



West End Primary School

Remote learning policy and procedure

Created September 2020 (BY)

Reviewed January 2021 (BY)

Details set out below are subject to change as the situation nationally and locally changes and to best suit the needs of our families at this time. Feedback from families is always welcome. The information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education.

West End school provide remote learning (online) for pupils who are not able to attend school so that all our pupils can continue to make good progress. Work will be set in line with the DFE expectations providing an average of 3 hours for KS1 children, less for EYFS, and 4 hours for KS2 children.

Each family is unique and should approach home learning in a way which suits their individual needs. However, we strongly advise establishing a timetable for learning at home and sticking to this: routines really benefit children. Each teacher will provide timetables ideas through their home-learning platform to support families.

Remote learning provision for partial school closure or full bubble closure:

We use a combination of the following approaches to teach pupils remotely which will mirror any learning activities taking place in school:

- four full lessons daily (covering English skills, maths skills and a wider curriculum subject) with video teach and task instruction with further independent tasks for children to complete
- additional core skill activities daily, these may be included in teaching videos or use school resources or websites to support delivery (eg Time Tables Rock Stars or Purple Mash)
- daily 'live' contact with the class teaching team for additional information regarding the key aspects of the day and to support learning
- daily 'live' drop- in sessions for support with learning
- weekly 'live' question and answer sessions with the class teaching team linking to learning across the week
- parents will also be informed of other ways to support home learning eg. CBBC, (9.00am to 12 noon) and PE with Joe (YouTube)

Where relevant paper workbooks will be delivered to children's homes linking with tasks set and the daily teaching sessions. If pupils have no access to online learning, we can provide families with devices to use and support with internet access. Parents will be asked to contact school if support is required.

If your child is unwell, they will not be expected to complete work tasks.

Remote learning provision for individual family isolation:

As soon as school are informed of a family isolation, parents will receive an email outlining the school's remote learning process for their child.

For the first 2 days, children will access learning tasks from their class webpage which cover English and maths core skills and wider curriculum tasks linked to the class topic.

On the evening of the second day, work will be posted for remote home learning based on the teaching that day from school, subsequent remote learning which will mirror any learning activities taking place in school the previous day:

- four full lessons daily (covering English skills, maths skills and a wider curriculum subject) with video teach and task instruction with further independent tasks for children to complete
- additional core skill activities daily, these may be included in teaching videos or use school resources or websites to support delivery (eg Time Tables Rock Stars or Purple Mash)
- daily 'live' drop-in sessions for support with learning from 11am-12noon
- parents will also be informed of other ways to support home learning eg. CBBC, (9.00am to 12 noon) and PE with Joe (YouTube)

Where relevant paper workbooks will be delivered to children's homes linking with tasks set and the daily teaching sessions. If pupils have no access to online learning, we can provide families with devices to use and support with internet access. Parents will be asked to contact school if support is required.

If your child is unwell, they will not be expected to complete work tasks.

When work will be set and marked:

We endeavour to set work by 5pm ready for the next day giving families time to look at tasks and prepare work as needed.

Delivery of tasks must suit families and their circumstances; it is fine for children to complete work early in the mornings, in the evening or at weekends to suit family circumstances.

Key focus tasks will be marked in detail with learning focus and areas to improve shared with children (children will be made aware of the day's focus task)

Additional submitted work will be commented on by the teaching team as promptly as possible.

In exceptional circumstances, alterations to the delivery and marking of work may be necessary (for example illness of staff members or internet connection issues).

How to contact us:

For general support regarding remote learning:
westendschool@westernprimary.org.uk or 0113 2582819

For support linking directly to a problem with a learning task:
Children of any age can access the daily 'live support' session 11-12 daily.
Message teachers directly through Google classrooms for Year 4-5 or Tapestry for Years R-3

How we will contact you:

School will closely monitor your child’s engagement with their remote learning, logging work submitted and live sessions attended. Where engagement is low, families will be contacted, and support offered.

Teaching teams will make contact with families on a regular basis via phone. However, if you have a concern, please contact the school rather than waiting for us to contact you.

Additional small group and 1:1 sessions over the phone or via virtual meetings will be offered for children where appropriate.

Regular parent mail messages will keep families informed of school wide news.

Google classrooms messages from the class team to children directly to support with class work.

Tapestry messages from the class team to parents and carers directly to support with work set and wider support as needed.

Safeguarding requirements:

Our school safeguarding policies will always be followed. These policies and amendments due to covid can be found in the policy section of the school website.

All parents and carers received detailed safeguarding instructions for the live school sessions. Any families not following these will not be permitted to take part in the session.

| Children will... | Parents / carers will... | Teachers will... |
|---|--|---|
| be appropriately dressed – uniform isn’t necessary, but we expect children to wear clothes that would be right for a nonuniform day at school, as a rough guide | be appropriately dressed – as should anyone else in the household | Be appropriately dressed |
| be in an appropriate room in their home without background noise (eg not a bedroom or bathroom). | be present in the room during the meeting, but not on the camera or part of the discussion | host the meeting in an appropriate location from school or home |
| remain stationary throughout the meeting (eg sitting at a table or on a chair). | ensure the name on the screen displayed makes it easy for the teachers to identify the child | ensure the meeting begin and end on time with identified children only in attendance |
| follow our school rules | use appropriate language at all times, even when their voice may be in the background of a meeting | remove any children from the call if their behaviour or the behaviour of a family member is inappropriate |
| not share the meeting link information with anyone else | | |

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| | not share the link to your child's meeting with anyone else | record the meeting or have an additional adult from school in attendance |
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Data protection:

Any staff members working from home will not have access to personal data on their device and will take appropriate steps to ensure their devices are secure. Staff members will only access information through our secure school systems when necessary. GDPR policy and procedures will be followed in the storage and sharing of information.

Behaviour, sanctions and rewards:

School will continue to follow the behaviour policy in terms of expectations of children when taking part in learning activities at home or in school and when allocating sanctions or rewards. We will continue to celebrate successes for all children both in school and at home. Weekly 'Wow' assemblies will take place for class groups where rewards for both learning and behaviour and attitude will be given. For remote learners, certificates and prizes will be delivered home.