

# Remote Education Policy

## Castledyke Primary School

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Author	Mrs Potterton

## Aims

This policy will tell you about what you can expect from us should your child/family be isolating or in the event of a school closure due to Covid-19.

The main aims of remote learning at Castledyke Primary are to:

- keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes
- maintain a regular and familiar routine and structure
- ensure regular contact with all children and families.
- 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.
- Provide a minimum of 3 hours' education daily

## Who is the policy applicable to?

This policy is for any child who is self-isolating because of Covid-19 or is not in school due to national lockdown.

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- a continuous, dry cough
- a high temperature above 37.8°C
- a loss of, or change to, their sense of smell or taste
- have had access to a test and this has returned a positive result for Covid-19
- or have been informed that they have to self-isolate (test and trace)

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

Castledyke Primary School will provide remote learning (online and paper based) for pupils who are not able to attend school so that no-one falls 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. Castledyke Primary School are fully aware that these are exceptional times and would like to make it clear that the completion of as much work as possible is recommended and that this document seeks to inform and guide families. Each family is unique and because of this, should approach home learning in way which suits their individual needs. We have listened to the barriers you face which is why the learning will be a combination of online and paper based learning. Should you need help with the loan of equipment, please contact the school office.

The work completed by children will go towards their end of term assessments.

Our offer

<p>Child or a family member has Covid-19 symptoms and are awaiting test results or a family member has a positive test and child is self-isolating (Reception to Year 6).</p>	<ul style="list-style-type: none"> <li>- If the child is poorly or family members are we recognise this may mean home learning will be the last thing on minds. Health should always be put first. Some pupils may be only off for 1-3 days awaiting results.</li> <li>- We will post a pack of learning activities on Class Dojo that are relevant to the child, enough for 10 school days of learning.</li> <li>- If the child/family are well enough for home learning, we ask they try to do these. Where possible we will try to match what is happening in the classroom.</li> <li>- online learning opportunities, including the Oak National Academy and BBC Bitesize are useful for parents.</li> <li>- Reading Plus for KS2</li> <li>- TT rock stars KS2</li> <li>- My Maths KS2</li>   <li>- Teachers will keep in touch by phone once a week if they have not had any contact. Parents can contact teachers through Class Dojo and they will respond as soon as they can</li> </ul>
<p>Nursery or reception child's bubble at school are isolating for 10-14 days or school is locked down.</p> <p><i>Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</i></p>	<ul style="list-style-type: none"> <li>- Videos will be sent via Dojo for maths and phonics activities</li> <li>- Staff will contact parents through Dojo to give additional activities that cover the Early year's curriculum</li> <li>- Letter and number formation activities will be sent via Dojo</li> </ul>
<p>Year 1 to 6 child's bubble at school are isolating for 10-14 days or school is locked down.</p> <p><i>Please be advised School will only isolate class</i></p>	<ul style="list-style-type: none"> <li>- Comprehensive home learning will be available for children and will be sent through class Dojo</li> <li>- This will be provided for every school either every day or every 2 days and tasks set each day will include: <ul style="list-style-type: none"> <li>- an English lesson every school day</li> <li>- a Maths lesson every school day</li> </ul> </li> </ul>

<p><i>bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</i></p>	<ul style="list-style-type: none"> <li>- additional lessons from the foundation subjects from the National curriculum</li> <li>- The school website 'Home Learning' page (in Children section) also has links to online learning opportunities, including the Oak National Academy and BBC Bitesize.</li> <li>- Teachers will keep in touch by phone once a week if they have had no contact that week. They can keep in daily contact with parents through Dojo</li> <li>- Where appropriate recordings of a new concept, which have been checked and edited, will be posted on Dojo.</li> </ul>
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We have made our home learning a combination of paper based and technology based, following good practice guides from the Department for Education. This avoids the physical need for contact with school as frequently and to avoid printing lots of sheets. Exercise books have been provided for children to do their work in so there is no need to print items off. Work can then be photographed and uploaded through the profile function on class dojo.

For those pupils and families that do not have internet access, school must be informed so the class teacher can support the pupil.

We will try and accommodate all students, including children with SEN or those who are more vulnerable, and take into account different levels of learning. Teachers are not expected to provide bespoke individual lessons for pupils.

For those families at home and completing learning who may need support, the class Dojo allows feedback and there is also the option of messaging the class teacher. Teachers will give children feedback for work they have completed, at a time that is convenient and manageable.

### **Reading**

We ask that whilst the children are not at school that an adult reads with their child every day. Children can access plenty of books online and from home. KS2 have their own log ins for Reading Plus. It is really beneficial for adults to read to their children as children learn from your expressions and listening to new vocabulary. Asking questions about what you have read to them will improve their comprehension skills.

### **Flexibility of learning**

Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

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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 their young people at different times
- teachers may be trying to manage their home situation and the learning of their own children
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work and encouraging good levels of concentration. Bearing in mind the need for flexibility, no deadlines will be set. Children and parents should consider the arrangements as set out in this policy as highly recommended.

If you do not have access to technology and you need to loan a laptop from school, please contact us and sign the agreement form.

Taking care of our own physical and mental health as teachers is absolutely as crucial at this time as it is for our children and their carers. Teachers may be teaching in the class and planning for home learning for children who may not be in school. This plan supports the workload of our teaching staff so it is manageable for all parties. Please understand that this means a teacher may not be able to immediately answer your query on Dojo but will get back to you as soon as they can.

### **Where can home learning be found?**

All home learning is available on class Dojo and is set by the individual teachers for your child.

### **Children and online safety**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding & Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching videos should follow the same principles as set out in the school's code of conduct. Videos sent will have been pre-recorded. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Because you will be using your home network for accessing the internet, it is parents' and carers' responsibility to ensure parental settings are enabled to prevent children accessing inappropriate websites or content.

When delivering virtual lessons / recordings, especially where webcams are involved, the following protocols must be adhered to by staff, children and parents:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers that staff use should be in appropriate areas, for example, not in bedrooms and have a plain background with no personal items in view.
- The live teaching should be recorded so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate.
- Staff must only use platforms provided by school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Parents must not screenshot or copy any information or messages to share on social media or any other platform. If parents have an issue they must contact the teacher or Headteacher.

### **Reporting concerns**

Parents and carers can raise any safeguarding concerns in relation to remote online education to either the class teacher or Mrs Potterton using the school telephone number or by emailing [admin.castledyke@northlincs.gov.uk](mailto:admin.castledyke@northlincs.gov.uk).

If staff have concerns they should report it using the usual method to the Designated Safeguarding Lead, Mrs Potterton, using CPOMs to record the concern.