



TUPTON PRIMARY & NURSERY ACADEMY™

Remote Education Policy

1. Statement of School Philosophy

Tupton Primary and Nursery Academy has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this, taking into account the needs and resources of families at home.

2. 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 for members of the school community with regards to the 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

3. Who is this policy applicable to?

- A child who 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.
- 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
- Those children who cannot attend school in the event of a national lockdown.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Home Learning pages of the school website
- Online tools for EYFS KS1 KS2 *Class Dojo, Loom and Purplemash* as well as for staff CPD and parents sessions.
- Use of Recorded video for instructional videos
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Timestable Rock Stars, Spelling Shed, White Rose Maths, Purplemash, Big Cat Collins e-books & Charanga

5. Home and School Partnership

Tupton Primary and Nursery Academy 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.

Tupton Primary and Nursery Academy will provide a refresher online training session and induction for parents on how to use on line resources such as ClassDojo and Purplemash as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Tupton Primary and Nursery Academy 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.

6. Roles and responsibilities

The senior leader with responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is Katherine Richards.

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.

Tupton Primary and Nursery Academy will provide a refresher training session and induction for new staff on how to use online resources

When providing remote learning, teachers must be available between 9am – 12pm and 1pm -3pm. They must also build in a morning and afternoon break session where appropriate.

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.

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
 - Daily work will be shared via ClassDojo and the school website
 - Children, on average, will be set:
 - KS1 - 3 hours per day
 - KS2 – 4 hours per day
- Providing feedback on work:
 - Reading, writing and maths work, all completed work submitted by 1pm to be guaranteed teacher response and comments by 5pm.
 - All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.
- 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 admin account enquiries@tpna.org.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 during their normal working hours.

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 inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning by monitoring the work set by teachers, meetings with teachers and feedback from parents and learners.

- 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.

The SENCO

- 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 GRIPs
- Identifying the level of support required

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
- End User Agreements for Classdojo, Timestable Rock Stars & Spelling Shed

Home Learning Plan

The current national lockdown has seen schools remain open and we have also been fortunate enough, so far, to avoid having to send any classes home to isolate this year. That said, we have been busy making plans to ensure that learning can carry on in the event that your child is not able to come to school. This newsletter aims to outline the details of the plan.

Always Activities

Each class uses a range of websites to support learning both in and out of school. These activities are always available and include:

- TT Rockstars
- Spelling Shed
- Purple Mash

And there is always – Good old fashioned reading!

Each class has its own page on our website with links to commonly used sites.

Children Awaiting Test Results

A number of children have missed some time from school this term due to having symptoms of Corona Virus. In these instances, children have been at home for 2-4 days while tests were processed.

Our offer:

For these short periods of absence we have:

- prepared work packs for children to complete at home.
- the range of 'always activities' for the children to complete.

Once a negative result is received, children return to school when they are well enough.

Positive Result/Isolation

If a child (or a member of their household) gets a positive result or is notified by Test and Trace, the household will have to isolate in line with

government guidance. This will mean that pupils will have a longer period of absence. It is important in this instance that your child is able to access learning they are missing in school.

Our offer:

For these longer periods of absence, we have:

- arranged for work to be posted on Dojo or emailed that reflects the work being done that day in class.
- a range of 'always activities' for the children to complete.

- provision in place for regular feedback on the work your child completes. This will be done by phone if needed, but will usually be done via Dojo or email.
- CGP books – class teachers will tell children which pages to complete

A Whole Bubble is at Home

If a whole bubble is sent home or there is another national lockdown, we will immediately revert to our remote learning plan.

Our offer:

If a whole bubble has to work from home, the class teacher will take responsibility for online learning from the first day of closure. In this event:

- Teachers will provide maths, literacy and topic activities each day. These will usually be set on Dojo or the class page on the school website. Completed work should be posted on the Portfolio section of Dojo or emailed to the address below, so children can get feedback.
- Questions children ask via a direct message on Dojo are only viewed by the teacher – so do ask for help!
- Teachers will share whole class stories via Dojo.
- Teachers are available via telephone, Class Dojo and email if they are needed.
- Children can access the 'always activities'.
- CGP books – class teachers will tell children which pages to complete

Live Lessons

Teachers will give you plenty of notice if a live lesson is planned. You will be able to access the lesson through the link provided by the teacher.

During a live lesson we ask that an adult is in the same room as the child in order to supervise.

We will also provide recorded lessons which you will be able to access at any point during the day, enabling you to build a timetable that suits you.

Please do not accept invitations to live events that have not come via Class Dojo.

Laptops and Internet Access

School has a small number of laptops that can be borrowed for use at home. If you responded to the school survey and told us that you didn't have a device at home, we will contact you to arrange collection of a device.

We also have a limited number of wireless routers that can be used to access the internet.

If you would like to borrow a device or a router, please contact school.

Feedback

Teachers will give feedback on work that has been submitted. This may be through a phone call, a recorded feedback session, a written comment or part of whole class feedback.

Email Accounts

We have set up dedicated email accounts for each class. You can email and share work with teachers through these email addresses. They will only be checked regularly if the whole class has to isolate.

Nursery & Reception: EYFShomelearning@tpna.org.uk

Year 1:

Y1homelearning@tpna.org.uk

Year 2:

Y2homelearning@tpna.org.uk

Year 3:

Y3homelearning@tpna.org.uk

Year 4:

Y4homelearning@tpna.org.uk

Year 5:

Y5homelearning@tpna.org.uk

Year 6:

Y6homelearning@tpna.org.uk

Class Bubbles

All of our year groups make up a single bubble with the exception of Nursery, Reception and Year 1, who are one bubble.