

# **Lewknor Church of England Primary School**

## **Remote Education Policy**

### **January 2021**

Lewknor Church of England Primary School has always strived to be creative, innovative and support our parents and/or carers and children in the best way possible to make learning purposeful, meaningful, creative and broad.

At Lewknor our curriculum aims to develop life-long learners who are happy, cared for in a secure environment where pupils and staff flourish by feeling valued and safe. Our strategy for remote learning aims to continue this.

#### **Aims**

This Remote Education Policy aims to:

- Ensure continuity of learning and the curriculum for all pupils in the event of pupils needing to self-isolate or a local/national lockdown.
- Ensure consistency in the approach to remote learning for all pupils (including SEND) who are not in school through use of quality online and offline resources which may involve teaching videos.
- Provide clear expectations to the members of the school community with regards to delivery of remote learning.
- Support effective communication between the school and families.
- Provide appropriate guidelines for data protection.

#### **When Is This Policy Applicable?**

The remote learning plan will be applied in the following instances:

1. Individuals are self-isolating because of a positive test or symptoms within the household; they are demonstrating symptoms; they have been identified as a contact by NHS Test & Trace.
2. A year group bubble are self-isolating because of a positive case within a bubble.
3. There is a local or national lockdown where the school is closed for all pupils except key workers and vulnerable pupils.

The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools and is guided by the following principles.

#### **Principles For Remote Learning**

- Children will receive learning opportunities for a range of subjects each day.
- Learning will be aligned with our current curriculum.
- Explanations will be made by the class teacher or teaching assistants and may include links to other sources, eg, White Rose Maths, Oak Academy videos.

- Children will be taught how to upload completed work, which will be checked by the class teacher.
- Interventions will be planned and provided to support pupils with additional needs.

### **Content And Tools To Deliver The Remote Education Plan**

Resources to deliver this Remote Education Plan could include:

- Work packs containing resources, workbooks and writing tools, to cover a range of subjects.
- Work and activities set by the class teachers.
- Additional online resources.
- Phone calls home.

### **Home And School Partnership**

Lewknor Primary is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The school completed a survey among parents last term to discover the number of available devices in homes. As a result of this we are aware that some families have limited access to technology and therefore we plan a staggered approach to teaching throughout the day (during periods of lockdown) and a range of activities where computer access is not always required.

We would encourage parents to support their children's work, including finding an appropriate place for them to work and, to the best of their ability. Parents should encourage their children to become independent learners and support them if and when needed.

Every effort will be made by staff to ensure that work is set promptly.

All children sign an E-Safety Agreement at school which includes e-safety rules and this applies when children are working on computers at home.

### **Teaching Staff Responsibility**

- To set work and provide regular feedback.
- To keep weekly telephone contact with pupils and parents in the class.

### **Pupils and Parents**

Staff can expect pupils learning remotely to:

- Complete work and share/upload it.
- Seek help if and when they need it through Microsoft Teams (parents can also email the school office).
- Alert teachers if they're not able to complete work, eg, make the school aware if their child is sick or otherwise can't complete work.

- Join the daily / morning/afternoon class registration meetings via Teams promptly, unless there is a good reason. And join weekly assembly Teams meetings.

### **The Governing Board**

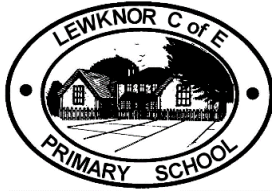
The Governing Board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **Links With Other Policies**

This policy is linked to our:

- Child Protection and Safeguarding Policies
- Data Protection Policy and Privacy Notices
- E-Safety Policy



## Lewknor Church of England Primary School Microsoft Teams Home Learning Agreement

The school will be using Microsoft Teams to deliver home learning activities and live lessons (Teams Meetings). Every child will have their own user logon and password to get into their school Teams account.

Having your own Teams account comes with certain rights, responsibilities and conditions of use. These conditions will be listed below:

### Rights:

- ✓ You have the right to expect live lessons to be set up and delivered by your teachers.
- ✓ You have the right to have work planned, set up and delivered to you on Teams.
- ✓ You have the right to expect structured activities with dates and times for when work should be done.
- ✓ You have the right to ask questions and seek help when needed (during normal school hours).
- ✓ You have the right to expect your work to be looked at by your teacher and for your teacher to provide feedback on some pieces of your work.

### Responsibilities:

- ✓ You are expected to have the same high standards of behaviour, which are shown in class lessons, in online lessons. Your online class is not to be used as an area for general chat (just as your class lessons are not).
- ✓ You have the responsibility to join live lessons on time and to be properly dressed.
- ✓ You will sign into your Microsoft Teams account every morning and check the "Posts" section to see when your live lessons are happening and to see what work has been set for you.
- ✓ You will not write anything in the Teams Class "Posts" area unless you are asked to do so by your teacher.
- ✓ You will not use the "Chat" area of live lessons (Teams Meetings) unless you are asked to by your teacher.
- ✓ Any comments you do add must be respectful and given in the same manner you would if you were in class in school.
- ✓ You must not screenshot, record video or record sound in meetings – you do not have the permission of your teacher or classmates to do this. Your teacher may record the lesson and share it afterwards for any children who were unable to attend – this will be done through Microsoft Teams.
- ✓ You must not share any content from live lessons with anybody else – you do not have the permission of your teacher or classmates to do this.

By signing below, you agree that you will behave in the responsible manner detailed above.

Pupil name:

Pupil signature:

Parent name:

Parent signature:

Date: