

# Roxbourne Primary School



## Remote Learning Policy

<b>Author</b>	Headteacher
<b>Link Governor (if applicable)</b>	N/A
<b>Review Cycle</b>	Two years
<b>Approved By</b>	Curriculum and Achievement Committee
<b>Date of Review</b>	July 2023
<b>Date of Next Review</b>	July 2025
<b>Requirement</b>	Non Statutory

## **School or Class Closure**

Following advice from the local health team or in the event of local or national lockdown, it may be necessary to close part or all of the school. In the event of closure the school will resume immediate remote learning for pupils.

When providing remote learning the school will work to ensure that pupils' have access to high quality learning from home so that where possible they are able to continue their education to the fullest extent. Teachers and support staff will work to ensure that learning provided adheres to the principles below set out by the Department for Education.

### **Remote education**

The remote learning offer for pupils will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is inline with the curriculum pupils would receive in school
- give access to high quality remote education resources including videos for lessons
- use google classroom to provide interaction, assessment and feedback for pupils
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access, or invite these children into school where appropriate
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and therefore adapt the offer as appropriate, including by inviting these pupils into school
- expect pupils to complete roughly the same amount of work they would be completing in school (minimum 3 hours, more where appropriate).



### **When teaching pupils remotely teachers will be expected to**

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects in parallel with the timetable that would have been offered at school
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide a video resource for each lesson so that pupils can access the content and task appropriately
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks, checking pupils' learning as they progress and providing feedback in line with school expectations
- provide a live 30 minute check in session daily at a specific time for pupils
- check pupil engagement daily and follow up with parents within 48 hours if a pupil does not submit the required tasks
- adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the teaching pupils would receive in school including daily contact with teachers through google classroom.

## Curriculum Overview Y1 - 6

Subject	Resources Provided	Lead
Maths	Oak National Academy lesson videos and task set by class teacher	Year Group Team working from home
Reading	Teacher Recorded Video and task  RWInc Videos for Phonics	Year Group Team working from home
Writing	Teacher Recorded Video, Stimulus text and task	Year Group Team working from home
Science	Teacher recorded video and task/experiment	Year Group Team working from home
History	Teacher recorded video, work booklet (KS2) and task	Year Group Team working from home
PE	Teacher recorded video and physical challenge task	PE Specialist Team
RE	Teacher recorded video and task	RE Specialist Teacher
Art	Teacher recorded video and task	Year Group Team working from home
PSHE	Teacher recorded video and task	Year Group Team working from home
Computing	Teacher recorded video and task in line with NCEE units	Year Group Team working from home
French (KS2)	Teacher/Alternative internet resource recorded video and task	Year Group Team working from home
Music	Teacher recorded video and task	Music Specialist Team

## Curriculum Overview EYFS

Subject	Resources Provided	Lead
Maths	Oak National Academy lesson videos and task set by class teacher	Year Group Team working from home
Reading	Teacher Recorded Video and task  RWInc Videos for Phonics	Year Group Team working from home
Writing	Teacher Recorded Video, Stimulus text (where appropriate) and task	Year Group Team working from home
History	Teacher recorded video, and task	Year Group Team working from home
PE	Teacher recorded video and physical challenge task	PE Specialist Team
Art	Teacher recorded video and task	Year Group Team working from home
Music	Teacher recorded video and task	Music Specialist Team

## **Working Expectations**

### **Daily duties:**

- Teachers and TAs under the direction of their year group team should work to provide learning and pastoral support to their pupils in accordance with the principles above
- To be available to support pupils through google classroom and respond to emails from 8:20 - 3:45 (excluding a 1 hour lunch break from 12-1)
- To post a morning welcome message at 8:40 each school day, greeting the children and outlining learning tasks for the day
- To carry out a 30 minute live session with pupils each day at a specific time to check engagement and offer any support needed.
- To monitor pupil completion of work; where a pupil has not engaged for two days in a row this should be escalated and parents should be contacted via email or telephone. The class teacher should call in the first instance but it should be escalated to your phase lead if this is not successful. Where there is further support needed in the home this should be referred to the phase lead.

### **Parent facing:**

- If the closure goes on for longer than 2 weeks: to complete a pastoral half- day weekly where teachers will call pupils in their class (½ class each week), updating the tracker on completion of phone calls. This can be done through the Skype application or in your browser, or using your own phone on withheld if you would prefer.
- During closures of 2 weeks or under, call vulnerable pupils who are not in school and pupils who are not engaging with work within 48 hours. This will be done by SLT and the Pastoral Team in Week 1.
- To respond to parent queries via email or telephone within 2 working days. This should take place within the teachers working day.

Staff should contact their line manager if an adjusted working pattern is needed due to commitments at home.

## Teachers, support staff and pupils in Years N-6.

<b><i>Teachers and Support Staff should:</i></b>	<b><i>Pupils should:</i></b>
Ensure all children have been added to the appropriate classroom and you have access as a co-teacher.	<i>Have access to a full curriculum in line with their normal school timetable.</i>  <i>Be able to work as independently as possible at home with minimal support from adults.</i>
Set work in a google form (doc / quiz etc.) so that it's easily accessible and editable for children.	<i>Write directly onto the google document.</i> <i>Pupils should only use exercise books for tasks such as: handwriting practice, working out in maths and doing activities.</i>
Lay out google classroom clearly for children - lessons should be laid out in the order they're taught.	<i>Be able to explore the different lessons on their google classroom. Children should complete work in the order of which it is laid out, where possible.</i>
Respond to pupil queries as appropriate - via email, telephone or on a stream	<i>Email teachers with any questions or issues they are having in answer / solving work which has been set.</i>