



# St. Andrew's CEVA Primary School

## Remote Learning Policy

At St. Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the remote learning policy where appropriate.

### 1 Who is the policy applicable to?

This policy is applicable to:

- Any pupils who are unable to access learning through a normal school day because the school is closed to all pupils.
- Any pupils who are self-isolating away from school because they have been in direct contact with someone who is COVID-19 positive.
- All staff who provide remote learning either from school or home.

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

This policy outlines expectations for class group bubble or partial school closure, as well as individuals who are required to self-isolate for 14 days. Individual pupils who are isolating due to health issues (based on government advice) and choose not to return to school when it opens as normal, will be supported on a case by case basis.

### 2 Specific Aims

- To outline our approach for pupils who will not be attending school, as a result of government guidance or the closure of the school/year group bubble;
- To outline our expectations for staff that will not be attending school due school closure and are able to work from home or are self-isolating but are otherwise fit and healthy and able to continue supporting with the teaching, assessing and planning for pupils.

### 3 A flexible approach

The governors and senior leadership team at St. Andrew's CEVA Primary School are fully aware that these are unprecedented times and each family is unique, and as such will need to approach remote learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning 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 young people studying towards GCSE/A Level accreditation.

If families need further support or access to IT equipment, they are encouraged to contact the school office on 01604 406486 or by emailing, [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)

### 4 Remote learning for pupils

St. Andrew's CEVA Primary School will provide appropriate remote learning for pupils who are not able to attend school in the event of a year group bubble closure, partial or full school closure or in the event of individuals needing to self-isolate.

If a child is unable to access Google Classroom (Tapestry in Year R) at home, parents should contact the school office on 01604 406486 or by emailing, [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk) to see how the school can help

with this. If the child has no access to IT, 'paper packs' of the work set will be made available for collection at the school office or will be posted to any families unable to collect work.

## 5 Expectations of staff

If there is a partial or full school closure, teachers may work from home to plan lessons that link to the curriculum focus for that year group/class, setting tasks and giving feedback through Google Classroom.

If an individual is isolating, staff will ensure that there is work set on Google Classroom and that the individual has a 'paper pack' if unable to access IT. The work provided will be in line with the learning that would have taken place in the classroom if the child was present.

If children are unable to access the internet or use Google Classroom effectively, teachers will provide Home Learning Packs, which will consist of at least 4 pieces of work per day put in a plastic wallet for a member of the household to collect. This pack may have a full week of work collated to reduce visits to school.

If a child has not logged onto Google Classroom or has not had a Home Learning Pack collected for them, a telephone call will be made to the parent to ascertain the reasons why their child is not accessing remote learning. If necessary, a Home Learning Pack will be sent to the child's home on a regular basis. This is particularly relevant if a family is self-isolating.

### Google Classroom

All parents will have been emailed account details for their child/ren to access Google Classroom.

Google Classroom is where information and correspondence can be sent confidentially between pupils and teacher. Office staff will make sure all pupils have access to their Google Classroom logins by emailing the details to parents on the first day of self-isolation.

Teachers will prepare resources for uploading to Google Classroom. Where possible the work prepared will not require children to print out resources but for them to submit the work through Google Classroom. It will be the responsibility of families to print/use any additional resources at home (or contact the school to ask for a Home Learning Pack). Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via Google Classroom (making a comment in the child's assignment box which is then submitted to the class teacher), telephoning the school office on 01604 406486 or emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)

Online resources will be provided in line with the learning that would have taken place in the classroom if the child was present. This will ensure that children can continue to access the relevant curriculum for their year and keep up. The English, Maths and other subjects will be in line with the schools' agreed programmes and processes such as Sound Write phonics, Talk for Writing, Power Maths and the Edison Connected Curriculum. Teachers will provide adapted learning resources for children with additional learning needs, just as they would in school. This learning will be primarily delivered through Google Classroom which will enable teachers to set and feedback on work completed and submitted from home. We will also make use of suitable online learning resources that can be accessed from Google Classroom.

Children in Years 3 to 6 who can access to Google Classroom, will not need a Home Learning Pack as well. The teachers will manage the online learning via Google Classroom during each school day. Class teachers and/or teaching assistants (TA) will be available to provide pupils with feedback and respond to submitted work or comments during the school day between 8:45am and 3:20pm on weekdays. Any work or comments submitted after the school day will not be responded to until the following working day. Children need to do the work set for the correct day and ensure that they submit the work on the same day. If children submit work after the date the work was set, this work may not be marked. Teachers need to use their discretion regarding work submitted late in order to avoid discouraging children who are struggling to engage with the remote learning. The children can log on any time from 8:00am each school day to access their first work assignment.

Government guidelines suggest that the amount of remote education provided should be, as a minimum:

Key Stage 1: 3 hours a day on average across the cohort, with less for younger children (Year R)

Key Stage 2: 4 hours a day

Children working at home should take a short break in between work activities. For younger children, this period of time will be much shorter. With St. Andrew's Google Classroom, each child should be able to access at least 4 pieces of work consisting of English, Phonics (Years R to 3), Fast Spellings (Years 1 to 6), Maths, Fast Maths (Years 2 to 6) and at least one other subject along with a reading/listening activity (this may be in the form of an audio story/book), and a range of ideas for practical tasks to do at home. The children should also access the Collective Worship for each day and Joe Wicks, physical education workouts.

If the school is closed to all pupils and running an Emergency Childcare Provision, pupils in this will access the Google Classroom learning at school.

Children can also access Google Classroom using an Xbox or PlayStation. These are easier to use if they have a keyboard to plug in.

### **Xbox**

1. Plug a keyboard into the Xbox USB slot.
2. Go to my games and apps.
3. Find and select Microsoft Edge.
4. Navigate to your online learning platform.

### **PlayStation**

1. Identify the PlayStation internet browser icon (WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go to applications and you will find the internet browser.
5. Navigate to your online learning platform and log in as usual.

### **Home Learning Packs**

These are for all children who cannot access Google Classroom properly or do not have internet access at home and also for all children in Years R to 2, who may benefit from having a Home Learning Pack to use alongside the Google Classroom work. The teachers will organise the Home Learning Packs to be collected from the Main Entrance. It is expected that any completed work from the previous Home Learning Packs **with the child's name clearly written on it** will be returned to school before picking up a new pack of work. The teachers will quarantine the packs that have been returned and then check how child/ren have managed the work at home. Each Home Learning Pack should contain at least 4 pieces of work per day consisting of English, Phonics (Years R to 3), Maths, and at least one other subject along with a range of ideas for practical tasks to do at home. If access to the internet is possible (but not Google Classroom) a programme of physical education can be completed by following Joe Wicks each school day.

### **Phone Calls**

The school will aim make phone calls to all children working remotely at home each week in order to check on their wellbeing and how the children are feeling about their home learning and offer support where possible. Calls home will be made by the class teacher **between 9am and 3.20pm** on the days above, and where possible following the same timetable each week that the child is not in school. If the teacher is unable to get through on their first attempt, they will try one more time later on in the day. Unfortunately, the teachers will not have time to make more than two attempts at calling so it is important that you look out for calls on your child's allocated day. If the class teacher is absent, another member of staff will telephone instead.

## **6 Family (pupil/parents/carers)**

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Andrew's CEVA Primary School recommends that each 'school day' maintains structure and includes learning from different curriculum areas, including physical exercise (PE).
- If a class bubble is isolated whilst the children are at school, the children will be sent home with their reading book and a home learning book; this is so that work that children complete at home can be kept safe and can be brought back to school when safe to do so.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via Google Classroom (making a comment in the child's assignment box which is then submitted to the class teacher), telephoning the school office on 01604 406486 or emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)
- We encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on Google Classroom but the school cannot guarantee that Google Classroom and directed chosen online resources from Google Classroom will work on all devices. Should accessing work be an issue or technical issues arise, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work). These will be discussed on case-by-case basis.

## 7 Remote Teaching for staff who are self-isolating

Staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- It is expected that staff get tested if they believe they have COVID-19 symptoms. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- If self-isolating but do not have any COVID-19 symptoms, staff will be given directed tasks relevant to their role.
- If unwell themselves, staff duties will be covered by another staff member.
- Communication and planning during this time will not be undertaken until the member of staff is fit to work.

## 8 Safeguarding & Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. National Online Safety Agency Top Tips For Parents are available through the following link:

<https://nationalonlinesafety.com/guides/what-parents-need-to-know-about-online-content-10-tips-to-keep-your-children-safe-online>

Online safety concerns should still be reported to the school's Designated Safeguarding Lead as normal. Parents can do this by emailing [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk)

*"Take my instruction instead of silver, and knowledge rather than choice gold,"*  
**Proverbs 8:10**

**Reviewed:** January 2021

**Review date:** September 2021