



St Bartholomew's CE Multi Academy Trust  
Sedgley Road  
Penn  
Wolverhampton  
West Midlands  
WV4 5LG

## Gnosall St Lawrence CE Primary Academy

### Remote Learning Policy (Updated: January 2022)

This home learning policy has been written to outline the Gnosall St Lawrence CE Primary Academy will take in the event of any group or whole school isolation/closure due to COVID -19. It sets out the systems and technology that staff will use to ensure the continuation of education for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. This should be read in conjunction with the school's e-Safety Policy, which is still applicable.

#### A flexible approach:

We understand that everyone's circumstances at home will be different and our blended approach to home learning attempts to address the varying needs of pupils and their access to devices. If there are any queries or you would like any help with your child's home learning then please do not hesitate to contact us. Please contact us immediately if you do not have access to a device on which your child is able to access online learning so that we can look into ways in which we can support with this. Useful contact information can be found below.

#### Contact information

**School office:** Email [office@st-lawrence.staffs.sch.uk](mailto:office@st-lawrence.staffs.sch.uk)

**Telephone:** 01785 822391

**Headteacher:** Miss K Sweet [headteacher@st-lawrence.staffs.sch.uk](mailto:headteacher@st-lawrence.staffs.sch.uk)

#### Sites and services:

Our home learning offer will deliver remote learning through a range of sites and services, most of which comprise our usual online provision for children. Your child will have received all of the log on information they require; however, if there are any issues with logging on or these have been misplaced then please contact the school as soon as possible so any issues can be solved. It is our intention that the curriculum content delivered to children who are unable to attend school for any length is the same as children who continue to attend school. The curriculum will include the full breadth of subjects that we offer when children are in school. Core subjects of English and Maths will be provided daily.

The minimum amount of provision will be as follows:

*Reception:* Daily phonics lessons and Maths tasks will be provided through live or recorded lessons and activities set each day.

*KS1:* A minimum of 3 hours' worth of work will be provided per day. This will be in the form of and live input to support learning and tasks and activities to complete independently. Phonics activities will be supplied through a recorded Read, Write, Inc link. The class teacher will respond to questions and/or work completed as soon as they are able.

*KS2:* A minimum of 4 hours' worth of work will be provided per day. This will be in the form of live English and Maths lessons and a blend of live and recorded lessons for the wider curriculum. It will also include tasks and activities for children to complete following lesson input. The class teacher will respond to questions and/or work completed as soon as they are able.

Interventions will take place via Teams by appropriately trained staff where appropriate. Additionally, interventions will be delivered by teachers as determined by analysis of need.



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## Microsoft Teams

In the event of a full or partial school closure, live teaching in English and Maths will be delivered each day through Microsoft Teams to all children in KS2. All teachers will schedule a meeting which can be accessed via the Microsoft Teams App; this can be downloaded onto a range of devices including laptops, tablets and Smart phones. Microsoft Teams will be used to teach the children the content they will need in order to access activities and tasks set by the class teacher. These tasks and the Microsoft Teams links will be shared via email to the parental email linked to the child's Parent Pay account.

For younger children, teachers will meet with their children via Microsoft Teams at least once per day. Information and teaching about the afternoon lessons will be given during this meeting.

A celebration assembly will take place each week via Microsoft Teams. The efforts and work of the children will be acknowledged, shared and celebrated.

Email is our main method of communication between school and families. This will be used to help facilitate home learning by providing the timetable for the week and to set work for the children. Recorded videos of lessons and PowerPoints will also be shared to provide input for lessons that are not being delivered live. It is not mandatory to print tasks or worksheets off as we recognise this is an extra cost, so long as children have sight of the task sheet. All children may complete their work in their home learning exercise book which will be provided by the school if necessary. A clear picture of this work should then be emailed to the class teacher so that they can provide feedback to the children. Emails will also be used to share messages, reminders and rewards.

## Purple Mash

This site may also be used to set 'To Dos' for children to access activities in the wider curriculum. These tasks and activities can be accessed at any time of the day to provide flexibility and allow for differing family circumstances. However, these will be scheduled in a suggested timetable to help provide structure to the day.

## TT Rockstars

For relevant classes, times tables will be regularly practised throughout the week. These will be set by your child's class teacher. Your child's progress with their 'Rock Status' can be logged and celebrated.

## Numbots

For relevant classes, number bonds will be regularly practised throughout the week. These will be set by your child's class teacher. Your child's progress with their robots can be logged and celebrated.

## Educational Provision:

While we understand that remote learning may be easier for some families to access than others, in the event that any class is required to self-isolate, it is imperative to reduce the negative impact of further time missed in school on your child's education. The home learning offer will include a range of ways to access online and offline learning activities in a variety of subject areas and contain tasks and links using the sites and methods discussed. We appreciate that some families will not be able to engage with the full timetable, but starred subjects /activities are the key learning priorities to try to reduce the impact on children's core Maths and English skills.

## Use of Microsoft Teams:

Class teachers will be providing help and guidance to pupils so that they are able to access the activities shared via email or Teams. Please contact the school if you do not have access to devices in order to access this method of communication.



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The safety of both children and staff when using this technology is paramount and we will be following relevant advice from our Computing advisors (E-Services) and through organisations such as The Child Exploitation and Online Protection (CEOP), Microsoft Teams, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require you to agree to the following:

- An appropriate adult must remain in the same room as the child during the video or conference calls to monitor and ensure they are safe and using it appropriately.
- All children should join the meeting with their microphone and camera disabled.
- There is an option to 'chat' whilst in the call to answer and respond to the lesson as well as ask for support. We ask that children communicate with their teacher during live teaching in this way.
- We ask that parents do not communicate with the teacher during the live lesson.
- Teachers may be contacted during the normal school day hours via email. Communication outside of these hours may not be responded to until the following workingday.

### **Camera and microphone use in Teams.**

For any occasions where the camera and microphone function needs to be utilised, we ask you to adhere to the following guideline so that we can ensure the safety of all involved:

- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. The app version of Microsoft Teams has a built-in option to use a virtual or blurred background - we ask that this function be enabled in order for you to retain privacy in your household.
- You must make sure you or your child has 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups. Parental communication should take place via email or by contacting the school directly.
- If you need to contact staff for any reason, please follow the contact information at the beginning of this document.
- Screenshots, photos or recordings of these meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Teams outside of any pre-arranged meetings. Contact will be made via email or telephone.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users, invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.



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## Safeguarding & Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend some time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure linkshared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's DSL, Miss Sweet or DDSL, Mrs Malone via email or telephone:

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse
- In addition, the following sites are an excellent source of advice and information:
- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

## Feedback

Children will receive feedback on the work that they submit through a variety of methods. These will compose the following approaches:

- Individual feedback with next steps on work submitted
- Whole class feedback following assessment of children's understanding of a concept
- Immediate feedback during live lessons through comments using the chat function or verbal feedback
- Rewards via dojo points and stickers
- A drop in with teachers providing on line teaching who will be available throughout lesson time to provide help, support and challenge.

Teachers will endeavour to provide feedback in a timely manner and as soon as possible after the completion of tasks and activities. It must be taken into account that work submitted at a late hour, may not be seen or acknowledged until a later date.

## Engagement

Working remotely provides challenges for families. It is essential that children engage with their learning and where families are finding it difficult to access provision for any reason, we will endeavour to support in any way we can. Whilst we understand that it might not be possible for children to attend all live sessions or complete all work set, there is an expectation that they will continue their learning at home. Where there is a concerning lack of engagement, families will first be contacted by their child's class teacher. Where concerns persist, families will be contacted by a member of the SLT who will endeavour to help resolve barriers to participation.

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:



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- 1:1 intervention groups from an appropriate staff member each week.
- A member of staff that is available to support via a 'drop in' session.
- Work that is differentiated to the needs of your child

### **If your child has to self-isolate for family reasons**

In some cases, children may be required to self-isolate when the majority of their peers may still attending school. For example, they may be classed as a contact of someone who has tested positive for COVID-19 or live in a household where someone has developed symptoms and is awaiting the result of a test. In some cases, they might have tested positive themselves.

In these situations, the remote learning offer will differ as all teachers remain teaching a full timetable in school to the rest of the class. Teachers will send work via email for children to complete at home. There will also be opportunities for children at home to access some of the lessons being delivered in school via Microsoft Teams, in particular for English and Maths. The class teacher will notify parents of the details of the blended approach to remote learning for their child.