetings with teachers, parents and pupils –in appropriate attire and suitable background
- ➤ If the teacher is not at school, the TA will be required to cover the class bubble with appropriate support.

2.3 Subject leads

- ➤ Alongside their teaching responsibilities, subject leads are responsible for:
- ➤ Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- ➤ Monitoring the remote work set by teachers in their subject
- ➤ Alerting teachers to resources they can use to teach their subject remotely

2.4 Headteacher/Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

> Direct staff to cover the setting

> Provide support for staff-wellbeing

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 IT staff (Office staff and teachers as appropriate)

IT staff are responsible for:

> Helping staff and parents with any technical issues they're experiencing

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect **pupils** learning remotely to:

> Be contactable during the school day – although consider they may not always be in front of a device the entire time

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they're not able to complete work

Staff can expect **parents** with children learning remotely to:

> Make the school aware if their child is sick or otherwise cannot complete work

> Seek help from the school if they need

> Be respectful when making any concerns known to staff

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead or SENCO

> Issues with behaviour – talk to the headteacher

> Issues with IT – talk to anyone who can help

> Issues with their own workload or wellbeing – talk to the headteacher

> Concerns about data protection – talk to headteacher

> Concerns about safeguarding – talk to the DSL/ the headteacher

> School laptops and Ipads are the school's preferred devices to be used when accessing any personal information on pupils.

5. Safeguarding

The child protection policy and Covid 19 amendments are available on our website.

6. Monitoring arrangements

This policy will be reviewed as an when updates to home learning are provided or when in school changes need to be made. At every review, it will be approved by the Headteacher and SLT

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> Acceptable use of technology policy

Appendix 1

Live sessions (parent meetings, registration, lessons, and group meetings)

- Only use approved online learning platforms - Microsoft Teams or Google Meet, using an account registered to a school email address.
- Use the waiting room facility.
- An adult/parent needs to be present at the start of live lessons. So we know there is an appropriate adult nearby.
- Staff should encourage pupils to place themselves in front of a plain background if possible. This will cut down the possibility of anyone else coming in to view and reduce the possibility of bullying due to their home environments. Or use the "blur background" option if available.
- All live sessions will have a second adult present or recorded.
- Teachers and pupils will ideally make use of the camera function but are not required to.
- Teachers will stay in the meeting until everyone has logged off.

2. Meetings/lessons

➢ Group meetings will be between the teacher and a small number of pupils (approx. 4) and are for the purpose of answering questions, supporting learning where children are struggling, keeping in touch, motivating pupils and socialisation with peers.

➢ Teachers and children will ideally make use of the video function but are not required to.

➢ Parents are responsible for ensuring there is nothing in the background that is inappropriate/ they do not wish others to see. All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.

➢ Teachers can share screen but should have the documents ready at the bottom of the screen to avoid searching through folders etc. use individual app, not whole screen.

➢ Pupils must remain in a public space (e.g. living room) for the duration of the meeting.

➢ Pupils must be suitably dressed (not pyjamas), with both the top and the bottom half of their body covered, to take part in the meeting.

➢ The chat function will be disabled

Parents

➢ You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged via email. If you need to contact staff for any reason you will do so through the school office as normal.

➢ You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.

➢ The school behaviour policy applies to all online meetings.

- ➢ Screenshots, photos or recordings of meetings must not be made by parents or pupils and the links must not be shared with others.
- ➢ For severe or repeat inappropriate behaviour, children will be removed entirely from the meeting and parents phoned.

3. We will ensure that

- ➢ No staff member will contact you or your child using a virtual platform outside of any pre-arranged meetings. If they do need to contact you, this will be via email or phone as normal.
- ➢ Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link.
- ➢ Participants will be held in a virtual waiting room while their identity is confirmed. Parents to use a name that is identifiable to school staff.
- ➢ Participants' audio or video may be muted if the teacher views/hears anything inappropriate and they may be removed from the meeting if rules are not being followed.
- ➢ The teacher will be present at all points throughout the video call
- ➢ Teachers will stay in the meeting until everyone has 'logged off'.

Any concerns should be reported immediately.

Parents are advised to spend some time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable.

Pupil code of conduct for school online sessions

- ❖ I will make sure there is an adult present in the room at least at the start of Google Meet sessions
- ❖ I will make sure I am in a public room
- ❖ I will make sure I am dressed appropriately.
- ❖ I will make sure my language and behaviour is suitable for a school context.
- ❖ I will contribute politely and not talk over others.
- ❖ I will not give the security details of my meeting to anyone else.
- ❖ I will not take videos, photos or screenshots of online meetings.
- ❖ I understand that if any of my behaviour is not suitable for a school context I will be removed from the meeting.

- ❖ **Teacher checklist for using online platform**
- ❖ During set up, check the box to set up the waiting room.
- ❖ During set up, check the box to record the meeting.

- ❖ Before starting the meeting, ensure any personal information/ documents/webpages that are not school related appropriate for children to see have been fully closed in case you may need to share your screen.

- ❖ Once the meeting has started, click 'participants' and make sure this stays open throughout the meeting in case pupils need to be muted or removed to the waiting room at short notice.

- ❖ Use the 'security' button on the Host's task bar to ensure that

- ❖ 'Chat' is turned off

- ❖ 'Rename themselves' is turned off

- ❖ Only admit participants from the waiting room whose names clearly indicate they are a participant you are expecting.

- ❖ Once a pupil enters the call do a quick visual check of the area to ensure nothing inappropriate is visible and ensure you have visual confirmation that there is an adult in the room.

- ❖ Once pupils are present on the call, remind them briefly of the code of conduct.

- ❖ If at any point you have concerns about inappropriate behaviour, mute the individual's camera and audio, explain their behaviour is inappropriate and remove them to the waiting room.

- ❖ When ending a call, ensure that all children leave the meeting before you do.

- ❖ Report any safeguarding concerns immediately.

- ❖ Unless the meeting recordings are required for evidential safeguarding purposes they must be kept for 7 working days and be deleted as soon as possible thereafter.