



Curzon CE Combined School

Remote Learning policy

September 2020

Vision

Learning, sharing and growing under God, our vision is for all within our school community to be like the mustard seed growing into a tree to support others. Through our key values of courage, kindness and respect, we teach our children to actively live out this vision.

'The kingdom of heaven is like a mustard seed. Though it is the smallest of all seeds, when it grows, it is the largest of garden plants and becomes a tree for others to take shelter' Matthew 13. V31-32

Specific aims

- To outline Curzon C of E Combined School's approach for pupils that will not be attending school as a result of government guidance.
- To outline Curzon Combined School's expectations for staff who will not be attending school due to self-isolation but are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

Remote learning for pupils who are not able to attend school due to self-isolation or in line with government guidelines

During a school closure, each pupil will be provided with remote learning to do at home and we have high expectations of all pupils to complete the work set. We do however, recognise that health and wellbeing are paramount and we appreciate that the level of work that might be undertaken by a child will reflect the situation and circumstances at home.

Remote home learning activities and tasks will be shared on the Curzon pupil site on the children's class pages where work can be submitted for marking and feedback. Work can also be emailed into school or kept in home learning book. Reception parents will use Tapestry. Work will be regularly updated to ensure there is sufficient work to allow all objectives of the National Curriculum to be taught

Special Needs:

For children with special educational needs (SEN) we realise this will have an impact on their learning. Additional support, where required, will be given to meeting the individual needs of children and young people with SEN and their families in the event of school closure or partial school closure. The SENCO will oversee this process.

Learning, Sharing and Growing under God

If any child is unable to access a computer, tablet or other devices for remote learning, then activities and resources can be arranged to be collected from school or posted home. The school may loan electronic devices to families.

Family (pupil/parent/carer) role

- Where possible, Curzon would recommend that each 'school day' maintains structure.
- Each week, a suggested timetable for work for the week will be posted on the pupil site. Families should view this together, and then make appropriate plans to complete the work.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the homework email account: homework@curzonschool.com.
- Work that children complete should be either uploaded onto the pupil portal (Tapestry for Reception), submitted via email or kept safe, ideally in the home learning book which can be brought back to school when safe to do so.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact the homework email account.
- We ask parents to ensure that children are following our ICT code of Conduct at home and acting respectfully and responsibly.

Teacher expectations

- In addition to their day to day roles, teachers from Curzon will continue to support children that are unable to attend.
- They will follow the expectations set out in the Remote Learning Guidance.
- Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips, audio Powerpoints and tasks for home learners.
- Any resources used will be shared electronically and it will be the responsibility of families to print/use these resources at home.
- Teachers will respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the homework@curzonschool.com account.
- Staff will receive training in using the platforms. Should a staff member require additional support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Video calling during Lockdown (taken from ICT Acceptable Use Policy)

- The parent or carer must make sure their child and other members of the household are aware the video call is happening. The parent should stay in the room.
- Where possible, 2 members of school staff will be on each call.
- Children or parents should not take screen shots, videos or photographs of the call.
- For GDPR reasons, children should use only first names on a call. When meeting with parents remotely, we will ask them to use surnames only e.g. Mr Jones.
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Children may be asked to switch on video cameras for safeguarding purposes
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct

- Behaviour needs to be the same as in school (no interrupting in whole class teaching, hands up function to be used, no eating during online sessions)
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or deputy. This will always be at a pre-arranged time with a password sent via email. The times of all video calls and lessons will be logged.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- Wherever possible 'live' classes will be recorded so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.
- The waiting room function will be used and private messaging dis functioned

Guidance for staff who are self-isolating

Teaching staff are required to self-isolate if they show Covid 19 symptoms, have been in close contact with someone who has tested positive or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, staff will be asked to support with the online learning provision for their year group or to plan lessons for a cover teacher.
- Staff may also be given an individual task to work on which is line with whole school improvement priorities. These projects will be communicated by the Headteacher and will be allocated on a case-by-case basis.

Monitoring

The effectiveness of home learning will be monitored by SLT in range of ways such as: through meetings with teachers, reviewing work set and pupil and parent surveys. SLT will report findings to governors.

The curriculum committee will also ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons. This policy will be reviewed annually. At very review, it will be reviewed by the curriculum committee.

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 and privacy notices
- ICT acceptable use policy
- Home-school agreement

More Detailed Remote Learning Guidance

Level 1 normal school/bubbles	<p>Staff update home learning page on website—create home learning pupil folders in Staff SharePoint, ready to copy over to pupil portal if needed</p> <p>Plan a week's work that can be posted quickly into folder on Staff SharePoint so it can be copied over immediately if needed. KS2 children shown in ICT lessons how to access portal.</p>
Level 2 Some children self-isolating	<p>PowerPoint of home learning on pupil site covering Maths, Literacy and topic.</p>
Level 3a-home learning for bubbles (2 weeks)	<p>MUST HAVE: Created in Staff SharePoint ready to copy over Each class needs the following pinned on their site each week Audio PowerPoint with week's instructions for each class (use template) Suggested weekly timetable Video of teacher reading to the class on Microsoft Streams.</p> <p>Folders Folder dated for the week containing instructions for all other subjects, White Rose Maths Literacy PowerPoint/instructions Humanities Science Other subjects</p> <p>KS2 to upload work onto portal where marked within 48 hours.</p> <p>Group Zoom/Teams call to each Colour House once a week (twice during 2 week period) This could be show and tell, quiz, chance to ask questions about home learning.</p> <p>Phone calls to vulnerable children and those who do not attend Zoom/Teams.</p>
Level 3b-home learning alternate weeks	<p>MUST HAVE: Created in Staff SharePoint ready to copy over Each class needs the following pinned on their site each week Audio PowerPoint with week's instructions for each class (use template) Suggested weekly timetable Video of teacher reading to the class on Microsoft Stream.</p> <p>Folders WR Maths Literacy PowerPoint/instructions Folder dated for the week containing instructions for all other subjects,</p> <p>Pre-recorded videos to introduce lessons followed by tasks for children to complete.</p> <p>KS2 to upload work onto portal where marked within 48 hours.</p>

	<p>Zoom/Teams for show and tell - can be done in small groups on rotation. Each group needs contact once a week when they are at home.</p> <p>Phone calls to vulnerable children on weeks they are not in school</p> <p>EXTRA: Staff try a lesson on Zoom/Teams</p>
<p>Level 4 Some classes in school, home learning for rest (same as Summer term 2020)</p>	<p>MUST HAVE: As for Level 3</p> <p>Weekly phone calls to vulnerable families One lesson a week on Zoom/Teams</p> <p>EXTRA: Using Zoom/Teams to do more remote teaching. Record the session for those not able to attend.</p>
<p>Level 5 Key workers only in school, home learning for rest (same as March –1st June 2020)</p>	<p>MUST HAVE: As for level 4 Using Zoom/Teams to do remote teaching. Record the session for those not able to attend. At least once per day with a view to building up.</p> <p>Weekly phone calls to vulnerable families</p> <p>EXTRA: More Zoom/Teams lessons</p>