

St George's Hanover Square  
Remote and Home Learning Policy  
2020-21



## 1. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

## 2. What the Remote Learning Day Looks like

Remote/Home Learning will take the place of the normal school day when a class 'bubble' is required to self-isolate through COVID guidance/restrictions. Parents of the class self-isolating will receive this standard letter:

*Our Home Learning Programme has now started in Year X. Children in Year X will need to self-isolate for 14 days (please refer to the letter sent to you yesterday) but this does not mean that Year X lessons will stop.*

*Lessons will continue through our online platform GOOGLE-CLASSROOM with Mr X. There will be 3 lessons a day:*

- *At 9.00am*

*(we suggest that 10.30-11.00 am should be a break time)*

- *At 11.00am*

*(we suggest that 12.30-1.30pm should be lunchtime and break)*

- *At 1.30pm*

*To access the lessons, please open Google-Classrooms as you have been doing for homework and select CALENDAR MENU for your next lesson. Children must attend these lessons as they would attend the normal school day and morning and afternoon registers will be taken. Should you or your child have difficulty attending the lessons, please telephone the school and we will assist.*

*Thank you once more for supporting the school in these challenging times and for keeping our school community safe.*

Lessons will include a 20 minute lesson introduction by the class teacher and children will then be directed to the study tasks. The timing of the Remote Learning day usually gives them about an hour to complete and upload these study tasks, for the teacher to mark and leave feedback. The day also incorporates break times and lunchtimes, in which we encourage the children to exercise and spend time away from the computer/notepad. The Remote-learning day can be an intense one with challenging study tasks, so Homework during this week will be focused on reading tasks and online maths practise tasks like Mathematics or learning times tables.

Class room based teaching assistants may also be required to attend lessons and support the activities as required by the Headteacher.

Remote/Home Learning can be delivered by the class teacher from home in the event that the class teacher is also required to self-isolate.

It is important to note that Remote/Home Learning is for the child only – parents and other members of the family **cannot** participate, both for safeguarding reasons and for practical reasons.

### 3 .Who is this policy applicable to?

➤ A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week.

➤ **Note:** If a child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal; in this case, the child will be directed by the class teacher to study from the school's online resources, selecting lessons and exercises which follow the curriculum targets for that week. The teacher will send an email communication, setting out these sites and which targets the child can work on from home.

This work will be either monitored (as on Mathletics) or marked (where uploaded on GoogleClassroom) as appropriate.

### 5. Home and School Partnership

ST GEORGE'S School 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St George's Primary School would recommend that each 'school day' maintains structure

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. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

### 6. Roles and responsibilities

#### Teachers

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

When providing remote learning, teachers are responsible for:

- Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared St George's
- Teachers will be setting work on *Google Classroom*.
- Keeping in touch with pupils who aren't in school and their parents:
  - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school office@sghsprimary.co.uk
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

## Teaching Assistants

Teaching assistants must be available to work during Remote Learning.

If they are 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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

## Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

## **The SBM**

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **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

## **7. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning

## **Acceptable Use Home Learning Agreement**

**I will always ask an adult at home to supervise me if I have to use the internet.**

**I will not play any computer or online games during the Home Learning day, from 9am until the end of the day at 3.15pm.**

**I will wear smart comfortable clothes.**

**I will follow the teacher's rules during Home Learning lessons.**

**I will not show anything to the class, unless I have shown my teacher first and got their permission.**

**I will behave sensibly during lessons.**

**I will attend lessons punctually.**

**Name:**

**Date:**