



Lakeside Community Primary School – Blended/Remote Learning Policy 2020

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1. 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning for a class bubble closure or national lockdown, teachers must be available between 9.00 am and 3.15 pm (unless they are the person who has tested positive).

When providing remote learning for a pupil/small group of pupils who are self-isolating, teachers will be available in working hours when they are not teaching - i.e. 8-8:30am & 3.30-4pm – to answer any questions sent on Google Classroom, or to answer any emails sent to the class email address

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.

When providing remote learning for a class bubble closure, teachers are responsible for:

Online offer:

- Each class will have a class page set up on Google Classroom
- The page will be populated with online activities linked to English (writing) and Maths.
- Each day the child needs to be able to access:
- 1 x Maths activity – White Rose/Oak National Academy for Key Stage 1 and 2/Other for EYFS. The same topic from the medium term plans that are being taught in school that week. Learning will be uploaded to Google Classroom
- For KS2 – 2 x English activities (reading and writing) – in Key Stage 2 this will be a narrated PowerPoint with an activity. The same topic from the medium term plans. Writing learning will be uploaded to Google Classroom and Reading learning will be set on Purple Mash
- For EYFS & KS1 – a daily phonics lesson which will either be: using a Twinkl Phonics PowerPoint, uploading a video of the teacher pronouncing the sound with a learning activity to follow, a Mr Mc video, or similar. A daily writing piece of learning, this will be a narrated PowerPoint with an activity and a weekly reading learning activity set on Purple Mash.
- Weekly spellings
- 1 x foundation activity – from the medium term plan learning block that is being taught in school that week. Learning will be uploaded to Google Classroom

- There will always be an activity for the children to complete and submit for each lesson, every day. Children will be asked to: submit their work on Google Classroom, upload a picture of their work on Google Classroom, or submit their learning on Purple Mash
- The class teacher, or teaching assistant, will provide 'HELP' feedback on all pieces of learning submitted via Google Classroom
- Alongside the three planned sessions of learning, teachers will also be expected to set children additional revision based learning on Purple Mash and TTRockstars.
- 'Teacher-time' –If an **individual child is isolating**, they will be offered a weekly communication with the Teacher. This will take the form of a phone conversation using the school phone
- 'Teacher-time' – after October half term, if a **whole bubble is isolating**, this will take the form of a 1 x weekly 30 minutes 'Google-meet' session with the Teacher, Teaching Assistant and a small group of no less than 3 and no more than 6 children. All online safety and safeguarding rules and guidelines within the Remote learning policy must be adhered to. This will only be possible if **TWO** members of staff are present on the video call. Teachers will send an invite, via Google Classroom, to children with a date and time for their well-being session. If either the class teacher, or teaching assistant are ill, another staff member will be present on the call

Paper offer:

- A weekly pack of paper worksheets/text books/activities will be provided for English, Maths and the Foundation learning block. Enough for one lesson each day.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances a member of staff will deliver it to the household.
- The work will be returned when the next pack is collected and, using the HELP marking policy, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family – either through email, from the class support email account, or a phone call once each week to check in and see if everyone is ok with the remote learning

When providing remote learning for the self-isolation of a pupil/small group of pupils, teachers are responsible for:

Online offer:

- Each class will have a class page set up on Google Classroom
- The page will be populated with online activities linked to English (writing) and Maths.
- Each day the child needs to be able to access:
- 1 x Maths activity – White Rose/Oak National Academy for Key Stage 1 and 2/Other for EYFS. The same topic from the medium term plans that are being taught in school that week. Learning will be uploaded to Google Classroom

- For KS2 – 2 x English activities (reading and writing) – in Key Stage 2 this will be a narrated PowerPoint with an activity. The same topic from the medium term plans. Writing learning will be uploaded to Google Classroom and Reading learning will be set on Purple Mash
- For EYFS & KS1 – a daily phonics lesson which will either be: using a Twinkl Phonics PowerPoint, uploading a video of the teacher pronouncing the sound with a learning activity to follow, a Mr Mc video, or similar. A daily writing piece of learning, this will be a narrated PowerPoint with an activity and a weekly reading learning activity set on Purple Mash.
- 1 x foundation activity – from the medium term plan learning block that is being taught in school that week. Learning will be uploaded to Google Classroom
- Weekly spellings
- There will always be an activity for the children to complete and submit for each lesson, every day. Children will be asked to: submit their work on Google Classroom, upload a picture of their work on Google Classroom, or submit their learning on Purple Mash
- During the self-isolation period, the class teacher will contact the family via a phone call once each week to check in and see if everyone is ok with the remote learning and offer support if/where needed.

Paper offer:

- A weekly pack of paper worksheets/text books/activities will be provided for English, Maths and the Foundation learning block. Enough for one lesson each day.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances we will deliver it to the household.
- The work can be returned when the next pack is collected and, using the HELP marking policy, feedback will be given.
- **You must use PPE when handling this work – a minimum of gloves is required.**
- Again, during the self-isolation period, the class teacher will contact the child/ren via a weekly phone call and see if everyone is ok with the remote learning and the child/ren.

Attending 'Teacher time' virtual meetings with pupils and parents:

- All staff will be expected to be mindful of their dress code- the same expectations as in-school apply
- Staff will need to be aware of locations where they hold their virtual meetings and should blur/change the background when possible
- When any virtual face to face sessions have been concluded, the members of staff leading the meet must be the last person online. Once all pupils have left the room the teacher must delete the chat and link.

Teachers can refer to their Acceptable User Policy (AUP) for acceptable communication advice when in contact with families.

In the event of a national lockdown, where teachers may be on a rota to work in school with key worker or vulnerable children as well as prepare remote learning, daily PPA time (of at least an hour) will be allocated to ensure they can still adequately provide remote learning.

In the event that the teacher is ill and therefore unable to provide remote learning the Headteacher, Deputy Headteacher or other senior leader will ensure the provision is met.

2.2 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

2.3 SENDCo

Alongside any teaching responsibilities, the SENDCo is responsible for:

- Ensuring all children with an EHCP or identified additional needs has appropriate provision for remote learning.
- Liaising with parents of SEND children to ensure they are supported in remote learning.
- Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.

- See the COVID-19 amendments to the Child Protection Policy

2.6 Pupils and parents

Online learning will be offered to pupils in one of four scenarios:

- A child tests positive and must isolate for 14 days
- A member of the child's household tests positive and the child must isolate for 14 days
- After 5 days, the child, or member of household, who is displaying symptoms, has been unable to get a test and must isolate for 14 days
- When we close a class bubble for 14 days due to a positive case, or we have a Tier 4 National lockdown resulting in the school being closed for all pupils except key work and vulnerable children

If a child is off for less than 5 days, they should read daily, practice their spellings, access TT Rockstars and complete learning on Purple and Serial Mash.

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to any deadline set by teachers
- Seek help if they need it, from teachers or a member of the senior leadership team
- Alert teachers if they're not able to complete work
- Adhere to Online Safety guidelines
- Staff can expect parents with children learning remotely to:
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

When learning is set on Google Classroom, children will be expected to complete their learning either directly on Google Classroom, or in the school book provided and upload a picture to Google Classroom. Children should **ONLY** use their book if they are isolating, or school is closed. Within their book, children will have their TT Rockstars, Purple Mash and Google Classroom log in. Year group email address will **ONLY** be monitored what a child/ren, or a bubble is not attending school.

2.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

2.8 Teaching assistants

Teaching assistants will assist the class teacher with remote learning in any way that the class teacher sees fit. Teaching assistants should be guided by the class teacher which children they will need to support and how, for which learning they are to support particular children and which time they will need to do this. When assisting with remote learning, teaching assistants must be available between 8:45 and 3:15 (or contracted hours).

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.

2.9 Behaviour

It will be expected that all children will engage with learning if they are absent from school for more than 5 days. If this is the case the following rewards will be given upon children returning to school:

- Maths superstar
- Reading superstar
- Writing superstar
- Foundation subjects superstar
- All round effort superstar

If it is the case whereby a child is healthy, but is not engaging with learning, the following process will be followed:

- Step One – After 2 days, a message will be sent to the child via Google Classroom and Purple Mash
- Step Two – After 3 days, the class teacher will telephone parents/guardians
- Step Three – After 5 days, a member of the Senior Leadership Team will telephone parents/guardians
- Step Four – Non-engagement will be officially recorded (on SIMS)

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to Headteacher and Deputy Headteacher
- Issues with IT – talk to Computing lead or Staffs Teach
- Issues with their own workload or wellbeing – Headteacher and Deputy Headteacher

- Concerns about data protection – Headteacher and Deputy Headteacher
- Concerns about safeguarding – Headteacher and Deputy Headteacher

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use an encrypted memory stick
- Only use laptops provided by school

4.2 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)
- Ensuring that any hard drives are 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 locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

- COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.
- This policy is available on our website.
- Staff should ensure that for any video calls, at least TWO members of staff are present, they are the last to leave the call & any chat is deleted.
- When calling children, staff should ensure that a parent/guardian is present by asking to speak to them, ask for the call to be on loud speaking & at the end of the call, inform parents/guardians that the call is ending.
- Any safeguarding issues should be reported directly to the DSL, or Deputy DSL via childprotection@lakeside.staffs.sch.uk or by calling them directly.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher.

At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding including Child Protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy



Neil Rose

Lakeside Chair of Governors 01/10/2020

Review: End of each term during COVID-19