

Powick Church of England Primary School



Home learning
procedure in the event of
full or partial school
closures

○ **Statement of intent**

In the event of full or partial school closures due to unexpected circumstances, Powick CE Primary School recognises the need to continually deliver high quality education for all. This will take the form of home learning which will be closely matched to the Powick curriculum which is in place for children attending live lessons in school.

At times when individuals or groups of learners have restricted access to education, staff at Powick CE Primary School will follow this procedure to ensure the delivery of effective sequences of learning.

This policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- 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 to make progress during periods of remote learning.

Learning materials

For the purpose of providing remote learning, the school will make use of:

- Google Classroom
- Google Meet
- Other aspects of G Suite
- Jamboard
- Online Reading Books through Collins Big Cat
- Home Learning Packs – printed in school
- Educational websites including those promoted by the DFE Such as Oak Academy and BBC Bitesize

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

In the case of unexpected circumstances which lead to school closures for a significant period of more than 5 days.

- Sequences of learning taught in school will be aligned with those taught at home where possible to provide consistency in learning for all in the case of whole or partial school closures.

- The SENDCO will liaise with teaching staff to ensure all pupils with SEND remain fully supported for the duration of the remote learning period. The SENDCO will support teachers to adapt their home learning provision to match the needs of children with SEND/ children who are vulnerable.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources. In cases where the child is eligible for a laptop from WCF, school will facilitate this where possible.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work to support individual and group progress.
- Live sessions will be signposted with 24 hours' notice. Children will access these sessions using Google Meet through their school assigned google account. Where possible sessions will be planned at a whole school level to account for siblings sharing technology at home.
- The school are not responsible for providing technical support for equipment that is not owned by the school.
- In the case of a child not having access to the internet or suitable equipment at home the school will provide home learning packs which are matched to the year group expectations.
- Teacher's will work alongside families to ensure their child is accessing work. Reasonable adjustments will be made to expectations and work set as deemed appropriate by the class teacher.
- Teachers maintain up to date information of pupils/families who do not have a device or internet access and contact these families to offer support and alternative work.
- **Online safety**

The school will ensure robust safeguarding measures are in place during live lessons. Schools, pupils and parents will operate within the school online safety policy at all times.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted without prior arrangement with parents.
- Live sessions will only be delivered within school hours.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour and dress expected in school.
- Use the necessary equipment and computer programs as intended. Schools will only use school owned devices.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible. Video must be 'on' unless pre-arranged with the teacher.
- One-to-one sessions may be considered in a small number of cases e.g. to provide one on one support for a child with SEND. This will be decided and approved by the SLT and SENDCO
- Staff, pupils and parents must not record, edit or share any live sessions or parts of live sessions.

- Staff will always have due regard for the school's Child Protection and Safeguarding policy when conducting any remote learning.
- Any incidents of concern will be reported using the normal safeguarding procedures.
- Pupils will be reminded not to share any private information through any live sessions.
- Pupils not adhering to the school expectations will be removed from the online session but will be invited to the next session as normal.

To promote online safety during the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software.

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- **Marking and feedback**

All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of the teaching staff.
- Returned before the deadline set by the relevant member of the teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Work will be marked with either individual or whole group feedback.
- Colour coding and symbols from the school marking policy will be used where appropriate.
- Work will be returned to the pupil, once marked
- Class Dojo will continue to be used as a reward system and Dojo points will be given by teachers as appropriate to support pupil motivation and reward good progress
- Good work will be celebrated during weekly online class assemblies

Completion of Work

The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via class dojo/phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Work that cannot be completed for genuine reasons must be followed up by the class teacher and discussed with parents

- Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and put in place additional support or provision as is decided appropriate by SLT.
- Teaching staff and the SENDCO will monitor the academic progress of pupils with SEND and discuss additional support or provision with parents as soon as possible.

Attendance and the School Day

- Children will be expected to complete home learning every day.
- Attendance will be monitored daily by teachers and children not attending face to face sessions or submitting work will be reported to SLT.
- Children not attending due to illness or medical appointments should be reported to the class teacher on Class Dojo before the start of morning sessions.
- Non-attendance will be followed up by the class teacher in the first instance with the support of the school office/SLT
- Children will be expected to begin their school day at a regular time each day. The day will be structured around a live session daily on Meet led by their class teacher. Timings will be staggered to account for siblings in different classes.
- Teachers will plan and deliver (through Google Classroom) a minimum of three hours learning in KS1 and 4 hours learning in KS2 these will be delivered in three sessions and a Google Meet session. These will include one English lesson, one maths lesson and one/two other lessons to ensure coverage of all learning within the terms curriculum.
- Lessons will be delivered through slides presentations which may include audio files or videos to give clear explanations and scaffold learning
- Instructions on completing work must be clear and all resources provided to enable children to complete the work.
- Activities must be pitched at year group expectation and be scaffolded for the needs of each child
- All work must be completed and submitted by 3:15 for feedback to be given
- Lessons will be planned to complement the timetable which exists when school is open.
- Children will be encouraged to take appropriate rest and lunch breaks throughout the day.
- Children with SEND or additional needs will be encouraged to take longer or more regular breaks during the day as appropriate

Communication

- Parents must ensure that their contact details held by the school are up to date and that they have accessed their Class Dojo accounts and enabled their child to access Google Classroom
- Communication between parents and teachers will be through Class Dojo
- Communication with children will be through Google Classroom or additional G Suite applications eg. Meet/Forms/Sheets
- Communication with children is only permitted during school hours
- Teachers will be available on Class Dojo during the school day and before and after school for communication with parents. Parents are expected to respect teachers work life balance and not expect an answer to a Dojo message outside of normal extended school hours (8:45-4:00)

- Teachers will ensure updates or changes to home learning are communicated in advance
- All children will have the opportunity to access daily face to face interaction with their teacher in a group welcome each day through Google Meet.

Remote Education Plans for pupils isolating due to illness but who are well enough to work and for unexpected circumstances which lead to school closures which number less than 5 days.

Pupils who are self-isolating or quarantining (but not unwell) will be expected to complete daily learning to match the lessons being taught to their class in school.

Teachers will:

- Direct parents to an appropriate sequence of English and Maths learning from Oak National Academy
- Direct parents to 2 science lessons within the classes current science topic on Oak National Academy
- Direct parents to additional lessons in other subjects on Oak National Academy as appropriate to the time spent isolating/school is closed
- In EYFS, parents will be directed to appropriate sequences of learning on Oak National Academy, plus additional activities to support phonics
- These will be emailed to parents by the school office

For children with limited or no access to the internet or technology at home

If a child has access to a suitable device such as a laptop, ipad or PC as well as a router or dongle but no internet access, school has a limited number of SIM cards which can be provided to families which give 30GB of data for 90 days use.

If a child has no access to a suitable device or internet teachers will:

- Prepare a 2-week home learning pack which reflects the year groups expectations for English and Maths
- Include a paper copy of the activity grid to cover History, Geography, Music, RE, PSHE and PE (MFL for KS2)

These will need to be collected from the school office by someone who is not a member of the isolating/quarantining household.

Pupils will be expected to:

- Complete any work set daily.

- Continue to read daily and complete any other homework set for the class (e.g. My Maths, Project Homework) and return these to the teacher when appropriate.
- Use online programmes normally used in school e.g. Times Tables Rock stars, My Maths, Purple Mash to support additional learning (where possible).

Parents will:

- Support their child with home learning where possible and as appropriate to their age and understanding of a task.
- Ensure their child continues to complete daily reading and other homework set as normal.
- Contact the class teacher through Class Dojo with any concerns or questions.

The Head Teacher will:

- Take responsibility for monitoring the quality and delivery of remote education to ensure that provision is consistent across the school and is following this procedure.

Evaluation and Review

This procedure will be evaluated and reviewed at least annually to ensure it continues to be fit for purpose. Adaptations to the procedure will be followed by staff training.