



All Saints' C of E Primary School

Title	Remote Learning Policy	Version	Draft 0.1
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Approved by	Steering Committee	Date	September 2020

'The All Saints' Way'

(Defined by our School Community)

Discovering God in the All Saints' Way

We work together as a team...

T aking risks!
E ncouraging learning
A chieving goals
M aking memories

School Bible Verse

(As chosen by our children)

The Lord says "I will guide you along the best pathway for your life. I will advise you and watch over you."

(Psalm 32 v8 NLT)

6 Key Christian Values

(As chosen by the children)

Hope, friendship, trust, forgiveness, thankfulness and peace

Related Documents

- i. All Saints' C of E Primary Safeguarding Policy
- ii. Safer Working Practices
- iii. Rewards and Sanctions Policy
- iv. Covid-19 Staff Handbook – September 2020
- v. Curriculum, Teaching, Learning and Assessment Policy

Links:

<https://www.mathletics.com/uk/>

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

<https://ttrockstars.com/>

<http://purplemash.com>

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

Terms and Definitions

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. As a church school, we celebrate the importance of the Christian faith, which guides us in everything we do. We also believe that by working together in the "*All Saints' way*", we can achieve amazing things.

Our motto is; Discovering God in...

THE ALL SAINTS' WAY

Working together as a...

Taking risks!

Encouraging learning

Achieving goals

Making memories

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't 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 fully close or only be open for set groups of children

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

Roles and responsibilities

Overall responsibility and direction of remote learning will be from the Co-Headteachers, supported by members of the Senior Leadership Team.

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. All Saints' will limit our remote learning communications and work to:

Weekly school newsletters, sent via Tapestry and also displayed on our whole school website: <https://allsaintsprimarymarple.co.uk/> under the Parents tab.

Most communication will come through the secure portal of your child's Tapestry account: tapestryjournal.com

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

All Saints' Primary School will provide remote learning (online and offline where needed) 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. All Saints' Primary School are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique, we appreciate that not all technology runs smoothly or is even accessible and because of this, should approach home learning in ways which suits their individual needs. If access to technology is an issue, then School will seek to support providing devices as appropriate either through Government schemes or temporary loaning of equipment.

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 most unusual of times.

Family (pupil/parent/guardian) role:

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. All Saints' Primary School would recommend that each 'school day' maintains structure.
- Each day by 7am learning in English, Maths and Topic will be posted on via Tapestry.
- A timetable will be set at the start of the isolation period for the week that families should view 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/team via a private message through your child's Tapestry account (rather than publicly) or asking for a particular member of staff to phone home (if possible/ at a mutually convenient time) to help explain the expectations. Again a message via Tapestry or if required an email to admin@allsaints-pri.stockport.sch.uk should help this to be arranged.
- Work that children complete at home should be kept safe, can be brought back to school when safe to do so, or can be photographed/filmed/scanned and uploaded onto Tapestry for their class team to access and comment on.
- To attempt to make use of the resources shared and also access subscribed sites such as; Purple Mash, Mathletics, TT Rock Stars- KS2: Reading Eggs, Reception and Y1: Reading Eggspress, Y2- Y6 tasks set.
- To access The Oak Academy live lessons of which there are over 10,000 videos you can search for what you are learning about will be promoted and signed posted to families alongside the videos still available on BBC Bitesize. In addition, the BBC televised programmes can be accessed at home.
- We would encourage parents to support their children's work, including finding an appropriate, quiet place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- We recommend 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. Please see the following link for ways to ensure your child stays safe on the Internet:

<http://www.allsaints-pri.stockport.sch.uk/stockport/primary/allsaints-pri/site/pages/parents/e-safety>.

Lessons on E Safety will be regularly set as part of our Safeguarding agenda. Parent Online Safety workshops will also take place throughout the year. (e.g. 11.2.21 & 20.4.21)

- 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 although, technology has a habit of letting us down once in a while. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available, such as printing packs of work or setting work via a different route.

- Pre-prepared packs (including exercise books, worksheets, workbooks, pens/pencils, reading books/novels) for all children not in school will be available for a socially-distanced collection as soon as it is possible to have printed.
- **Any videos shared by teachers are for the sole purpose for/ of 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 between and 12.20-1.00pm/ 3.30- 4.00pm if they are teaching in school.
- If a full lockdown situation occurs again, in addition to their in-school work with Critical Worker and eligible vulnerable pupils, teachers from All Saints' will continue to support children that are unable to attend through at least fortnightly phone calls, weekly class zooms and Tapestry communications.
- 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 (phoning the Co-Headteachers by 7am that morning).
- Teachers should plan lessons that are relevant to the curriculum focus and objectives for that year group and endeavour to replicate this through video clips and tasks for home learners (e.g. Wednesday Spelling test, class read, celebrations etc.).
- Teachers should create videos for key teaching points in English, Maths, Science and Topic and upload onto the Tapestry by 7:00am daily.
- Videos do not need to be at great length (ten minutes is the maximum length for upload on Tapestry). Loom is the key technology staff will use to create learning video clips.
- Videos should be checked 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, backgrounds, email contact, and professional boundaries).
- Any form of Livestreaming is not recommended. Two Zoom session will be set up at the start and end of the week (e.g. x2 a week) for a check in with children and for some positive teacher words if a class bubble is closed.
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
- To respond promptly to requests for support from families at home (within 24 hours). This should be done via Tapestry in the first instance and if necessary via a phone call.
- 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. Initially, KS2 staff will have buddies for Tapestry support from EYFS/ KSI.
- Teachers should continue to use resources pupils are familiar with, such as Purple Mash, Mathletics, TT Rockstars, Reading Eggs/ Eggspress and monitor weekly the performance of pupils and set appropriate challenges.

- Teachers will not be expected to mark a backlog of written work returned to school once a lockdown is over but will acknowledge great pieces of work (within 4-8 hours of it being returned) and will do so in the All Saints' way focusing on the positives. Ideally, in the current situation, feedback will be given through written feedback in the form of a note, or an audio / video message on Tapestry. We endeavour to give feedback for uploaded work/shared notes within 24 hours after it has been uploaded.
- Teachers will provide a 'Shout Out' Celebration each week during Zoom sessions, celebrating STAR efforts and achievements throughout the week.

Teaching Assistants

- 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. (phoning the Co-Headteachers by 7am that morning).
- Teaching assistants are responsible for: Supporting pupils with learning remotely via comments on Tapestry, making telephone calls and by completed directed tasks in collaboration with the teacher.
- Support with setting and preparing differentiated learning for children with SEND's, EHCP plans and those on SEND support plans.
- Support with the completion of child pen portraits and cohort action plans.
- 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.

Sharing personal data

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

Keeping devices secure

These tips are based on our policies on GDPR and remote learning. Talk to your GDPR Officers Mrs. Hallworth or Mrs. Noble for more help, or our IT technician Shiraz if you want to include details on how to put these measures in place. 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)

Keeping telephone numbers and sensitive information on registers etc. in a safe and secure place

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 is locked if left inactive for a period of time

Not sharing the 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.