



# Curzon CE Combined School

## Remote Learning policy

September 2020 (reviewed Sept 2021)

### **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](mailto: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. They may also give pupils the opportunity to follow lessons live from home.
- 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](mailto: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.
- 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 contacted by NHS Track and Trace, have received a positive PCR or they have been told to shield and/or have received a letter to confirm this. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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 not unwell, staff will be asked to support with the online learning provision for their year group or to plan lessons for a cover teacher. They may be asked to teach remotely from home if well enough.
- Staff may also be given an individual task to work on which is in 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 every 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

<p><b>Level 1 normal school/bubbles</b></p>	<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>
<p><b>Level 2 Some children self-isolating</b></p>	<p>Children who are self-isolating may attend lessons via teams. Individual home learning provided.</p>
<p><b>Level 3-home learning for bubbles (2 weeks)</b></p> <p><b>Level 4 Some classes in school, home learning for rest (same as Summer term 2020)</b></p> <p><b>Level 5 Key workers only in school, home learning for rest (same as March –1<sup>st</sup> June 2020)</b></p>	<p><b>MUST HAVE:</b></p> <p><b>Created in Staff SharePoint ready to copy over</b>  <b>Each class needs the following pinned on their site each week</b></p> <p>Audio PowerPoint with week's instructions for each class (use template)  Suggested weekly timetable  Video of teacher reading to the class on Microsoft Streams.  Live Teams lessons for lit (daily) , PSHE (1x week) and maths (2 x week)  KS2 to upload work onto portal where marked within 48 hours.</p> <p><b>Folders</b></p> <p>Folder dated for the week containing instructions for all other subjects, White Rose Maths  Literacy PowerPoint/instructions  Humanities Audio ppt to introduce lessons, task for children to complete.</p> <p>Science Audio ppt to introduce lessons, task for children to complete.</p> <p>Other subjects</p> <p>KS2 to upload work onto portal where marked within 48 hours.</p> <p>Phone calls to vulnerable children and those who do not attend Zoom/Teams.</p>

### FAQs January 2021

1. *What should my child expect from immediate remote education in the first day or two of pupils being sent home?*  
Work for home learning will be posted on the portal with a welcome audio PowerPoint for each class.
2. *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 have needed to make some adaptations in some subjects. For example, we are able to do forest school sessions in school and a wider range of PE and art lessons.

3. *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 (Government revised guidance 7.1.21)

Ks1: 3 hours

Ks2: 4 hours

Ks1: this will comprise approximately of 30-40 mins daily live phonics slot, 1 hour daily maths activities, daily literacy, different subjects on rotation, 30 mins weekly live PSHE lessons.

Ks2: this will comprise approximately of 1 hour daily live literacy, 1 hour daily maths activities, different subjects on rotation, 30 mins weekly live PSHE lessons.

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

Children in years 1-6 will access home learning via the pupil portal using their pupil logins. Reception children use Tapestry. Links for Teams meetings are sent via email. There is a dedicated home learning email account monitored by all teachers.

5. *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 a limited number of devices that can be lent to parents.
- If parents are suffering from ongoing lack of internet connection, they should contact the school office for advice
- Live teaching is timetabled to ensure that siblings who are sharing devices can attend at different times.
- The school sends home printed packs to those unable to access the pupil portal.
- Pupils can record home learning in books. Parents can use phones to photograph work send to teachers.