



## Westfield Primary Community School

### Policy on

### Pupil Remote Learning

<b>Approved By:</b>	School Improvement
<b>Date:</b>	October 2020
<b>Review Date:</b>	October 2021

### ***Vision for Westfield***

*Together we strive to:*

***Inspire*** a love for our community through mutual respect, teamwork and the shared belief that anything is possible

***Create*** a learning culture which recognises potential, celebrates achievement and respects individuality

***Nurture*** strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

## **Remote Learning Policy** **Updated November 2020**

At Westfield Primary Community School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Remote Learning refers to the provision of work, teacher support, assessment and feedback from teaching staff to pupils in the event that lessons are unable to be delivered face-to-face. The purpose of this document is to ensure that the appropriate measures are in place to deliver high-quality learning to all pupils during periods of remote learning, whilst minimising disruption to their education and ensuring their safety and wellbeing.

This policy aims to:

- Ensure a consistent approach in the provision of remote learning
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Protect pupils from the risks associated with using devices connected to the internet.
- Provide appropriate guidelines for data protection
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

## **Remote Learning: A guide for parents and carers**

All pupils will continue to receive a high-quality education during periods of remote learning. It is compulsory, and essential, that they engage with the learning provided. We will set work which is well-planned, meaningful and covers a range of curriculum subjects. We will ensure the work provided aligns as closely as possible with in-school provision and will work with families to meet individual needs.

During periods of remote learning we will provide:

### **Early Years Foundation Stage and Year One**

#### **Resources**

During periods of remote learning, the children will be given a pack which will contain the following resources:

- A printed grid with learning activities
- A whiteboard, a pen and a rubber
- A set of numeral and shape cards
- Number lines
- Phonics cards



#### **Reading**

Access to reading books will be via Bug Club.

The logins will be in the front cover of your child's Reading Record.

#### **Communication**

Each Monday, the weekly learning will be uploaded onto Tapestry. This will be supported by additional links and videos posted throughout the week.

Parents and carers can upload photos; write messages and ask questions in the comments box on Tapestry. Wherever possible, teachers will respond to the children's learning throughout the school day.

### **Years Two, Three and Four**

#### **Resources**

During periods of remote learning, the children will be given a pack which will contain the following resources:

- A home learning writing book
- A blue reading folder with a reading record and reading book.

If an isolation were implemented overnight, members of staff would deliver your child's resources to you or they would be made available for collection.

#### **Online Resources**

The children will have access to:

- Bug Club (reading)
- Numbots
- Times Tables Rock Stars
- My Maths (maths activities)
- Google Classroom
- Reading Plus (Year 4)

## Communication

The children must access Google Classroom every day. A copy of the home learning plan for the day will be shared in Google Classroom. Wherever possible, teaching staff will check Google Classroom throughout the school day and post support for the lessons.

Where appropriate, school assemblies will also be shared on Google Classroom. In classes where multiple children are isolating, Zoom or Google Meet will be used to keep in touch with the children. The teachers will schedule meetings daily.

Technical support will be available for families where needed.

## Years Five and Six

### Resources

During periods of remote learning, the children will be given a pack which will contain the following resources:

- A home learning writing book
- A blue reading folder with a reading record and reading book.
- A Chromebook - subject to receipt of a signed Chromebook at Home Agreement (Appendix 1)

If an isolation were implemented overnight, members staff would deliver your child's resources to you or they would be made available for collection.

### Online Resources

The children will have access to:

- Reading Plus
- Bug Club (reading and spelling / grammar)
- Times Tables Rock Stars
- My Maths (maths activities)
- Google Classroom

## Communication

The children must access Google Classroom every day to access the home learning plan, support for their lessons and feedback on the work which has been shared via Google Drive.

Wherever possible, teaching staff will check Google Classroom throughout the school day and be available to answer queries.

Where appropriate, school assemblies will also be shared on Google Classroom. In classes where multiple children are isolating, Google Meet will be used to keep in touch with the children. The teachers will schedule meetings daily.

Technical support will be available for families where needed.

**All year groups:** pupils' work will be monitored through Google Classroom and Tapestry. It is expected that pupils bring the work completed in books or in their learning packs back to school on their return and/or they share their work via Google sharing.

### **Parents of children in different year groups**

We understand that some families may be managing the remote education of pupils in more than one year group and potentially working from home too. If challenges arise, staff will make adjustments to the work set to support the children in accessing their remote education.

### **Children with SEND**

Any child with SEND will have access to the same resources as detailed above, however teaching staff will make the same appropriate adaptations they would in class so the resources suit the needs of the child.

### **Digital Devices**

**In EYFS and Years 1, 2, 3 and 4:** the pupils will be required to use their own or family-owned equipment to access remote learning resources. If this is not available, where possible, school may loan Chromebooks to access the learning materials.

**In Years 5 and 6:** where needed, pupils will be able to loan a Chromebook subject to receipt of a signed Chromebook at Home Agreement (Appendix 1).

**All Year Groups:** technical support and maintenance for family-owned digital devices is the responsibility of the owner and not the school. We will not be able to provide internet access or anti-virus software for any digital devices that are not owned by the school

We will ensure that any school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections and allows for audio and visual material to be recorded or downloaded, where required. Access to the internet is not the responsibility of the school.

Wherever possible, children, who are vulnerable and do not have access to digital devices at home, will be loaned Chromebooks to support their remote education.

### **Safeguarding**

Westfield is committed to providing outstanding pastoral care, and this will continue during any period of school closure or remote learning. We will keep regular contact with parents/carers on the phone. The frequency of contact will vary according to pupil need and vulnerability, however, minimum contact will be weekly.

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

<https://www.westfieldprimary.co.uk/sites/default/files/uploads/media/files/safeguarding-and-child-protection-policy-oct-2018-stat.pdf>

## **Online safety**

This section of the policy will be enacted in conjunction with the school's Online Safety Policy which is available on the school website.

<https://www.westfieldprimary.co.uk/sites/default/files/uploads/media/files/safeguarding-and-child-protection-policy-oct-2018-stat.pdf>

During periods of remote learning, pupils will spend more time online. We strongly encourage all families to set age-appropriate parental controls on their digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. There is information on our school website which provides parents / carers with advice on online safety: <https://www.westfieldprimary.co.uk/parents/e-safety>.

Parents / carers can raise any concerns they have around online safety directly with the school.

To maintain robust safeguarding procedures, digital interactions will, wherever possible, be textual (via Tapestry / Google Classroom) and be visible to the other members of the class.

**When using video communication**, all staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

To provide support for pupils with SEND, smaller sessions or one-to-one sessions (with an appropriate adult to support the child) maybe be used but these must be approved by the SLT, in collaboration with the SENCO.

## **Audio Communication**

When using audio communication (e.g. phone calls), all staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.

## **Data protection**

This section of the policy will be enacted in conjunction with the school's School Information and Data Protection Policy.

<https://www.westfieldprimary.co.uk/sites/default/files/uploads/media/files/school-information-data-protection-policy-may-2019.pdf>

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times, including encrypted memory sticks and external hard drives.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Parents' and pupils' up-to-date contact details can be accessed via Integris during the period of remote learning; therefore, no paper copies of contact details will need to be taken off the school premises. Contacts obtained via Integris must only be accessed for the intended purpose and by secure password known only to the staff member

Phone calls can be made using a staff member's personal phone. To prevent their number being shared with parents / carers any calls must be preceded with the pre-fix '141'. Following the call, staff members have the responsibility to delete the call log from their phone.

## **Monitoring and review**

Due to the uncertain nature of Covid-19, this policy will be under constant review by all relevant stakeholders, with any changes needing the approval of the headteacher. Any changes to this policy will be communicated to all members of staff and other stakeholders.