



'Together We Grow'

Smithdown Primary School

Remote Learning Policy due to School Closure January 2021

Created: January 2021



Our Key Values

Our school motto is 'Together we Grow', through **Courage, Friendship, Equality, Respect and Thoughtfulness**

We ensure that every child has access to a broad, balanced and supportive curriculum. Through this we are able to give our pupils a range of opportunities and experiences to grow and develop academically, physically socially and morally.

Our School Vision

At Smithdown Primary School we aim high. We want every part of our school community- pupils, parents and members of staff to experience success. Smithdown Primary School will work with everyone to create a happy, safe and stimulating setting where children are motivated to learn together. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter opportunities and challenges with resilience and determination. We encourage a curiosity about the world and strive to ensure that our children will contribute positively, now and in the future.

Our remote learning policy continues this philosophy.

The main aims of remote, online learning at Smithdown Primary school are to:

- Keep the minds of our children active and happy, ready to return to school and engage with learning
- Ensure regular contact with our children and families
- Ensure consistency in the approach to remote learning for all pupils who aren't in school
- Provide a carefully sequenced curriculum to ensure that pupils have the building blocks that they need to move onto the next step.
- Deliver a high-quality curriculum so that pupils know more and remember more.
- Provide a variety of assessment opportunities including low stakes quizzes and 'warm up' lesson starters

This policy will tell you about what you can expect from us with regards to remote learning during National Lockdown 3.

Wellbeing

Taking care of our own physical and mental health is absolutely critical at this time. We strive to look after the wellbeing of our staff, children and parents/carers.

We recognise that teachers need to plan a broad and balanced curriculum for both the children on site (key worker and vulnerable) and for those children who are not in school. This policy adheres to statutory government guidance whilst supporting the workload of our teaching staff so that it is manageable for all parties.

This policy also supports the workload and pressure on parents who may be finding home school learning difficult.

Where can home learning be found?

Work is posted daily on either SeeSaw (Reception– Year 4) or Google classrooms (Year 5 and 6).

Nursery will post work daily on Seesaw. To enhance the provision on Seesaw, Nursery will also provide home learning pack focusing on more practical activities. These will be provided every two weeks and parents will receive a text message when they are ready to collect.

Our home learning page on the school’s website has links to recommended websites that can further support home learning.

Responsibilities

Teaching Staff

During this current lockdown (January 2020 – present) teachers must be available between 9am – 3pm.

Whilst teachers may be able to work from home, they must also be readily available to come into school if asked by SLT. This may be to cover sickness or provide direct teaching and/or support to a bubble of key worker and vulnerable pupils.

Teachers must also be available on Wednesday 3.30 – 4.30pm for staff meetings via Zoom.

If they are 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 school absence procedures.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Provide a minimum of 3 hours of remote learning for children of Reception age and upwards
 - Set work for their class via SeeSaw or Google Classrooms (Y5 and Y6)
 - Where ever possible, follow the usual timetable for the class had they been in school. (This timetable is available to view on the class’s page on the school website.)
 - Ensure that daily work will be shared by 9am every day.

- **Providing feedback on work:**

- Teachers will check children's work every day and will give regular feedback to each child, following the school's marking policy, including verbal feedback (see Marking Policy on website).
- Teachers will provide feedback on any work submitted up to 4pm. Work submitted after this time may not receive feedback until the following day.
- All work posted for the week should be submitted by 4pm on Friday.
- Work posted after 4pm on Friday, or over the weekend, may not receive any written feedback.
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- **Keeping in touch with pupils who are not in school and their parents:**

- Parents are encourage to contact the school office on 0151 709 6229 with any requests for help or to share any concerns.
- School will make weekly phone calls to families as a welfare check
- If we cannot contact a family we will follow our usual safeguarding procedures. This will include follow up phones calls, text, email or a posted letter. A home visit may also be necessary.
- As part of our safeguarding procedures, families will be contacted if the children do not access remote learning at least twice a week
- Reception through to Year 6 will hold an online live assembly every Friday using Zoom.

Learning Support Assistants:

During this current lockdown (January 2020 – present) LSAs must be available Monday to Friday between 9am – 3pm.

Whilst pupil numbers in school are low, LSAs will be working on a rota basis – one week in school, one week working from home.

LSAs must also be available on Wednesday 3.30 – 4.30pm for staff meetings via Zoom.

If they are 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 working in school, LSAs are responsible for:

- Ensuring that the visual timetable is updated daily
- Delivering the timetabled work set by the class teacher to the pupils in their bubble
- Providing help and support to pupils in their bubble
- Covering break and dinner time duties (rota basis)
- Following school's safeguarding procedures

- Adhering to the school's risk assessment – e.g. ensuring good hand hygiene throughout the day
- Providing written and verbal feedback to work recorded in the pupil's remote learning exercise books.

Working from home:

When working from home, LSAs must also be readily available to come into school if asked by SLT. (This may be to cover sickness or support to a bubble etc)

LSAs will be offered a school device to support them with their responsibilities whilst working from home.

When working from home, LSAs are responsible for:

- Responding to pupil's work throughout the day on either Seesaw or Google Classroom
- Responding throughout the day to pupil's questions
- Adhering to school's safeguarding procedures
- Preparing additional activities for the following week when they are in school
- Attending Friday's Zoom assembly for their year group.

Senior Leaders:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensuring the safety and well-being of staff, pupils and families is top priority
- Co-ordinating the remote learning approach across the school including daily monitoring of engagement
- 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Co-ordinating external agencies in school supporting staff and children

Designated Safeguarding Lead:

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see Child Protection Policy on website

Pupils and parents:

Staff can expect pupils learning remotely to:

- Try their best to complete work set by teachers (there is no pressure to complete all tasks)
- Seek help if they need it
- Alert teachers if they're not able to complete work
- Follow Pupil Acceptable Use policy
- Keep a borrowed school device safe and working as it was given

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it, with work or a device
- Do the best they can, with no pressure to complete all tasks
- Sign and adhere to the school's borrowed device contract
- Engage with correspondents sent from school

Governing Board:

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Support the school throughout the pandemic

Possible Scenarios that may disrupt home learning:

<p><i>Families do not have access to a device for remote learning</i></p>	<p>Please contact school on 0151 709 6229 for support.</p>
<p><i>Families only have one device between several children and therefore struggle to submit work before 4pm.</i></p>	<p>We recognise the that some families may not be able to complete work during the school day, therefore staff will respond to work submitted Monday – Thursday after 4pm but this feedback may be the next working day. In order to support the well-being of our staff, work submitted after 4pm on Friday and/or during the weekend may not receive feedback. Please contact school on 0151 709 6229 if you need further support.</p>
<p><i>Child or family member has Covid symptoms and are awaiting test results</i></p>	<p>If your child or a family member is poorly, we recognise that home learning might be the last thing on your mind. Health should always be put first. Some pupils may be off 1-2 days whilst waiting for test results.</p> <p>If your child is well enough then they can access their class work via SeeSaw (for pupils from Nursery – Year 4 and Google classrooms for Y5 and Y6)</p> <p>The work on Seesaw will match the work being covered in school.</p>
<p><i>Family member working from home and cannot support on line learning</i></p>	<p>We recognise the challenges that families face if they are working from home and trying to support their children in online learning. Parent and child well-being is crucial throughout the pandemic and there is no assumption or pressure for work to be completed on a daily basis. Children and parents should try their best and we fully understand that some work may be untaken on weekends or when parents have the opportunity to support their child. Please contact school on 0151 709 6229 if you need further support</p>
<p><i>Child or family member has tested positive for Covid-19</i></p>	<p>If you child or a family member has Covid then the family need to look after themselves. Please do not worry about remote learning. However, we ask that you contact school on 0151 709 6229 to report your child as ‘absent’ in the usual way.</p>

	<p>When your child feels well enough for home leaning, then they can access their class work via SeeSaw or Google Classroom (years 5 and 6)</p> <p>Additional links to websites can be found on our Website: https://smithdownprimary.com/curriculum/home-learning/</p>
<p><i>Child's bubble at school are isolating for 10 days.</i></p>	<p>If a bubble has to close in school, then they will have to isolate for up to 10 days.</p> <p>Children will access their remote learning via Seesaw or Goggle classroom (Year 5 and 6)</p>

This policy is linked to our (see school website):

- Behaviour policy
- Marking Policy
- Child Protection policy
- Data protection policy and privacy notices
- Online Safety Acceptable Use Policy
- Curriculum Policy 2020/2021