Active Learning Trust

Westwood & Grove Primary School

Remote Learning Policy

February 2022

Statement of intent

At Westwood Primary School & Grove Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

● Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
● Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support
● Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning. ● Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of remote learning platforms.
● Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

Safeguarding
At Westwood Primary School & Grove Primary School, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools Code of Conduct for Adults.
Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Westwood Primary School & Grove Primary School. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable (e.g not in a bedroom area)

All communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom/ Microsoft Teams only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Leads by emailing the school office with brief details:
Westwood Primary School: Mrs Dawn Williams - office@westwoodprimary.org
Grove Primary School: Mrs Anna Ball – office@groveprimaryschool.org

Philosophy

Westwood Primary School & Grove Primary School are committed to working in close partnership with families and recognise each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#) and offers remote learning opportunities for all children. We acknowledge that some households have limited access to devices and will require hard-copies of work and resources. Westwood Primary School & Grove Primary School will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to Covid related reasons, these include:

1. INDIVIDUAL - A child who is absent because they are; displaying COVID symptoms, awaiting COVID test results, has covid, is required to self-isolate
2. PARTIAL CLOSURE - A child's whole bubble is has had to close due to an outbreak or because staffing levels have fallen to a level where is is not safe for children to attend.
3. FULL CLOSURE - The school is closed to all pupils as part of government wider lockdown measures.

Response Level	Remote Learning Offer	Safeguarding	Free School Meals
1. School response when a child is absent because they are; displaying COVID symptoms, awaiting COVID test results, have COVID or are part of a household which is required to self isolate.	Class teachers will upload video lessons from Oak Academy. These will be accessible via Google Classroom. Teacher's may also add further work such as spellings. These will be placed on Google Classroom. A laptop can be provided for the pupil to use at home if needed. Pupils can access Epic Reading to continue with reading at home. My Maths, TTRS, Phonics Play, Developing Experts, etc are also available.	Designated Safeguarding Lead to make contact on the telephone with the pupil every 2 days in order to check in on wellbeing and home learning. Any concerns to be shared with SLT and recorded on MyConcern.	Current guidance states that a local arrangement is to be made for any child who is entitled to free school meals. This may be a weekly voucher or a weekly hamper. This may

Partial closure of school. E.g. A child's whole bubble/class is closed .	Teachers will be working from home to prepare lessons that will be delivered remotely, as set out in a Remote Learning Timetable, via Google Classroom for the majority of pupils. The offer will include a daily timetable and where possible Live lessons throughout the school day. If not possible. Links for learning from Oak Academy will be posted on Google Classroom. Laptops for home use can be provided if needed. Provision for the children of critical workers and vulnerable children may or may not be caterd for depending on staffing levels etc.	Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on MyConcern along with the follow up action/resolution.	be collected by the parent from the main school office if they are able to do so or a doorstep

Full Closure of School e.g. Government Lockdown	Live Daily lessons will be available on Google Classroom by 8.30am each day.	Pass concerns to Key Stage Lead where they are ongoing and unresolved by intervention via the class teacher/ class teaching assistant.	delivery for those isolating.
	Teachers and Teaching Assistants will be available online via the Google Classroom stream and email to support pupils with their remote learning and to respond to questions from children and or parents.		
	Teachers will provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, by the end of each day via Google Classroom. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.	Significant safeguarding concerns should be reported to the DSL/ DDSL.	
	Feedback will be given by Friday at 3pm each week on all other subjects in the remote learning timetable.		
	If there is a concern around the engagement of a pupil, teachers will ask teaching assistants to make contact with parents to raise concern and offer support.		
	Laptops will be provided for those who need them.		
	Children of critical workers and vulnerable children will be invited to attend face to face porvision on shcool site.		

Roles and Responsibilities when a whole class or bubble is closed and children are at home

Teachers will:
- Be provided with a Google Chromebook/Laptop/Tablet for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class. ●
- Have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Where they are 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 Westwood Primary School & Grove Primary School staff absence procedures.
- Be expected to be available for their full normal contact hours with core online learning

activities taking place between 8.30am- 12pm and 1pm-3pm on each of their normal working days.

- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, at the end of each day via Google Classroom. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.
- Give feedback by Friday at 3pm each week on all other subjects in the remote learning timetable.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Leads (DSL) [Mrs Dawn Williams & Mrs Anna Ball] or Deputy DSLs [Mrs Rae Aldous, Mrs Lauraine Barnes, Mrs Sarah Ross, Mr Joshua Wilkes, Ms Louise Creed & Mrs Kelly Hough].

Teaching Assistants will:
- Be provided with a Google Chromebook/Laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Be expected to be available for their normal contracted working hours with core online learning activities usually taking place between 8.30am- 12pm and 1pm-3pm on their working days to respond to questions from children and or parents via the Google Classroom stream.
- Where they are unable to work for any reason during this time, for example due to sickness absence, report this using the normal Westwood Primary School & Grove Primary School staff absence procedures.
- Join and support the teacher in the Google Meet check in sessions daily with pupils from the class
- Support the preparation of lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and record on My Concern, as directed by the class teacher.
- Update the Central Record for usernames, logins and passwords - when appropriate.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Leads (DSL) [Mrs Dawn Williams & Mrs Anna Ball] or Deputy DSLs [Mrs Rae Aldous, Mrs Lauraine Barnes, Mrs Sarah Ross, Mr Joshua Wilkes, Ms Louise Creed & Mrs Kelly Hough].

Senior/Phase Leaders will:
- Be responsible for coordinating our Remote Learning offer including daily monitoring of engagement.
- Where a teacher or teaching assistant is absent , liaise with the phase team to ensure continuation of appropriate provision is made for the class.
- Monitor and quality assure the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
  Liaise with the Designated Safeguarding Leads (DSL) [Mrs Dawn Williams & Mrs Anna Ball] or Deputy DSLs [Mrs Rae Aldous, Mrs Lauraine Barnes, Mrs Sarah Ross, Mr Joshua Wilkes, Ms Louise Creed & Mrs Kelly Hough] regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

Virtual School Leader will:
- Maintain and update the main Westwood Primary School & Grove Primary School Central Logins and passwords for Google Classroom and ensure the Central Record is kept updated.
- Issue new passwords to pupils in the event that a child locks their Google account.
- Manage access to class accounts in the event that a teacher is off sick or has locked their account.

IT Support team Local / ALT Central will:
- Fix issues with systems used to set and collect work
- Help staff with any technical issues they are experiencing
- Review the security of remote learning systems and flag any data protection breaches to the data protection officer
- Assist pupils and parents with accessing the internet or devices

SENDCO will:
- Liaise with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Liaise with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaise with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

Designated Safeguarding Leaders will:
- • Manage and deal with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

School Business Manager will:
- Ensure value for money when arranging the procurement (under£1000) of equipment or technology or working with Trust Procurement lead in alignment with Trust policy and advice.
- Ensure that Westwood Primary School & Grove Primary School have adequate insurance to cover all remote working arrangements as covered by RPA.

Pupils will:
- • Complete work to the deadline set by teachers
- • Seek help if they need it, from teachers via email in the first instance.
- • Alert teachers via email - if they're not able to complete work

Parents will:
- Make the school aware if their child is sick or otherwise can't complete work using the school office phone number:
  - ○ Westwood Primary School – 01502565673
  - ○ Grove Primary School – 01502538527
- Seek help from the appropriate member of staff - if they need it
- Be respectful when making any complaints or concerns known to staff

Governing Body will:
- Monitor Westwood Primary School & Grove Primary School's approach to providing remote learning to ensure education remains as high quality and accessible as possible
- Ensure that staff are certain that remote learning systems are appropriately secure, for both

data protection and safeguarding reasons

Home and School Partnership

- Class teachers will ensure that our children are familiar with and can confidently use Google Classroom.
- We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts.
- We would encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning timetable (see Appendix 1)
- Staff will ensure that work is uploaded in Google Classroom and that the weekly learning menu is available.
- Parents can contact class teachers via email, and or via the stream chat on Google Classroom or via the webpage/contacts - should they experience any difficulties.
- The schools' 'Acceptable Use Policy' includes e-safety rules and this applies when children are working on computers at home.

Resources and tools used to deliver the Remote Learning Plan.
Resources include:
- Online tools for EYFS, KS1, KS2 (Google Classroom, My Maths, BBC Bitesize, The Oak Academy, Developing Experts, Purple Mash, Phonics Play, Learning By Questions, Time Table Rockstars)
- Pupil logins and passwords for all platforms made available by contacting the class teacher or school office when needed.
- Use of recorded video for lesson instructions and assemblies
- Telephone calls made to pupils and parents at home
- Weekly year group learning menu
- Physical materials such as story books, exercise books, resource sheets and writing tools may be available on request

Software and online platforms
Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.
In preparation for home-learning, parents and children have received logins and passwords for the following platforms (likewise teaching and teaching assistant staff have been familiarised with them):

For example:
- Google Classroom/Google Calendar/Google Meet
- Oak Academy
- My Maths
- Developing Experts
- Time Table Rockstars
- Phonics Play

Data Protection Impact Assessments will be undertaken where personal data will be uploaded to learning and teaching web based and cloud platforms to ensure compliance with the GDPR and the Data Protection Act 2018. Further to ensure that there are robust data security mechanisms in place to protect an individual's privacy of their personal data from unauthorised access.

Appendix 1 - Remote Learning Timetables

Example timetable: Y1-6

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google Meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise
Session 2	Reading and Vocabulary	Reading and Comprehension	Reading and Comprehension	Reading and SPAG	Reading and Writing task
Session 3	History	Geography	Science	PSHE	PE and Music

Example timetable: Reception

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Phonics Video	Phonics Video	Phonics Video	Phonics Video	Phonics Video
Session 2	Number session	Number session	Number session	Number session	Number session
Session 3	Story and vocab	Story and write	Story and vocab	Story and write	Story and vocab
Session 4	PSHE	PE	Art and creative	Music	PE