



Havannah Primary School

Remote Learning Policy

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

Teachers

When providing remote learning, teachers must be available between 08:30am and 16:30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. When providing remote learning, teachers are responsible for:

Delivering remote learning during school closure via Zoom and ClassDojo:

- There will be a weekly timetable prepared and shared with parents the week before sharing the objectives for the week ahead;
- KS1 will have at least 3 hours of learning available to the children - this will be delivered via Zoom with follow up tasks available. KS2 will have at least 4 hours of learning via Zoom and follow up tasks on ClassDojo. Please see Appendix A;
- Children in school (Critical Worker and Vulnerable groups) will access the learning in school and be supervised by teachers and teaching assistants;
- Teachers will keep lines of communication open with TAs to ensure consistency and robust delivery;
- See Appendix B.

Providing feedback on work:

- Children can respond to live lessons during the session, enabling pupils to receive timely and frequent feedback. In KS2, teachers are additionally available for up to 15 minutes after the session via Zoom to address any misconceptions and provide more specific 1-1 feedback where appropriate;
- Children and parents are encouraged to upload completed work. This will be photographed and uploaded onto ClassDojo;
- Teachers will provide feedback via ClassDojo;
- See Appendix B.

Keeping in touch with pupils who aren't in school and their parents:

- Children are expected to attend online lessons - registers will be taken by class teachers and reported to the Headteacher. Registers are monitored on a weekly basis by the SLT;
- Where children are not in attendance, class teachers will make welfare checks via email and then phone calls to ensure children are able to access online learning;
- Teachers to monitor behaviour whilst working on webcams and reinforce school values and expectations. See Appendix B.

Attending virtual meetings with staff, parents and pupils:

- When completing online learning, children and adults will be fully dressed - not in pyjamas;
- An adult is expected to be in earshot when children are taking part in online learning;

- Zoom sessions will be recorded as a safeguarding practise. The parent or an adult should be in earshot of the child;
- Children should be on mute, unless speaking to avoid background noise or disruption;
- Havannah Primary School's live lesson Code of Conduct has been shared to all staff and parents;
- See Appendix C.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for supporting pupils both in school and at home with remote learning:

- TAs will supervise the children's access to the online learning, manage cleanliness and increased cleaning expectations as per the COVID-19 mitigation plan and provide further support to any children within their bubble that may need additional help;
- TAs will keep lines of communication open with teachers to ensure consistency and robust delivery;
- See Appendix B.

The Role of the Special Educational Needs Coordinator within Lockdown

Supporting pupils who aren't in school with learning remotely:

The SENCO will work with teachers to ensure that any children with additional needs are having their needs met through proper support;

The SENCO will make fortnightly welfare phone calls to children who have any additional needs and are learning from home. Any concerns will be shared with the HT (DSL) and actioned;

Reviews of School Focus Plans and Educational Health Care Plans will be carried out via TEAMS.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning - through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents via questionnaires;

Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for:

- Safe working practices for staff and pupils in line with the Safeguarding policy and addendum;
- Monitoring the welfare and wellbeing of all pupils and staff members and supporting any issues that arise due to lockdown;
- Ensuring that vulnerable pupils are able to access home learning via school places or additional devices;
- Ensure the delivery of Free School Meal vouchers to vulnerable pupils.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - although consider they may not always be in front of a device the entire time;
- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers or teaching assistants;
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The Governing Body 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.

Who to Contact

If parents have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work - talk to the relevant class teacher;
- Issues with behaviour - talk to the relevant class teacher or Headteacher;
- Issues with IT - talk to the class teacher;
- Concerns about data protection - talk to the Headteacher
- Concerns about safeguarding - talk to the Designated Safeguarding Leads

Data protection

When accessing and processing personal data for remote learning purposes, all staff members will:

- Staff will use their login and password to access all files and Zoom meetings;
- Staff should use the devices allocated via the school and avoid using personal devices due to security;
- See the GDPR and Acceptable Use Policy;
- Staff members may need to collect and/or share personal data such as their school email address as part of the remote learning system. As long as this process is necessary for the school's official functions, individuals won't need to give permission for this to happen;
- 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;
- See the GDPR and Acceptable Use Policy.

Safeguarding

See the Child Protection and Safeguarding Policy and addendum - updated January 2021.

Monitoring arrangements

This policy will be reviewed as needed and this will be done by Stefanie Williams - Headteacher. After each review, it will be approved by the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy and Coronavirus Addendum
- Data Protection Policy and privacy notices
- ICT and Internet Acceptable Use Policy
- GDPR Policy

Appendix A

During this current period of Lockdown (January 2021) this is what is taught to all pupils at home and at school.

Reception - up to 3 hours learning

The expectation is Reception children will be provided with up to 3 hours remote education. 3 hours is not always possible for younger children. The class will have differentiated Zooms.

Maths session - 15/20 mins Zoom + 15/20 mins follow on task

RWI session - 15/20 mins Zoom + 15/20 mins follow on task

Afternoon session - 15/20 mins Zoom + independent activities

ZOOM = 45 mins - 1 hour

INDEPENDENT TASKS = 1 - 2 hours

KS1 - at least 3 hours learning

Maths session - 30-40 mins Zoom + 30 mins follow on task

RWI / Writing - 30-40 mins Zoom + 30 mins follow on task

Afternoon non-core session - 30-40 mins Zoom + 30 mins follow on task

Other additional independent tasks can be set to ensure a minimum of 3 hours a day on average is provided.

ZOOM = 1.5 - 2 hours

INDEPENDENT TASKS = 1.5 hours plus any extra

KS2 - at least 4 hours learning

Morning session - at least 30 mins reading comprehension / spelling activity set by the teacher

Maths session - 40 mins Zoom + 30 min independent follow up task.

Writing session (writing cycle) - 40 mins Zoom + at least 30 mins independent follow up task.

Afternoon non-core session - 30 mins Zoom + 30 mins independent follow up task.

Teachers may give different independent tasks to account for the 2+ hours of independent tasks a day e.g. Kahoot quiz, Purple Mash tasks, Times Table Rock Stars, reading and quizzing on AR, My Maths homework tasks.

ZOOM = 1 hour and 50 mins

INDEPENDENT TASKS = 2 hours and 10 minutes of independent tasks a day (at least)

Appendix B - Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

The remote curriculum: what is taught to pupils at home

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

During this current period of Lockdown (January 2021) this is what is taught to all pupils at home and at school.

Reception - up to 3 hours learning

The expectation is Reception children will be provided with up to 3 hours remote education. 3 hours is not always possible for younger children. The class will have differentiated Zooms.

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Afternoon non-core session - 30-40 mins Zoom + 30 mins follow on task

Other additional independent tasks can be set to ensure a minimum of 3 hours a day on average is provided.

Zoom = 1.5 - 2hrs

INDEPENDENT TASKS = 1.5hrs plus any extra

KS2 - at least 4 hours learning

Morning session - at least 30 mins reading comprehension / spelling activity set by the teacher

Maths session - 40 minute Zoom + 30 min independent follow up task.

Writing session (writing cycle) - 40 minute Zoom + at least 30 minutes independent follow up task.

Afternoon non-core session - 30 minute Zoom + 30 minutes independent follow up task.

Teachers may give different independent tasks to account for the 2+ hours of independent tasks a day e.g. Kahoot quiz, Purple Mash tasks, Times Table Rock Stars, reading and quizzing on AR, My Maths homework tasks.

Zoom = 1 hr and 50mins

INDEPENDENT TASKS= 2 hrs and 10 mins of independent tasks a day (at least)

Where a child is required to isolate or quarantine and remain at home, there will be a pack of work for children to complete at home available via the school office. This will include: English, Maths and a foundation subject task daily. Work can be submitted to the class teacher via ClassDojo and feedback will be given here.

In the case of the class teacher needing to isolate, lessons will be delivered via Zoom and the class will be supervised by the TA.

In the case of a class bubble needing to isolate, the class will be taught via Zoom delivered by the class teacher or teaching assistant.

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, PE is being delivered via Zoom lessons.

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:

Key Stage 1	Approx. 3 hours a day.
Key Stage 2	Approx. 4 hours a day.

Accessing remote education

How will my child access any online remote education the school are providing?

Each child is given a weekly timetable providing information to log on to their Zoom sessions. They can access their class teacher via Class Dojo, or parents can email the teacher via their school email address.

Lessons are delivered via Zoom and additional work uploaded to Class Dojo (this is the platform in which additional work and resources are shared). A user guide to set up Zoom has been shared with parents. A resource pack has been prepared individually for each year group by the class teacher with resources to help support remote education e.g. RWI Speed Sound cards, number lines, work books, pens/ pencils. These were available to collect from the school office.

If my child does not have digital or online access at home, how will the school 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:

- Where a device is needed, parents are requested to contact the class teacher or school office as soon as possible. School has purchased 30 devices that can be loaned to parents. There is a Havannah Primary School agreement that must be signed before devices can be taken off site.
- Where families are struggling with internet connectivity, families can contact the school office or Head Teacher. School has a number of Vodaphone SIM cards offering 30GB of data for 90 days. Additional O2 Internet codes can be provided to help parents who are struggling with connectivity.
- Wherever parents have no printer to prepare worksheets or required materials, please contact the school. **Work packs can be printed off and collected from the school's main office.**

Engagement and feedback

What are expectations for my child's engagement and the support that we as parents and carers should provide at home?

- We ask all children to participate in daily Maths and English Zoom lessons as a minimum expectation, but where possible, to join all Zoom lessons throughout the day;

- To share their work on ClassDojo so teachers can give individual feedback;
- We ask parents to support the timetable as laid out by the teachers, accessing the online lessons and to see on screen or printed resources for pupils to complete;
- We ask parents to keep communication open with school and to ask for guidance and support wherever needed.

How will the school check whether my child is engaging with their work and how will I be informed if there are concerns?

- Registers are taken and any children that may be missing are followed up by the class teachers via email to parents. Persistent absentees are reported to school for the SLT to follow up.
- Where needed, the Headteacher will contact parents and follow safeguarding procedures as per the policy if necessary.

How will the teachers assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feedback on pupil's work is as follows:

- Children will submit work over Class Dojo, where possible on a daily basis;
- Pupils will be rewarded with Class Dojo points for participation and for submitting work to their online portfolio in remote learning lessons - please see Appendix D;
- Feedback may be given verbally in Zoom lessons, in a phone call or in written form over ClassDojo.

Additional support for pupils with particular needs

How will the school work with me to help my child who needs additional support from adults at home to access remote education?

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:

- Some of the more vulnerable children with SEND have been offered school places during the lockdown. Those SEND children who are at home will be supported via the class teacher/ teaching assistant. Where needed, following the input, the teacher/ teaching assistant will have a small group or a 1:1 session with the child(ren) to support learning.
- The school SENDco will complete welfare phone calls to families with vulnerable learners to check that they feel adequately supported.
- All children with an Educational Health Care Plan have been offered a full-time place in school.
- Where appropriate, teaching assistants are continuing to deliver interventions via Zoom to pupils with specific learning difficulties.
- The school are continuing to deliver ELSA sessions for those pupils who require additional social and emotional support. For pupils in school, the sessions are delivered face to face. For pupils who are at home, they can access ELSA sessions via Zoom or verbally over the phone from the school ELSA lead. There are additional ELSA packs available to all pupils accessible from the school office to help support children's mental health.
- Professionals/specialists including the school Play Therapist are continuing to work with our pupils in school as normal, adhering to the Government's health and safety advice regarding COVID19.



LIVE LESSON CODE OF CONDUCT

- Teachers will record meetings for safeguarding purposes
- Pupils must be on time for the sessions with the appropriate equipment ready (paper, pencil)
- We would ask that parents, where possible, are present in the background. It would be appreciated if you're within earshot so you can help with any technical difficulties or other queries that arise.
- Pupil audio will be turned off. This must remain off unless the host chooses to unmute or turn on.
- When a screen is shared, the host will adjust their settings to prevent any annotations of screens by pupils.
- Usernames of pupils must be appropriate and recognisable or they will be removed from the lesson, for security reasons. Pupils will not be admitted to the lesson if the teacher does not recognise their name.
- There will be login details for each lesson in order to keep them private. This must not be shared with anyone outside of the Havannah School community.
- As such, pupils/parents must not record these lessons or use them for any other purpose than learning e.g. the sharing of these lessons on social media is prohibited.
- Pupils should not under any circumstances capture or use video of Havannah staff. If live lessons are not used safely, we would have to reconsider offering this facility to a pupil.
- If a member of staff has any safeguarding concerns, they will report these to the school's Designated Safeguarding Lead/ Deputy Designated Leads.
- If a parent has any safeguarding concerns regarding the lessons, they must use the usual channels and contact the safeguarding team in school.



Class Dojo Rewards

50 Dojo points

Certificate from Mrs Williams posted to
your house

100 Dojo points

Certificate and non-uniform pass posted to
your house

150 Dojo points

Your very own 10 minute Zoom slot

200 Dojo points

A voucher from Mrs Williams posted to
your house

**Special Prize to the highest dojo points
in school at the end of Lockdown**

