

# Kingsmoor Primary School

## Remote learning Policy

### September 2020



Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, Kingsmoor Primary School will offer them access to remote education.

#### **SPECIFIC AIMS**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils, when remote learning is needed
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

#### **WHO IS THIS PLAN APPLICABLE TO?**

- This plan is for the staff of Kingsmoor primary school to ensure all are aware of remote learning implementation
- Kingsmoor parents – in case their child is, individually or as part of the their year group, self-isolating or when there is more widespread lock down, their child/children will be required to access daily learning remotely
- Individual pupils who are shielding (based on government advice) and who are unable to return to school will be supported on a case by case basis, primarily with the use of 'paper packs' which mirror the work being taught to the rest of the class in school in addition to online learning resources.

#### **REMOTE LEARNING FOR PUPILS**

If a pupil is required to work remotely from home at any point, Kingsmoor continues to place communication, health and well-being and consistency of learning as our key priorities. In the first instance, as per the initial lockdown in March 2020, our school website will be the key portal to access each pupil's remote learning package. The year group blogs, which are run by the class teacher, are located on the website, under the Curriculum tab and then the (Remote Learning tab). EYFS will use Tapestry as their main form of communication and not the school Blogs. Year 1 will access their work via the school blog and Tapestry can be used to upload pictures.

In the event of a pupil's year group having to self-isolate for a set period of 14 days, Kingsmoor will aim to:

- Provide a weekly overview on the Blog of the subjects that will be covered during the week
- Provide a paper pack to support the learning for this two-week period to support the Blog/Tapestry.
- All completed work should be uploaded to the Homelearning email.  
[homelearning.sch210@educ.somerset.gov.uk](mailto:homelearning.sch210@educ.somerset.gov.uk)

Paper copies can be kept and brought into school upon the child's return.

If the school is required to go into lockdown for a longer period of time – paper packs will be available from school for those families who do not have access to a printer at home. Families are required to let the class teacher know that this is required, and the above email address can be used for this purpose too.

Kingsmoor is currently training staff in *Google classroom*, which is an online facility where work can be uploaded and teachers can feedback directly on the work the children have submitted. Each child from y2-y6 will have a log in which will enable them to view work that has been set, upload their work and receive direct feedback on it. *Google classroom* also provides a facility called *Google meet* where secure lessons can be streamed by the teacher. We anticipate that this will be available for remote learning and home learning from November and further details will be cascaded to parents in due course.

In the meantime our system for remote learning will be implemented using the Year group Blogs/Tapestry and Homelearning email.

### **YEAR GROUP BLOGS**

When a Year group is required to work remotely they are required to access their year group Blog on a daily basis. Parents should encourage older children to do this independently if able to do so. For those unable to be independent or for younger children, alongside an adult where possible. Blogs are located on the school's website, under the Curriculum tab as described above.

Each day the class teacher will explain the timetable for the day and a weekly overview will be set. Work will be uploaded to the blog which will be in line with their Year group curriculum and continue to build on the progress they have made in school. Provision will be **a blend between online resources, downloadable worksheets, supportive videos which accompany specific aspects of learning, White Rose maths remote provision, small group/whole class zoom sessions led by the class teacher or teaching assistant.** It is extremely important that the Blog can be accessed by each child/parent on a daily basis – this can be accessed through any internet browser, on tablet, laptops or your phone.

To support each pupil's learning, online programs continue to be implemented with two new additions – Spelling shed and Maths shed. (We are no longer implementing mymaths). These programs are being used in school as part of their weekly provision and the pupils will be familiar with them. Online learning includes: **TT Rock stars, (Y3-6) Numbots (KS1), Spelling shed, (Y1-6) Maths Shed (Y1-6)**

All logins to accounts will be sent home for each pupil. **Please keep these log ins in a safe place.** Every pupil will be expected to follow their daily timetable – this will include **daily Maths and English activities.** In addition to this, the Year group teacher will set core Science work once a week and work which links to the foundation subjects across the curriculum: History, Geography, RE, RHE (Relationships, Health education), Music, Art and Design and technology and PE.

### **HOW TO SUBMIT PUPIL'S WORK**

In the short term – until *Google classroom* is fully up and running, we ask that pupil's work is uploaded to Tapestry (Class 1 and 2 EYFS,Y1) or emailed to the Homelearning email (Y2-6). Any parental feedback at this point is useful for the teacher – if there were any difficulties or if support was required. Ideally the work should be submitted on a daily basis. However, we fully appreciate that for those parents who work, in the event of remote learning, this could prove extremely challenging to juggle their child's school timetable alongside their own work agenda. We advise that these parents contact their child's class teacher via the Home learning email to make them fully aware of their circumstances and support/reassurance can be gained for the parent and child.  
[homelearning.sch210@educ.somerset.gov.uk](mailto:homelearning.sch210@educ.somerset.gov.uk)

***If a pupil is unwell then there will be no expectation for the work to be completed – again please keep the class teacher informed via email.***

### **TAPESTRY – EYFS**

Children in EYFS (Class 1) will have tapestry as their main port of communication. Teachers will communicate to parents via this portal and parents should log on daily to access the work that has

been set for the children in Class 1. As per normal practice, parents can upload images, responses of their child's work onto Tapestry.

### **READING/PHONICS**

As per the normal school routine it is good practice to hear pupils read 3-4 times per week and to support them in the learning of phonics, particularly in the lower year groups. The Ruth Miskin website for Read, write ink (The phonics scheme Kingsmoor follow) will support with this. <https://www.ruthmiskin.com/en/> In addition, the school's phonics page on the website has videos available which support the teaching of phonics across the school. (This will also be useful to KS2 children who may require support with their phonics and reading.) <https://www.youtube.com/playlist?list=PLDe74j1F52zR84eglycRijXMafuet0zJl>

### **EFFECTIVE COMMUNICATION TO SUPPORT PUPILS IN THEIR WORK**

The year group blogs are a great way for the pupils to communicate with their Class teacher and peers. Dialogue on the blogs can be seen by all the year group but is a way of asking a question to the teacher or just feeling connected with the class. Kingsmoor encourage pupils to engage in this part of the blog – it's a great way to feel connected.

Virtual 'Zoom' meetings will be arranged for the year group at planned times during their remote learning period. A Zoom code will be emailed to parents when these will occur. The purpose of the sessions will be to keep the children in contact with each other and their teacher/teaching assistant and to ensure their learning continues to be positive and to support health and wellbeing. Strategic sessions will be planned by teachers to teach specific concepts which may be challenging for children to learn remotely without any specific teacher input. In the interest of safeguarding there will always be two Kingsmoor staff present during any Zoom meetings with children. The child's class teacher should be informed if parents would prefer that their child did not participate in these sessions. Children and parents will be expected to follow the Kingsmoor code and behaviour policy during these sessions. ***Please follow Appendix A which explains Somerset County council's safety procedures and are required to be implemented at home and school when using Zoom.***

The Homelearning email will remain the communication route for parents to email the class teacher directly. Teachers will respond to any emails within 48 hours. If urgent the school can also be contacted on the usual landline **01278 683371** and Mobile **07395831256**

### **PASTORAL CARE - WEEKLY WELFARE CALLS**

The Year group teacher or teaching assistant will ring each family once a week during the time they are working remotely. Staff will aim to inform the parent of the day they will receive their phone call via the blog. The purpose of these calls is to see how the pupils/parents are getting on from a well-being point of view and also with their learning. Any problems and concerns can be relayed to the member of staff and they will do their best to offer advice and support.

The school ELSAs (Emotional Literacy support assistants), (Mrs Butcher, Miss Mitchell) and PFSA,(Parental family support assistant) Jean Scott, will also be on hand to support any children or parents with specific emotional needs. In addition Somerset County Council's Educational psychology service are available for parental support through the following email: [EPSHelpline@somerset.gov.uk](mailto:EPSHelpline@somerset.gov.uk) or phone 01823 357000

The school website has supportive links under our health and wellbeing section (in remote learning). ***Parents are welcome to ring the school office at any point to discuss concerns/queries.***

### **REQUIREMENTS OF FAMILY (PUPIL/PARENT/CARERS)**

**If parents and pupils are well, staff can expect parents with children learning remotely to:**

- Be contactable during the school day.

- Complete work to the deadline set by teachers. Parents and/or pupils to seek help if they need it, from teachers or teaching assistants via the school blog or email. **Each child should complete a minimum of maths, English and 1 other curriculum subject daily.**
- Alert teachers if they are not able to complete work – and relay problems they may have with regards to this. Eg: if parents are working and have difficulties supporting the remote learning.
- Make the school aware if their child is sick or otherwise can't complete work.
- Where possible, maintain a regular and familiar routine. We recommend that each 'school day' maintains structure as it is beneficial to pupils.
- Should anything be unclear in the work that is set, parents to communicate with class teachers via the home learning email address or by contacting the school office.
- Support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Should accessing work be an issue, parents to contact school promptly and alternative solutions will be made available (e.g. paper copies of work). These will be discussed on case-to-case basis to establish which families may need further support.
- Report any safeguarding concerns to the school.
- Follow the school's acceptable user policy for online safety.

#### **REQUIREMENTS FOR CLASS TEACHER**

If a class Year group/bubble is isolated, the children will be sent home with their home reading book and a folder with linked worksheets for a 14 day period.

**As long as staff are well, the Year group class teacher is expected to:**

- plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners.
- Upload timetable for the day on the Year group Blog/Tapestry by 9am.
- Give parents 24 hours notice of Zoom meetings that may be taking place and send links out via email.
- Blogs will include a daily Maths (White rose Maths lesson), English activity and a foundation subject as a minimum. Additional provision of online resources should be accessible. The timetable should be varied during the week including range of foundation subjects and a weekly Science lesson.
- Conduct planned Zoom sessions for all children during the week with teaching assistant present. (Whole class or small group focus.) Follow Somerset County Council's guidelines on how Zoom session should be conducted in the interest of Safeguarding.
- Download any work uploaded by pupils/parents onto the homelearning email and feedback to pupils accordingly.
- Keep a record of children who are not uploading work and follow up with parent's to gain an understanding why and offer support if required.
- Communicate with parents to ensure they have the correct resources and materials to access provision set.
- Teachers/teaching assistant to call each family at least once during the week and address any concerns. (Planned rota)
- Teachers will respond promptly, within 48 hours, to requests for support from families at home. This should be done via the home learning email address that corresponds to each child's year group or a return phone call home.
- Teachers will receive training and guidance so that they are confident in using the remote learning resources. Google classroom training is being implemented during first half of the Autumn term.

- Teachers will make sure all children and parents have access to logins for online resources.
- Ensure Safeguarding is paramount – follow school's procedures during remote learning period and raise concerns via Myconcern.
- Ensure Online safety is vigilant and all children/families are following safe procedures.

### **REQUIREMENTS FOR TEACHING ASSISTANTS**

**As long as teaching assistants are well, they are expected to:**

- Support class teachers in class Zoom sessions and implementation of these if required.
- Ring select pupils and families on a daily basis to check on well-being and support in key areas of learning. Feedback to class teacher and SLT via email.
- Prepare materials that may be required by the class teacher – which can be accessed at home if needed.
- Complete any relevant CPD.
- Follow school's safeguarding procedures.

### **REQUIREMENTS FOR SLT**

**As long as SLT (Senior leadership team) are well, they are expected to:**

- Co-ordinate the school's approach ensuring each child has access to continuous remote learning provision and monitor how this is being run effectively.
- Oversee the safeguarding of all children.
- Ensure procedures followed are GDPR compliant.
- Ensure Pupil premium and Free school meal children are offered meal provision during the time in which they are remote learning.
- Address any concerns that staff may have with regards to remote learning procedures.
- Ensure all staff are trained effectively to administer their duties.
- Ensure staff's well-being is monitored and support offered where necessary.
- Ensure communication to parents is effective and parents are fully informed of procedures and time scales being implemented and why.
- Respond effectively to parental feedback.
- If a period of long term lockdown, ensure key worker children and families are identified and provision made in school.
- If a period of long term lockdown, identify vulnerable children and families and provide support for them in school if required.
- Follow all government and DFE guidance and keep up to speed with local updates with regards to the virus.
- Update the school's COVID-19 risk assessment accordingly.

### **SAFEGUARDING**

Please see our policy on our website – with COVID-19 updates. This is in line with Keeping Children Safe in Education 2020. As usual procedure, all safeguarding concerns that the school is aware of will be reported using Myconcern platform.

### **DATA PROTECTION**

#### **Accessing personal data**

**When accessing personal data, all staff members will:**

- All staff have access, via a secure password, to Myconcern to record any parent contact or concerns about children. Staff will ensure they log out after use and will not allow access to the site to any third party. Teachers are able to access parent contact details via SIMS using a secure password. Again, they do not share any details with third parties and ensure SIMS is logged off.

- The SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

#### **Sharing personal data**

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol). 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 – always install the latest updates.

#### **Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Mrs Jo Warren. At every review, it will be approved by the school Governors.

#### **Links with other policies**

##### **This policy is linked to our:**

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy

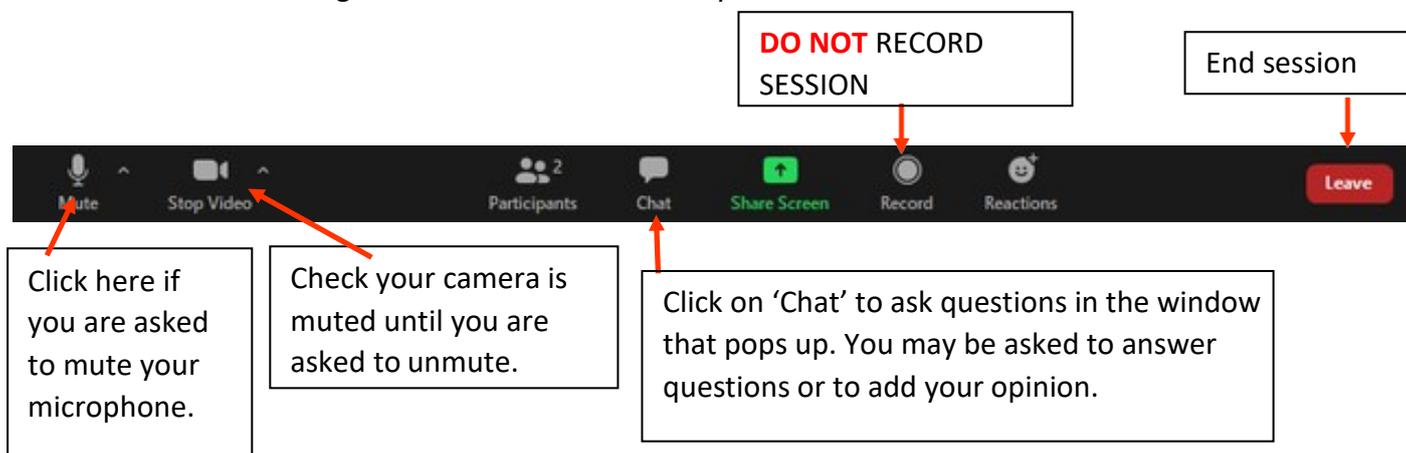
ICT and internet acceptable use policy

Online safety policy

## Live video in Zoom

### Participating in a livestreamed session

- Click on the link you have been sent and enter the meeting ID.
- Enter password on the next screen.
- Wait in the waiting room until the teacher lets you in.



Before the first livestreaming session takes place, please check children understand the following:

- Online sessions are only accessed in a shared family area (never a bedroom).
- The camera on your device may be disabled for all or part of a session. You will be joining the online session using the microphone on your device.
- You will be asked for permission if this session is recorded by the school. **No-one else should take screen shots or recordings of the session.**
- **No images or recordings of the session are to be shared** outside the lesson.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions may be removed.
- Two staff members will be involved in all online sessions.
- Chat is used only within the session and is used positively and appropriately.
- Livestreaming is being used for learning. All livestreaming by primary aged children should be supervised by a trusted adult.
- Habits for responsible use of technology including appropriate clothing.
  - [EYFS Building habits when I use technology](#)
  - [KS1 Building habits when I use technology](#)
  - [Lower Key Stage 2 Building habits when I use technology](#)
  - [Upper Key Stage 2 Building habits when I use technology](#)

Thank you to Trinity First School and Keinton Mandeville Primary School for help with these guidelines.