

Remote Learning Policy

Moat Farm Infant School



Rationale

In September 2020, all our classes returned to full-time education following the Covid 19 closure in March. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education. This meets the expectations set out in the DfE guidance 'Remote Education Support' <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance or the closure of a class bubble
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

Who is the policy applicable to?

Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste
- o Have had access to a test and this has returned a positive result for Covid-19

Remote learning for pupils

We will provide links to appropriate remote learning for pupils that are not able to attend school so that no-one need fall behind. Please see Appendix 1 for more details.

Teacher expectations

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly. Please see Appendix 1 for more details.

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Moat Farm Infant School would recommend that each 'school day' maintains structure. A suggested timetable will be put on the year group web page as a guide.
- If a class bubble is isolated, the children will be sent home with their home reading book in addition to their home learning book and folder – this is so that work that children complete at home can be kept safe, ideally in their exercise books or home learning folder, and can be brought back to school when safe to do so.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email address or by contacting the school office. They should make clear which year group and subject the question relates to.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work,). These will be discussed on case-to-case basis.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- Following contact with school, the school business manager (SBM), may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

- We expect staff to work with other colleagues if there are siblings in more than one class, to coordinate the live assembly/PSED/PSHE session and alternate who telephones the family each week.
- If we have a whole school lockdown, staff should work together to ensure the live assembly once a week is different days and is a set time and day for parents.

EYFS and KS1

Developmentally appropriate learning will be provided for each year group and will include a mixture of the approaches below:

Play based learning will be on the school website, these may include activities such as speaking and listening opportunities, physical development, phonic activities and number games.

The daily timetable will include:

- Maths
- Reading
- Writing (including grammar)
- Spelling/Phonics
- Foundation subjects- learning linked to the year group curriculum

The 'teaching content' will be provided to children through age appropriate video content on the DfE published list of educational resources site; Oak National Academy website.

Please see Appendix 1 for more details.

Contact with pupils/ parents

Parents are able to contact the school via telephone or email address. A member of the Senior Leadership Team or a teacher will email back feedback if required, Cc copying the Headteacher into any correspondence. Any response should be made within 48 hours. Where a pupil is self-isolating on medical ground for a significant period of time, contact will be made via telephone on a weekly basis (to the family) to monitor learning and provide support if needed.

Hosting a Live Streaming using Teams

Some lessons are live streamed to children by our teachers only. Pupils and teachers will not plan for, or participate in, any live streaming from outside of our school and must always adhere to the following:

- The stream should take place in school time and must be supervised by teachers and support staff at all times.
- Be sensitive to the needs of individual students, including deaf and disabled children, and children who may be sensitive to certain topics or issues that may arise during the livestream.
- Sit/stand against a neutral background.
- Teachers dress like they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen.
- Use professional language.
- Record all live streaming.
- Teachers should be present in the lesson before the children join it and after the last child has left.

Recording a lesson on Teams

Teachers should try to find a quiet or private room or area record a lesson. When making a recording, teachers must:

- Sit against a neutral background.
- Dress like they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.

Children and parents must:

- Be in a shared space in their house.
- Be mindful that other children and teachers might see and hear what is in their house (the camera function can be turned off otherwise and microphone muted).
- Uniform is not required, but children should not wear pyjamas.

Safeguarding

Please refer to Child Protection and Safeguarding Policy.

Data protection

When accessing personal data, all staff members will: Only use their official school email account and connect to the school network using their school laptop only.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates.

Monitoring arrangements

This policy will be reviewed by the SLT as and when updates to home learning are provided by the government.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy
- Data protection policy
- IT and Online safety policy
- Staff Code of Conduct

Appendix 1 - Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

If we have to send a whole class/bubble home from school or schools are closed we will:

- **If a class bubble is isolated**, the children will be sent home with their home reading book in addition to their home learning book and folder – this is so that work that children complete at home can be kept safe, ideally in their exercise books or home learning folder, and can be brought back to school when safe to do so. aim to implement remote learning from your child's second day of absence.
- **For the first 2 days**, the school will use the COVID remote tab on its website for remote learning. On this page will be important information regarding remote learning during absence from school www.moatfarminf.sandwell.sch.uk/covid-remote/. Staff will add resources to their year group webpage electronically and it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack').
- **After the first 2 days of isolation**, a timetable will be shared via email, daily to all parents.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

- We teach the same curriculum remotely as we do in school, with some adaptations to the provision in school as appropriate.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Nursery	3 hours
Reception	3-4 hours
Year 1	4 hours
Year 2	4 hours

Accessing remote education

How will my child access any online remote education you are providing?

- We use the Microsoft Teams digital platform to deliver online sessions.
- We also use the following online platforms to support children's learning:
 - Bug club
 - Spelling Shed and Maths Shed
 - Numbots
 - Purple Mash
 - Oak National Academy

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- parents should contact school if they experience difficulty accessing remote learning due to lack of electronic devices.
- where available, school may be able to loan families a device (eg, laptops and/or 4G connections) to use for remote learning, particularly for disadvantaged children.
- If parents require printed learning packs, they should contact school, where these will be provided for them.
- All children have been provided with home learning books and home learning folders. All work completed at home should be kept in these and then returned to school when it is safe to do so.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Please see the timetable below showing the timings of live sessions:

	Year 2	Year 1	Reception	Nursery
9:00 – 9:30				
9:30 – 10:00	Session 1			
10:00 – 10:30			Session 1	
10:30 – 11:00		Session 1		
11:00 – 11:30				Session 1
11:30 – 12:00	Session 2			
12:00 – 12:30			Session 2	
12:30 – 1:00		Session 2		
1:00 – 1:30	Session 3			
1:30 – 2:00			Session 3	
2:00 – 2:30		Session 3		
2:30 – 3:00				

The live sessions for each year group will focus on the basics, e.g. phonics, reading, writing and maths. We will also provide live sessions which promote physical as well as mental health.

Some examples of remote teaching approaches:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers where online learning cannot be accessed
- reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- Special project work and/or internet research activities

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We realise that the circumstances that cause our school to close 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 may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

It is expected that a child will follow a given school timetable that is of equivalent length to the core teaching pupils would receive in school.

Parent/guardian role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Moat Farm Infant School would recommend that each 'school day' maintains structure. A suggested timetable will be put on the year group web page as a guide.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email address or by contacting the school office. They should make clear which year group and subject the question relates to.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work,). These will be discussed on case-by-case basis.

We expect parents to notify the school if their child cannot attend a session as they would do if their child was at school.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- A register will be kept of the children at each live session. A register will also be kept as normal in school.
- Anyone who does not attend either in school or online, will be telephoned by a member of staff unless a reason has been given as to why they are absent.
- Staff monitor and offer feedback on work completed.
- Staff also monitor how children are interacting with the online platforms, e.g. Bug club, spelling shed, Purple Mash.
- In case of a national or local lockdown, staff will call all pupils/parents at least every 3 weeks. Any concerns will be shared with the DSL. If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
- If there are any concerns about behaviour online parents will be telephoned as soon as the lesson has finished.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- Staff will provide instant feedback during live sessions
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via email.
- Parents can send pictures of completed work at home to class emails, where staff can provide some written feedback.
- Staff may send messages or badges on Marvellous Me app to engage and motivate children in their learning.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

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 in the following ways:

- staff will keep remote lessons in EYFS as active and as fun as possible, appropriate to the age/stage of the children.
- Children with an EHCP or who are entitled to top up funding will have a learning bag sent home with activities to support their targets in school and from their EHCP.
- Children with an EHCP/top up funding have their own TEAMS channel with a selection of videos of staff singing nursery rhymes and a dough disco session.
- A remote session on TEAMS will be planned daily for children with an EHCP/top up funding to enable children to practise an activity from their learning bag with the support and guidance from a member of school staff.
- The SEND section on the Covid remote part of the school website has additional activities that can be accessed. It also has links to other sites such as Oak National Academy and Singing Hands.
- The schools SENCO is available via email for any queries relating to the additional needs of children at home.
- During a whole school closure, we will work closely with the schools Enhanced Speech and Language therapist to set up remote sessions.
- Teachers will speak to individual parents if they feel the live sessions are not appropriate for the learning needs of their child. In this case, the child will have a paper learning pack that can be collected from school at their child's level.
- Some children will be selected to join in small group phonic sessions at their level or practise reading with an adult on TEAMS.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

- The school will use the COVID REMOTE learning tab on its website for remote learning www.moatfarm-inf.sandwell.sch.uk/covid-remote/

What 'Remote Learning' can I expect from Moat Farm Infant School?

This information is to be used as a general guide and parents can expect further details of remote learning for their child as and when it is required. We aim to implement remote learning from your child's second day of absence. There are 2 general scenarios outlined below; the first scenario where your child is not permitted to attend school and the second outlines the actions in the case of a whole bubble not being permitted to attend school.

The school will use the COVID REMOTE learning tab on its website for remote learning www.moatfarm-inf.sandwell.sch.uk/covid-remote/. On this page will be important information regarding remote learning during absence from school. Class timetables will also be provided in this section.

Circumstance	Subject	Details	Web link
Short isolation (2-14 days). The rest of their school bubble are attending school and being taught as normal.	Maths	<ul style="list-style-type: none"> • Oak National Academy • resource packs from the school website • Purple Mash, • Mathshed • TTRockstars. 	https://www.thenational.academy/ https://www.purplemash.com/sch/moatfarm https://play.edshed.com/en-gb/login https://play.ttrockstars.com/
	English/ Language Development (EYFS)	<ul style="list-style-type: none"> • Oak National Academy • resource packs from the school website • Purple Mash • Spelling shed 	https://www.thenational.academy/ https://www.purplemash.com/sch/moatfarm https://www.spellingshed.com/en-gb/

	Reading	<ul style="list-style-type: none"> • Reading Record Book • Home Writing Book. • Oxford reading Tree • Collins on-line books • Purple Mash 	https://home.oxfordowl.co.uk/reading/free-ebooks/ https://connect.collins.co.uk/school/MOATFARM1/Student/ https://www.purplemash.com/sch/moatfarm
	Phonics	<ul style="list-style-type: none"> • reading record book • resource packs • Home learning folder • Website phonic games • Letter and sounds • Purple Mash 	https://www.purplemash.com/sch/moatfarm
	Topic	<ul style="list-style-type: none"> • Oak National Academy • resource packs from the school website • Purple Mash • BBC bitesize • Cbeebies • Hungry little minds 	https://classroom.thenational.academy/ https://www.purplemash.com/sch/moatfarm https://www.bbc.co.uk/bitesize/this-terms-topics https://www.bbc.co.uk/tv/cbeebies https://hungrylittleminds.campaign.gov.uk/
Whole class isolation or whole school.	A mixture of live, recorded and set tasks will be provided each day.		

* the video learning sessions may not be facilitated by your child's class teacher if the teacher is off experiencing Covid symptoms and the reason for the bubble closure.

Providing feedback

Pupils can send any completed work to teachers via the class email address or their Purple Mash login. Alternatively, work that children complete on paper should be kept safe in their home learning folder/book and returned to school when safe to do so.