Oak Meadow Primary School

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Our Remote Learning Response

From tiny acorns mighty oaks grow.

Contents

A flexible approach:

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents and carers will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this, we are providing a flexible approach to blended learning. We will offer the same weekly learning activities across the curriculum that the children would have access to if they were to be in school so that pupils can work their way through as much as they are able, at a time that suits them.

1. Aims

This blended learning policy for staff aims to:

> Ensure consistency in the approach to blended learning for pupils who aren't in school.

> Set out expectations for all members of the school community with regards to blended learning.

> Provide appropriate guidelines for data protection.

2. Roles and responsibilities

2.1 Teachers

When providing blended learning, teachers must be available between 8:55 am and 3:15pm.

If teachers and staff 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 procedures to Mr Arnold. If their absence affects the completion of any work required to deliver the complete remote learning curriculum, then SLT will delegate this responsibility to year group colleagues to ensure that work is ready for pupils at the start of each day.

For individuals who may be instructed to self-isolate or shield due to COVID, class teachers will provide access to a weekly timetable of blended learning activities that, as much as possible, link to the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready-prepared high quality materials (from Oak National Academy, BBC Bitesize, BBC Teach, Power Maths and White Rose Maths) and supplement these with our existing subscription packages such as Bug Club, My Maths, Timestable Rockstars and Rising Stars. Teachers will endeavour to view and feedback on as much of the pupil's work as they are able, while balancing their workload inside of school if parents/ carers scan or photograph and return their child's work.

When providing blended learning, in the event of partial or full school closure, teachers are responsible for:

> Setting work:

> > o   Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum and match the

timetable that would have been taught had the children been present in school each day.

- o Setting differentiated to work to meet the needs of all abilities in the classroom, including children with Special Educational Needs each day.

- o Working as a year group team to ensure that work for each day's learning is planned, ready and emailed to the year group's group email by the close of the day prior. This learning will include a daily visual timetable along with the associated SMART Notebook slides' related learning sheets/tasks and website links. Paper copies can be requested in the event of a partial or full school closure from the main school office for those children who are unable to access the resources electronically at home. If notification permits, all children will be sent home with paper copies of all remote learning activities.

> Providing feedback on work:

- o Pupils will send completed work to teachers via year group emails.

- o Teachers will email back feedback during the school day 8:55 am to 3:15 pm.

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

- o Emails received in the year group email from parents, carers and pupils are to be checked between 8:55 am and 3:15 pm, Monday to Friday. Emails must be replied to within the school day and staff must only send replies between these times. School office staff may reply to general year group enquiries.

- o Any issues that are received are to be dealt with professionally by Oak Meadow staff in accordance with the school's Code of Conduct Policy. If necessary, staff to liaise with the Leadership Team for advice before replying.

- o Teachers are to attempt to make contact with all pupils in their class via email however, if no contact has been made by the third day of the closure period, they are to be referred to Mr Arnold or Miss Challenor. All teachers will keep a brief record of all contact with parents/ carers/children along with any relevant actions.

- o Teachers must not give out any personal details such as their private email address.

- o Any complaints or concerns should be forwarded to a member of SLT who may choose to contact the parent/ carer directly.

- o No virtual meetings will take place between staff, parents/ carers and pupils – this may be reviewed in the event of longer term lockdown.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:35 am to 3:15pm Monday to Friday. During this time, they are expected to support the class teachers in responding to parent emails and checking work and responding appropriately. If they're unable to work for any reason during this time they should report this using the normal absence procedures (reporting to the Head teacher by 7:30am in order that year group colleagues can distribute work accordingly for the day).

When assisting with remote learning, teaching assistants are responsible for:

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

- o As requested by class teachers to prioritise and support SEND children.

- o To mark pupils' work and give feedback.

- o To answer general enquiries from parents and carers as directed by the class teacher.
- o To attend virtual meetings with class teachers and senior leaders via Microsoft Teams.

2.3 Subject leads

Subject Leads will be available from 8:35 am to 3:15 pm to advise on planning and/ or enquiries from parents and carers during the school day.

Alongside their teaching responsibilities, subject leads are responsible for:

> Monitoring the blended learning set by teachers in their subject in accordance with their monitoring timetable and providing feedback electronically via email.

> Working with teachers who are teaching their subject remotely to make sure all work set is appropriate and consistent.

> Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the blended learning approach across the school.

> Monitoring the effectiveness of blended learning – reviewing work set by teachers daily.

> Monitoring email correspondence between parents/ carers and teachers and responding to any concerns and complaints as appropriate via email or telephone call.

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

> Ensuring that there are sufficient resources in school for all children to access blended learning by providing them with a pencil case, pencil, pen, ruler, pencil sharpener, exercise book, reading book and journal.

2.5 Designated safeguarding lead

The DSL is responsible for:

> Maintaining contact with children deemed vulnerable who are subject to a Child in Need or Child Protection Plan and children for whom the school has any other safeguarding concerns.

> Collating, passing on and reporting concerns to Wolverhampton Safeguarding Together as deemed necessary.

> Make teachers, parents and carers aware of the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse to the following sites. Harmful or upsetting content - UK Safer Internet Centre - and Bullying or Abuse online - the National Crime Agency's Child Exploitation and Online Protection command

2.6 IT staff

IT staff (employed by eServices) will assist staff with:

> Resolving any technical issues that staff, parents/ carers and children may be experiencing.

> Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer.

> Assisting pupils and parents/ carers with accessing the internet or devices.

2.7 Pupils and parents/ carers

Staff can expect pupils' learning remotely to:

> Be contactable during normal lesson periods – although 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 are not able to complete work via email.

Staff can expect parents and carers with children learning remotely to:

> Make the school aware if their child is sick or otherwise can't complete work by contacting the school email address: oakmeadowprimaryschool@Wolverhampton.gov.uk

> Seek help from the year group teachers via email if they need it.

> Be respectful when making any complaints or concerns known to staff.

> Spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

> Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. Online safety concerns should still be reported to the school's Designated Safeguarding Lead, Mr S Arnold.

> Support their child's mental wellbeing by including time for education, playing and relaxing to reduce stress and anxiety.

2.8 Governing board

The governing board is responsible for:

> Monitoring the school's approach to providing blended 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.

> Ensuring that the school's SLT support and take into consideration staff's emotional health and wellbeing when establishing blended learning protocols and procedures.

3. Who to contact

If staff have any questions or concerns about our blended learning offer, they should contact the following individuals:

> Issues in setting work – talk teSthe relevant subject lead/SENDCO/Phase Leader/DHT.

> Issues with behaviour – talk to the relevant Phase Leader/SENDCO/SLT.

> Issues with IT – submit tickets to either Eservices or Concero who will work remotely to resolve the issue. Mr P.Lane (Computing Lead) will access further support if needed.

> Issues with their own workload or wellbeing – talk to Mental Health Lead (Miss T. Challenor/ Miss H. Bates).

> Concerns about data protection – talk to the Data Protection Officer (Mr.S Arnold/ Miss B. Mills).

> Concerns about safeguarding – talk to the DSL (Mr S.Arnold) or in his absence the DDSL (Miss A Parker/ Miss T. Challenor/ Mr P. Lane).

4. Data protection

4.1 Accessing personal data

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

> Access data on the school's Cloud.

> Teachers are able to access parent contact details via SIMS when in school using their own secure password and no details will be shared with any third parties.

> The Business Manager, Miss B. Mills, will have the ability to locate personal details of families outside of school when required through securely accessing SIMS and are not to share their permissions with other members of staff.

> The school laptop is the device that will be used when communicating work to pupils in line with our acceptable use agreement and this device is secured with a Bitlocker code.

> Use parent and carer emails only when permission has been given for the sending and receiving of remote learning resources.

4.2 Processing personal data

Staff members will only share their year group staff email as part of the remote learning system. Staff will refrain from using their personal staff email address.

4.3 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.

> Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

All practice is governed by Keeping Children Safe in Education 2020 and the School's Safeguarding Policy which is available on the school website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the Government. At every review, it will be approved by the Headteacher and Chair of Governors.

Appendix 1: Actions for Remote Learning

Supporting our blended learning offer, teachers will:

- Include a daily visual timetable on SMART notebook slides replicating the lessons, which would normally take place each day.
- Send an email from the year group's email address and any individual email addresses for parents and carers who have opted out of the group email, by 3.15p.m. for the next day's learning. Parent and carer email addresses will be added to the 'BCC' bar to avoid parents and carers seeing others' email addresses. Teachers' personal email addresses must not be used.
- In the event of a year group or bubble closure, pre-prepared learning activities will be sent out immediately upon receiving notification. Resource/ learning activities, replicating the year group's normal daily timetable, will include:
  o An exercise book;
  o Reading book and journal;
  o Pencil case containing equipment such as pencil, pen, ruler, eraser and sharpener;
  o 10 X reading comprehension/ reading activities (sourced from The Literacy Shed or Rising Stars), 10 X spelling tasks and 10 X handwriting practices relating to Nelson Handwriting resources from Oxford Owl.
  o Writing activities which may include a picture stimulus with 4 X SPAG-based activities and one writing activity per week, e.g descriptive writing of a setting. Resources can be accessed from Pobble 365 or The Literacy Shed;
  o Plan mathematics activities which will include daily times table practice with associated sheets from Times Table Rock Stars, 2 X lessons filling the gap from previous learning using formative evaluations/ assessments from White Rose Premium resources and 3 X arithmetic lessons from Rising Stars - per week. Reception will provide age-appropriate learning resources and activities;
  o Plan foundation subject lessons linking explicitly to the term's topic including RE and PE lessons.

All work provided as hard copies will relate directly to the daily SMART Notebook planning which will be emailed to parents and carers. The planning will be exported as a PDF document for emailing to parents and carers.

The Smart Notebook slides will be progressively layered to support pupils' access to the hard copies we have sent home and will be appropriately differentiated and emailed separately to parents and carers for children requiring additional support.

 Upon completion of children's work, parents and carers will be encouraged to scan/ photograph and email work to teachers for marking and assessment; this will inform the next day's learning. All emailed work to teachers will be marked with feedback shared by return between the school day hours of 8:55am and 3:15pm.

Staff will liaise with the Leadership Team if they are unsure of how to respond to any communication with parents and carers.

Classteachers will keep a record of all contact with parents, carers and children. If teachers do not receive any email contact by the third day of the closure period, Mr Arnold or Miss Challenor will be

informed. Direct contact will be made to enquire of children's welfare and ability to access either the hard copy work provided or daily emailed Smart Notebook planning.

No virtual meetings will be held between staff, parents or pupils. SLT will review this in the event of a longer-term lockdown.

Support staff will help with class teachers' planning and may be asked to respond to parents', carers' and pupils' emails, checking work and responding appropriately. SEND children will to be prioritised by all support staff. Marking, feedback and parent/ carer responses will follow direction from the class teacher.

Normal absence procedures apply if staff are unable to work for any reason. Contact must be made with Mr Arnold in the event of being unable to work remotely.

All staff must be available to participate in virtual meetings if requested by Senior Leaders. Each staff member will ensure, prior to a school or year group closure, access to Microsoft Teams.

Subject leaders (including SENDCo) will be available to support colleagues (with such issues as resource allocation) and to answer parent and carer questions within the working day, 8.55a.m. – 3.15p.m.

Parents and carers will contact the school office if a child is unwell on a working day or via email if school is closed: oakmeadowprimaryschool@wolverhampton.gov.uk

Safeguarding concerns must be reported to the DSL and/or the DDSL using existing practices in line with KCSiE and the school's Child Protection and Safeguarding Policy.

ICT concerns/ issues must be ticketed to Concero or eEervices as appropriate.