

# Bilston Church of England Primary School

## Remote Learning Policy

### For Parents



February 2021

### **What is Remote Learning and why is it needed?**

Remote Learning is the provision of educational activities that have a variety of formats and methods, which take place virtually. It occurs and is needed when the teacher cannot meet the learner 'face to face' in a traditional teaching space e.g. classroom. Information is typically transmitted via technology (emails, video conferencing, school's platform). As a result, of the Covid 19 pandemic there may be situations, which result in children not attending school for periods of time, e.g. Illness or school closure. Remote learning will be accessible from the school's platform therefore providing facilities for a child's education to continue.

## **Remote education provision: information for parents**

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

### **The remote curriculum: what is taught to pupils at home**

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. What happens in the first day or two is outlined in the next section of the document.

When providing remote learning teachers will:

- Continue the planned curriculum
- Ensure all pupils receive clear explanations
- Support growth in confidence with new materials through scaffolded practice
- Ensure the application of new knowledge or skills
- Ensuring pupil receive feedback and direction on how to progress further
- Weekly timetables will be shared with parents via Marvellous Me before the remote period begins.

EYFS and KS1 pupils are educated using Class Dojo an online platform where live lessons are recorded by staff, work will be shared and sent back via the Dojo Platform. Staff will have the opportunity to feedback to children. Parents are able to contact the staff via the platform for support directly anytime during the school day. Children will receive an English, Maths and RWI lesson everyday as well as a topic based lesson in the afternoon. Assemblies and story time will also be provided on some days throughout the week. Learning time will equate to 3 hours per day for KS1 pupils.

KS2 pupils are educated using Microsoft Teams an online platform where live lessons are hosted by staff, work will be shared and sent back via Assignments on the Teams platform. Parents and children are able to contact the staff via the platform for support directly anytime during the school day using the chat or messaging facility. Children will receive an English and Maths live lesson in the morning period and a Science or Topic based live lesson every afternoon as well as an additional lesson that will be lead by presentation rather than a live teach. However, the

messaging facility will still be available for children to ask questions. Assemblies will also be provided on some days throughout the week. Learning time will equate to 4 hours per day for KS2 pupils.

### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

A pupil's first day or two of being educated remotely will look different to our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. School we need to time to distribute laptops and internet dongles to families that need them as well as to prepare timetables to ensure a smooth transition to the approach. Children will be sent home with an exercise book and worksheets to complete before online learning commences.

### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we will make adaptations in some subjects such as science where investigation is not always possible due to limited resources at home.

### **Remote teaching and study time each day. How long can I expect work set by the school to take my child each day?**

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

EYFS	Will receive 3 hours per day. Including assemblies and story time.
KS1	Will receive 3 hours per day. Including assemblies and story time.
KS2	Will receive 4 hours per day. Including assemblies.

## Accessing remote education

### **How will my child access any online remote education you are providing?**

EYFS/KS1 children will need to access an app called Dojo, in order to receive daily pre-recorded lessons and tasks.

KS2 children will need to access Microsoft Teams either as an App or as an online webpage.

Other online websites that all children across the school will need to have access to will be: Purple Mash, Oxford Owl, Espresso and TT Rockstars.

All children will be given log-in details for these online tools. If you are having any problems with logging in into any of the online tools listed above, please contact the school office for further support.

### **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- The school has 72 laptops available for children who do not have access to a device at home. Parents can contact the school office and speak to a member of staff to get more information about this and to see if they are eligible for a school device. We offer laptops to our disadvantaged families first with no available device in the home and then aim to support families with one or more children that maybe sharing devices. Families that have children in the same Key stage will also take priority as they may all have to access live lessons at the same time.
- For families who do not have access to an internet connection at home, the school can provide a Dongle. This is a small device that will enable families to connect a device to the internet so that they can access remote learning. For information about this, please contact the school office.

### **How will my child be taught remotely?**

- KS2 children will access daily live lessons – Maths, English and Topic/Science plus a fourth task set for children to complete independently. These lessons will be delivered

through Microsoft Teams, children will be given log-in information. If you have any issues with logging into Teams, please contact the school office.

- EYFS and KS1 children will access four pre-recorded lessons every day. These lessons will be delivered through an online platform called Class Dojo. Parents will be sent a link via school and given the option to sign up to ClassDojo.
- To support the live and pre-recorded lessons, teachers will set tasks for children to complete independently following the lesson. These tasks are planned accordingly to meet the needs of the children, so all children will be able to access their learning. Children are expected to complete all tasks and submit their work to their teachers each day. KS2 children will do this through the Assignment Tool on Teams and EYFS/KS1 children will use the Class Dojo platform to receive and submit their work. Teachers and Support Staff will mark all work submitted by children. Appropriate feedback will be given in order to further support children's learning and to ensure progress.
- All children will be provided with log in details to online educational websites, such as, Purple Mash, Oxford Owl, Espresso and TT Rockstars as well as the passwords for Dojo and Teams. Quick links can also be found on our Parent page of the website. If you have any issues regarding log in details, please contact the school office.
- The school will provide laptops and internet dongles for children who do not have access to a device or the internet at home. If you have any queries please contact the school office.
- For any families who still cannot access a school device or an internet dongle, teachers will provide printed packs for parents to pick up from the school office. Children can complete the work and they can be brought back into school for teachers to mark. However, a period of 72 hours quarantine must take place before teachers can mark the work submitted. Feedback will then be sent via Marvellous Me or work can be collected from the school office by the parent. Parents cannot choose to collect printed work if they have a device or if one can be provided as the teaching element is not present when just collecting worksheets meaning that children are not getting the education they are entitled to on a daily basis and over a long period this could have a detrimental effect on a child's education.
- Engagement and feedback.
- If your child(ren) do not engage regularly school will contact families to offer support and advice.

### **What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?**

All KS2 children who are staying at home, due to a national or local lockdown, will be expected to log into Teams and access and engage in the live lessons provided daily by teachers. Following

each live lesson, children will be expected to complete and submit a task that will further support their learning. These tasks need to be submitted by the end of each school day.

All EYFS/KS1 children will be expected to watch all the pre-recorded lessons set by their teachers each day and complete and submit the tasks set by the end of each school day.

As parents/carers it is important that you support your child at home by:

- Setting a clear daily routine
- Ensuring that your child is logged in and ready to learn 5 minutes before the start of each lesson
- Checking that your child has completed and submitted their tasks for the day
- Working together with your child and supporting them through the tasks where necessary and where possible.
- If you need any support please contact our school office and ask to speak to our Pastoral Manager Miss S Wootton on – 01902 558690

### **How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

Staff will monitor children's online attendance on a weekly basis. Initially we will contact any parents/carers of children who do not engage to remind them that their child needs to engage in their remote lessons and to discuss any obstacles that may have caused their absence, where possible we will provide the necessary support.

Persistent absences will also be monitored closely. Staff will contact parents/carers weekly but for persistent offenders this will be passed onto the pastoral manager. A home visit will then be considered if engagement and parental communication/support does not improve.

If persistent offenders have been provided with a school device the families will be contacted to bring the device back into school to allow it to be allocated to another family in need.

The Head Teacher will be provided with a weekly report and take appropriate action/s.

### **How will you assess my child's work and progress?**

All work submitted by children will be marked by a member of staff, either through the Assignment Tool on Microsoft Teams for KS2 children or through the Dojo platform for EYFS/KS1 children. Comments will be sent back to children, commenting on what they have done well as well as what they could do to improve their work further. Parents will also be able to see

the comments made by staff on a daily basis. Contact will only be made within school hours as will parental or pupil requests these also will only be addressed within the school day between the hours of 8:45am-3:45pm

### **Additional support for pupils with particular needs**

#### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Where necessary and appropriate, children with SEN, will work in smaller online groups with a member of staff from school, through the use of Teams in KS2.
- Work will be differentiated accordingly.
- All teachers will make sure that children who require extra support are set tasks that are accessible to them, by providing scaffolds and extra online resources to support them. Sometimes, these tasks will look different to those set for the rest of the class, this is to ensure that all children are able to access their learning at home.
- Staff will always be available via the online chat on both Teams and Class Dojo, so parents can use this tools to ask any questions and receive additional support for their children. This is a direct chat on Teams or through the class portal on Dojo where staff will respond immediately to any questions asked by children or parents. This must take place in the school day between the hours of 8:45am and 3:45pm.

### **Remote education for self-isolating pupils**

#### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school as staff will still be in school.

If individual children are required to self-isolate, then the class teachers will set online remote learning tasks for them to complete at home. Live lessons will **not be** available due to the class teachers being in school teaching the class. Instead, there will be notebooks uploaded and sent to the individual children so that they can access via Teams or Dojo depending on what Key Stage they are in.

Teachers will continue to mark their work daily and provide appropriate feedback, in order to ensure that children continue to make progress and to avoid any further gaps in learning.

Teachers will continue to set tasks via Dojo and Teams alongside available software such as Purple Mash, Oxford Owl, Espresso and TT Rockstars were appropriate for children to complete at home while self-isolating. Laptops and dongles can still be supplied if required and if available for loan.