ST MARGARET'S COLLIER STREET CE PRIMARY SCHOOL

REMOTE
LEARNING
OFFER

St. Margaret's Collier Street CE Primary School

Remote Learning Policy

The purpose of this policy is to outline how we will provide remote learning, should individuals, classes, bubbles or the whole school be required to isolate/close.

Background Information

The reality is, bringing remote learning into primary schools has been a huge technological leap. But we have built our capacity and we continue to evaluate and amend our remote learning offer. The aim of this policy is to summarise for staff and parents what they are expected to provide/should expect to access when children are required to learn remotely. There is now an expectation that children engage with the remote offer to the best of their ability and, just as when school is open, parents should contact the office to inform school if a child is unwell or otherwise unable to engage with remote learning.

The government have made providing remote learning a statutory requirement for schools and have issued guidance on what schools should provide. However, this guidance does not differentiate between different scenarios but it is important to say that quite obviously a teacher teaching their normal class and also supporting children at home is not going to be able to offer the same level of remote learning support as if all the children and teacher are at home.

There is an expectation that KS1 pupils will engage for up to 3 hours per day although less time for the youngest pupils in this age range and KS2 pupils will engage for up to 4 hours per day especially in upper KS2 where pupils can use their greater independence. Work has been organised for example using a PowerPoint each day which leads the pupil through the series of lessons and other activities so that all pupils can be as independent as possible.

Finally, staffing can be a big issue in a small school and the next page of this policy lays out our minimum offer of what we will provide in any scenario to meet our statutory obligations. We will strive to go beyond this as laid out in the policy. It must be said however, staff, children or parents cannot be expected to work if they are sick, and staff absence, either due to illness or because they are caring for dependents, may at times have an impact on what we are able to deliver 'above and beyond'.

St. Margaret's Core Remote Learning offer;

Minimum expected remote learning provision in all scenarios for all year groups. This meets our statutory requirements and also enables parents to access learning flexibly to fit around work/other commitments

Staff will:

- Upload the week's learning in English, Maths and topic/ RE/ Science to Google Classroom/Tapestry (in line with what children would be learning at school) each day. This will include resources from the Oak National Academy as well as teacher generated work sheets and tasks which take account of pupils needs. Other subjects from across the primary curriculum will also be uploaded from time to time.
- Include clear explanations of what children are expected to do each day.
  - In the Key-Stage 1 classes, parents will need to support children to access this learning whilst in KS2 teachers will aim to provide, as much as possible, learning that can be accessed more independently.
- Log on to Google Classroom daily to view work children have posted and provide feedback/encouragement.
- Respond daily to messages sent via Google Classroom.
- Where appropriate, assign activities on My Maths.
- If there is sufficient, provide laptops for families who have insufficient access although priority will be given to those pupils attending school so that they too can access the same remote learning offer.
- Provide worksheet packs for families who are unable to access remote learning. The office will explain when these packs can be collected. At that point, completed work cannot be left at the school. Class teachers will make contact with these families at least weekly.

Children, with the support of their parents, should;

- Log on to Google Classroom each day and complete the tasks set.
- Upload completed work to Google Classroom so that teachers can provide feedback and support.
- Contact teachers via Google Classroom with any questions.
- Undertake some physical activity each day when at home such as playing outside, using the PASS resources uploaded or an online 'workout'

Additionally;

- Parents are responsible for ensuring their children are safe online. Whilst we understand there are significant challenges for working parents, all primary school aged children will need some degree of support to access remote learning safely and effectively. More information about online safety can be found on the school website.
- Work packs will be provided to children who cannot access learning online. We will aim to provide resources within 24-48 hours of being informed that you cannot access learning online. Teachers will telephone these families at least once a week to speak to children and offer any required support.
- If the whole school are accessing remote learning, whole school worship will be delivered and can be accessed by using the link posted on Google Classroom. All children are invited.

In addition to this core offer, where possible, the school will aim to provide the following;

In scenario 1 – individual child/children at home, while the majority of children remain in school;

Key Stage One

Teachers will strive to further support children at home by providing links to videos such as White Rose Maths and providing regular activities on our other learning platforms including Tapestry for Russet Class.

In Key Stage Two

As core learning offer with the additional option of 'live' teaching in some subjects <u>if the teacher considers that the particular lesson content requires it</u>.

In order to ensure that live teaching is provided safely;

- Parents must support children in getting online, ensure that the technology is working and that children feel safe and comfortable. Parents should check on their child regularly.
- Children at home must keep their camera on and their microphone muted unless directed otherwise by the class teacher.
- The children in class will not be visible to children at home.

In scenarios 2 and 3 – whole classes/bubbles or the whole school, including staff, are at home.

In Key Stage One
As core learning offer with the addition of;

Teachers will provide some additional video content to support the activities posted on Google Classroom, either live or pre-recorded such as reading stories or explaining key lesson concepts.

Teachers will monitor Google Classroom and Tapestry throughout the day to provide support and feedback as quickly as possible.

In Key Stage Two

As core learning offer on page 2 with the addition of;

As core learning offer with the additional option of 'live' teaching in some subjects <u>if the teacher considers that the particular lesson content requires it</u>.

Teachers will monitor Google Classroom throughout the day to provide support and feedback as quickly as possible.

In order to ensure that live teaching is provided safely;

- Parents must support children in getting online, ensure that the technology is working and that children feel safe and comfortable. Parents should check on their child regularly.
- Children at home must keep their camera on and their microphone muted unless directed otherwise by the class teacher.

- Teachers and parents/children must ensure that they are appropriately dressed, that they are in a quiet area where they will not be interrupted and that their background is suitable. One parent may support a child with online learning but multiple family members/siblings from other schools should not be viewing live lessons.
- If teachers have any safeguarding concerns during a live stream they will inform the designated safeguarding lead by e-mailing office@collier-street.kent.sch.uk
- Where possible two members of staff should be present during live teaching (ie. Teacher and TA), alternatively the session should be recorded.

Further Support in all scenarios

Safeguarding

The class teacher will telephone parents weekly whose children are not accessing any form of remote learning to see if we can provide any further help.

SEN support

Ms Findlay can be contacted via email office@collier-street.kent.sch.uk to support with any SEN or wellbeing concerns. If concerns have been raised by the class teacher, she will telephone the children on the SEN register who are learning remotely each week to see if there is any further support required.

Office support

Please contact office@collier-street.kent.sch.uk if you need support accessing free school meals vouchers.

In consultation with class teachers, Mrs Bentley will organise the distribution of workbooks for those children who cannot access learning online.

Any further support

If you are have any problems with the above, have any questions or need any support, or if you need to inform us of a positive coronavirus test contact the school office by e-mail.

More help and advice is available on our website; www.collier-street.kent.sch.uk

Privacy and data security

Processing personal data
Staff members may need to collect and/or share personal data such as email addressesas part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure
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)

- Making sure the device locks 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