



Kingsway Primary & Nursery School



Remote Learning Policy

Policy created: August 2020 Updated January 2021
Policy review: September 2021



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

Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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, teachers are responsible for:

- Setting work (See below)
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
- Answering emails from parents and pupils (teachers are not expected to answer emails outside of working hours)
- Handle any complaints or concerns shared by parents and pupils - for any safeguarding concerns, refer teachers to the section below
- How to handle any behavioural issues, such as failing to complete work
- Attending virtual meetings with staff, parents and pupils:
 - Dress code should be professional
 - Locations must avoid areas with background noise, nothing inappropriate in the background)

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely and will be given specific guidance on:
 - Which pupils they'll need to support
 - How they should provide support
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code will be professional
 - Locations must avoid areas with background noise, nothing inappropriate in the background)

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 - through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

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 through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

Designated Safeguarding Lead (DSL) arrangements

It is vital that while our setting remains open a suitably trained DSL is available for consultation and advice.

The optimal scenario for our setting and one we will strive to achieve is to have a trained DSL or deputy available on site. Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are two options we will implement, the first being the preferred and second a backup option:

1. A trained DSL or deputy from the setting will be available to be contacted via phone or online video i.e. TEAMS, if they are working off site
2. Sharing trained DSLs or deputies with Woodhouse Primary School until our own trained DSL can return to work or be available.

Where a trained DSL or deputy is not on site, in addition to one of the above options, the setting will have a senior leader who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files, liaise with the offsite DSL (or deputy) and as required liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments at the setting.

Our DSL, deputy DSL and others with designated roles are identified in the main body of our Safeguarding and Child Protection Policy. In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by email.

IT staff

IT staff are responsible for:

Insert details, such as:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it -
- Be respectful when making any complaints or concerns known to staff

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

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 SENDCO

- Issues with behaviour - talk to Headteacher
- Issues with IT - talk to Trafford IT staff
- Issues with their own workload or wellbeing - talk to Headteacher
- Concerns about data protection - talk to the DSL/ data protection officer
- Concerns about safeguarding - talk to the DSL/DDSL

Remote Learning in the eventuality of a further lockdown

In the eventuality of another lockdown, our aim is to ensure that pupil learning is upheld to the highest standard possible. This document will also be used to support pupils who will be unable to attend school in September due to medical needs.

Planning Format

It is our intention that reading, writing and maths continue to be taught across the curriculum subjects whenever feasible. We will continue to use the planning format used in the Summer 2 term (during Lockdown). A science activity will also be added to pupil tasks each week.

Work will be emailed to parents by 9am each Monday morning. Weekly planners for each year group will also be uploaded onto the Remote Learning section of the school website each week.

Subjects

English- Oak academy resources <https://www.thenational.academy/> will be used as we will be unable to maintain the books being covered at school due to some of them being too lengthy to send home.

Maths- We will continue to follow the White Rose Premium <https://resources.whiterosemaths.com/resources/> small steps video tutorials. This will ensure that coverage is accurate and continues at the correct pace.

Reading- Pupils will continue to use <https://www.oxfordowl.co.uk/> their oxford owl usernames and passwords and will be encouraged to read at home at least 4 times each week. Comprehension activities- This can either be sourced from Twinkl or classroom secrets. 1 piece will be allocated each week in KS1 and 2 in KS2.

Spelling- pupils to be set spellings each week from relevant year group common exception word list.

Phonics- At least three phonics activities will be planned for each week and placed on the home learning weekly plan.

We will also utilise the following:

https://www.youtube.com/channel/UCP_FbjYUP_UtldV2K_-niWw

Reading

Here are some free resources which might be helpful, now that schools and libraries are closed and access to reading material is more difficult:

- [The Literacy Trust](#) has launched a portal for parents/carers which they are constantly updating. It is split into age groups and has a wealth of wonderful resources, access to books, audio books and videos and lots of simple ideas and activities to engage your child at home.
- [The Book Trust](#) has top tips and lots of information about books, including a Book Finder tool and advice about which book your child might like based on the books he/she has enjoyed so far. There is a new Home Time section with online books, videos, quizzes, illustrator workshops, competitions and activities.
- [Audible](#) has made all stories free while schools are closed. There is a range, in six different languages, which can be streamed to a phone, tablet, laptop or computer for children (and you) to listen to.
- [CLPE \(Centre for Literacy in Primary Education\)](#) has lots of free resources, including poems and videos of poets reading their poems. You need to register to access some of their site, but it is free to do so.
- [Oxford Owl](#) have over 100 free e-books for children aged 3 - 11 years.
- [Love My Books](#) has lots of ideas to help children and parents/carers enjoy reading together.
- [Get Epic!](#) offers 30 days free access to lots of non-fiction books which you can read online. Some are also audio books which you and your child can listen to.
- [The Reading Realm](#) has daily activities based on books which they are providing online.

- [International Children's Digital Library](#) has a range of online books in a range of different languages.
- [BBC Bitesize](#) has plenty of reading activities, and there's lots of stories to listen to on [CBeebies](#).
- The [Story Time](#) YouTube channel is growing every day and features teachers and trainee teachers reading books. You might even find your child's class teacher reading there!
- [Researchify](#) - Classic children's books in audio, PDF and Word formats
- [The World of David Walliams](#) - One free audio book reading is available to listen to every day
- [Poetry By Heart](#) - A wide selection of poetry covering different topics

Writing

- [Free Writing Friday](#) - Creative writing inspiration from Cressida Cowell, author of 'How To Train Your Dragon'
- [The Fiction Collection](#) - Pictures and questions to inspire creative writing
- [Pobble 365](#) - A new image is published each day as a basis for creative writing. Story starters, questions and drawing ideas are provided

Phonics

- [Phonics Bloom](#) - Online phonics games
- [Phonics Play](#) - Interactive phonics resources

Maths

- [White Rose Maths](#) - Short video lessons and activities
- [Third Space Learning](#) - Home learning packs for Maths
- [Twinkl](#) - A range of resources and packs for a number of different subjects
- [Math Playground](#) - Maths games and activities
- [Splash Learn](#) - Skills-based maths games and activities
- [Sheppard Software](#) - Online maths games
- [Turtle Diary](#) - Videos, games and quizzes for a range of subjects
- [Top Marks 'Hit The Button'](#) - A great game for developing mental maths skills, ages 6-11

- [IXL](#) - Interactive maths question sets categorised by year group

Wellbeing

Staying physically and mentally healthy during this time is extremely important. Here are some links to resources to help boost your child's wellbeing:

Physical activities

- [PE with Joe Wickes](#) - Streamed live every weekday at 9am and saved in this playlist
- [Les Mills Born to Move](#) - Free online workouts designed for primary-aged children, incorporating dance, martial arts and yoga
- [Beat Goes On](#) - Ollie Tunmer - Beat Goes On 'Body Beats' live lessons at 11am every day (KS1 to adult)
- [Family Fitness Workouts](#) - Family-friendly workouts with Jodie Rix
- [Go Noodle](#) - Activities to get children moving in a mindful way
- [Cosmic Kids](#) - Yoga for children
- [BBC Super Movers](#) - Learn while you move - active maths, English and science lessons
- [Change 4 Life 10 Minute Shake-ups](#) - In collaboration with Disney, a collection of active game ideas
- [Boogie Beebies](#) - Videos that get younger children up and dancing with CBeebies presenters

Art and music

- [Ms Kimbar](#) - Music lessons for primary school children
- [Crafts By Amanda](#) - Kids' craft ideas

Mental health

- [Twinkl Mental Health Activity Pack](#) - Activities and worksheets to support your child's mental health
- [CBeebies I Can Cook](#) - Recipes to make with children
- [Childline Calm Zone](#) - Breathing exercises, yoga and games to help children work through anxious feelings

Coronavirus-specific resources

- [Talking to your child about scary world news](#) - Mental Health Foundation
- [A kid-friendly guide to the coronavirus](#) - Konnie Huq on YouTube

New lessons are uploaded at 9am on week days during term time.

Reception: Teaching children to read letters and begin to blend to read words.

Year 1: For children who can blend and read words such as 'stamp', 'chair' and 'green'.

Year 2 Phonics Screening Check Revision (Autumn Term only) Daily lessons to review Phases 4 and 5 to help children read words.

We will also be utilising the BBC [Bitesize Daily](#) that has been developed by the BBC to provide new lessons every weekday for pupils in year 1 to year 10.

PHSE- Oak academy resources will be used.

Theme- This will be a broad and interesting range of tasks that are related to the theme that would have been taught in school. Staff can plan onto a TASC sheet to support ideas/ activities that are sent home and transfer a small selection of activities onto the home learning sheet each week.

Science- Oak academy resources to be used or BBC Bitesize

<https://www.bbc.co.uk/bitesize/primary>. Our intention is to send home topics and activities in science that we would normally be covering at that point in the school year.

Daily/ Weekly Routine

Teachers will try to host/record a zoom meeting to their class with a brief outline of the learning that will take. This will then be saved on the school website so that pupils unable to attend the meeting can listen to the introduction. This is only in the eventuality of another lockdown.

Pupils, unable to attend school due to medical needs will have one zoom meeting with their class teacher and their classmates on a regular basis (Weekly wherever possible).

Responding to emails and monitoring pupil work emailed to the teacher

Staff will aim to respond to work sent in and parent emails on the same day and within 24 hours at the latest (weekdays only). Staff will keep a log of engagement.

Welfare Monitoring Calls

We will make every effort to maintain frequent contact with parents in the eventuality of another lockdown. Staff will communicate with each other to let others know if they have made contact with parents of children in multiple classes so that they are only contacted once each time. Pupils that are pupil premium or cause for concern will be contacted each week. If we are unable to make contact with them on their primary contact number then we will try again within the same week. If we are still unable to make contact then we will attempt other telephone numbers on school record/send email to parents. If staff are still unable to make contact with parents by the end of the week then the DSL/DDSL or a member of SLT must be informed.

All other pupils must be contacted every two weeks. If we are unable to make contact with them on their primary contact number then we will try again within the same week. If we are still unable to make contact then we will attempt other telephone numbers on school record/send email to parents. If we are still unable to make contact with parents the following week then the DSL/DDSL/a member of SLT must be informed.

Welfare monitoring forms will be completed weekly and a record of interaction between teacher and parent/ pupil will be logged.

Data protection

Accessing personal data

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

- Use 'One Drive' on a secure cloud service or a server in our IT network
- Only use provided devices, such as laptops and NOT their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this

processing is necessary for 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
- Ensuring the hard drive is 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date

Monitoring arrangements

This policy will be reviewed regularly by SLT. At every review, it will be approved by the Curriculum Committee.

Links with other policies

This policy is linked to our:

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

Where it all started...SWAY A DAY!

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 9.30	PE	PE	PE	PE	PE
9.30 – 10.30	English	English	English	English	English
11.00 – 12.00	Maths	Maths	Maths	Maths	Maths
1.00 – 2.00	Science	History	Geography	Music	Enrichment



At Kingsway we have adopted the format for Remote Learning above following training. Our school day starts at 8.50am and finishes at 3.00pm.

Early Years: Up to 3 Hours work per day

Key Stage 1: 3 Hours minimum per day

Key Stage 2: 4 Hours minimum per day

A typical timetable will be:

	9.00 – 9.30	9.30 – 10.30	10.30 – 11	11-12	12- 1	1 – 2	2 – 2.15	2.15 – 2.40	2.40 – 3
Monday	PE	English on Zoom	Breaktime	Maths on Zoom	Lunchtime	RE	Breaktime	Finish RE Independent reading time	Storytime
Tuesday		English on Zoom		Maths on Zoom		Science		French	
Wednesday		English on Zoom		Maths on Zoom		Theme on Zoom		Finish Theme Independent reading time	
Thursday		English on Zoom		Maths on Zoom		PSHE		Computing	
Friday		English on Zoom		Maths on Zoom		Art/music		Mindfulness activity	

Policy Updated 18th January 2021