



## Kingsway Infant School

### REMOTE LEARNING POLICY

At Kingsway Infant School, we are determined to provide access for every child to the full curriculum whether they are in school or learning from home. Provision will be flexible to enable access for all. We aim to provide high quality teaching and learning opportunities with a clear understanding that many of our pupils are not able to access at set times of day but that all families are determined to do the very best that they can to support their child's learning.

This policy will tell you about what you can expect from us should your child/family be isolating due to COVID19, should a class/year group or bubble have to temporarily close or the whole school be closed by the Government except to provide critical childcare. It also explains how you can ensure your home learning is logged and feedback is given to ensure your child is getting the best education while learning outside of school.

Taking care of our own physical and mental health as teachers is crucial at this time as it is for our children and their parents/carers. Some teachers may have to teach in the class and plan for home learning for those children who are not in school. Likewise, some parents/carers are working at home, or juggling other commitments and cannot teach their child at set times through the day. This plan supports the workload of our teaching staff and the well-being of working parents/carers and their children so that it is manageable for all parties.

We appreciate that we will not have been able to plan for every eventuality however, please find our actions for the most likely circumstances below:

Home Learning Policy – School open, no lockdown			
		Responsibility	Monitoring
Planning	<ul style="list-style-type: none"> <li>Teachers to make all lesson resources available by Friday 1pm for preparation for following week</li> <li>Lessons should be accessible to all and formatted for ease of use</li> <li>Resources should take into account any SEND needs</li> </ul>	Class Teachers	Senior Leadership Team (SLT)
Learning Resources	<ul style="list-style-type: none"> <li>Learning to be sent via Marvellous Me (MM) to pupils who are isolating so they can join in with learning if well enough</li> <li>Links to online resources – Purple Mash, Education City sent via MM</li> <li>Reading books sent home must be quarantined before being returned to library</li> </ul>	Class Teachers	SLT
Feedback	<ul style="list-style-type: none"> <li>Feedback messages via MM where appropriate</li> <li>Children who have been away for a prolonged period should bring any completed work to school on return for their teacher to assess</li> </ul>	Pupil, Parents/ Carers, Teachers	Class Teachers

**Lockdown Learning Policy - During *partial or complete shutdown, due to COVID19, these further protocols will be put into place.***

<p><b>Access to all</b></p>	<ul style="list-style-type: none"> <li>Teachers are required to plan for the majority of lessons to be able to be carried out with limited access to digital devices</li> <li>The Government has not allocated devices below Year 3 and it is recognised that learning opportunities should be creative, exciting and not screen based for the majority of lessons</li> <li>Where digital devices are needed, lessons/teaching clips will be recorded so that pupils can access at a time suitable for the family</li> <li>To reduce the pressure on broadband, need for devices and the senses, the majority of tasks should not be 'on screen'</li> <li>Teachers should consider using familiar and accessible resources when modelling a skill such as pasta pieces for maths counting etc.</li> <li>Printed copies can be requested from the office with good notice</li> </ul>	<p>SLT</p> <p>Class Teachers</p> <p>Office</p>	<p>SLT</p>
<p><b>Planning</b></p> <p><b>Activities are based on research evidence recommended by the Department for Education</b></p>	<p>Should a class, year group or the whole school be sent home, some adjustments would be made to the home-learning provision.</p> <p>Staff should be planning for three hours learning content per day (<b>this is not the same as 15 hours camera facing teaching</b>). This may take a number of forms, such as:</p> <ul style="list-style-type: none"> <li>Lesson PowerPoints</li> <li>Short, pre-recorded instructional videos</li> <li>Quizzes</li> <li>Research projects</li> <li>Self-guided experiments and activities</li> <li>Practise of skills such as calculation, spellings, reading, comprehensions</li> <li>Child initiated learning and free exploration</li> <li>Daily reading</li> <li>Daily phonics</li> <li>Daily writing</li> <li>See School Website/Home Learning for full list for each class</li> </ul> <p><b>All learning tasks will be delivered via our school website links, Marvellous Me, Purple Mash or Google Classroom platform. Links may be used to other channels and sources such as Oak Academy, YouTube and BBC Bitesize etc.</b></p> <p>When planning, teachers should consider resources that can easily and legally be shared online. If using resources from a scheme, make sure they can be shared before posting. Not all of our schemes give permission to use their material online.</p>	<p>Class Teachers</p>	<p>SLT</p>

<b>Feedback</b>	<p>The work set allows parents/carers and children to complete the work in their own time. Any work set on Purple Mash should be completed within the working week that it is set and submitted to the teacher on line. We ask that any completed written work be sent to the class teacher to assess via the class email. Teachers will provide feedback on work completed via MM within a reasonable turnaround (a week from submission date but can be sooner). Please send scanned work or photos of amazing learning to:</p> <p><a href="mailto:Green@kingsway.herts.sch.uk">Green@kingsway.herts.sch.uk</a>  <a href="mailto:Yellow@kingsway.herts.sch.uk">Yellow@kingsway.herts.sch.uk</a>  <a href="mailto:Blue@kingsway.herts.sch.uk">Blue@kingsway.herts.sch.uk</a>  <a href="mailto:Purple@kingsway.herts.sch.uk">Purple@kingsway.herts.sch.uk</a>  <a href="mailto:Red@kingsway.herts.sch.uk">Red@kingsway.herts.sch.uk</a>  <a href="mailto:Orange@kingsway.herts.sch.uk">Orange@kingsway.herts.sch.uk</a></p>	Class Teachers	SLT
<b>Video Teaching</b>	<p>‘Live’ video lessons will not take place for a variety of well thought out reasons, and there is no evidence that they are more effective than recorded content. Ofsted have said that, <b>‘Because evidence suggests that concentration online is shorter than the length of a typical lesson, filming a classroom lesson may be ineffective.’</b> January 2021. Ofsted have also made it clear that live lessons are not the ‘gold standard,’ so the methods that we are using are those recommended by Ofsted and the Department for Education via the Education Endowment Fund Research.</p> <ul style="list-style-type: none"> <li>• Some lessons may require a pre-recorded introduction, these can be shared among the year group</li> <li>• When video recording, teachers must ensure that they record against a neutral background and no personal or inappropriate material appears</li> <li>• Live lessons cause difficulty for the teachers who are running classes in school with Key Worker and Vulnerable pupils, as they cannot do both</li> <li>• Faces are not always required in videos. This means that a teacher may record their hands modelling a maths method but not face the camera</li> </ul>	Class Teachers	SLT
<b>Subject Leads</b>	<ul style="list-style-type: none"> <li>• Subject leaders should be prepared to support staff delivering their subjects online</li> <li>• Subject leaders will need to prepare a range of resources to assist with this</li> </ul>	Subject Leaders	SLT
<b>SEND</b>	<ul style="list-style-type: none"> <li>• Teachers will need to make sure that plans include provision. All pupils, teachers and parents/carers should bear in mind that scaffolding a task (providing extra support or guidance materials to allow a pupil to access a task) could be better than just ‘differentiated’ tasks and activities. Teachers and parents/carers should liaise with SENCO/Miss Byrne where necessary.</li> </ul>	Teachers	Miss Byrne

	<ul style="list-style-type: none"> <li>An example of scaffolding might be using a number line when completing maths questions so that the pupil learns and practises the method without being limited by their working memory.</li> </ul>		
<b>Documents to be made available</b>	<ul style="list-style-type: none"> <li>Calculation Policy on school website</li> <li>Website to be clear and intuitive to enable parents/carers to easily find the resources for their child each day</li> </ul>	Miss Smith Office	SLT
<b>Resources needed</b>	<p>In the event of lockdown each teacher should have:</p> <ul style="list-style-type: none"> <li>Laptop and charger</li> <li>iPad and charger</li> <li>Remote access/passwords etc.</li> </ul>	Class Teachers	Mrs Knights
<b>Home Contact and Safeguarding</b>	<p>Because we will not be seeing most of our children, families may receive a weekly call from a member of the team to see how you are getting on with home learning, discuss any specific concerns and ask if there is anything else, we can do to support you. When using their own mobiles or home phones, staff must ensure their numbers are not visible. Please email or telephone on the usual school numbers if you want to talk to any staff member or are having any problems with the learning and we will try to help you.</p> <p>Families of children on the SEND register may also be contacted by our school INCO Miss Byrne to ensure that they were able to access the learning provided.</p> <p>Records of levels of engagement (learning received, logging on the MME/Purple Mash, emails, photos and weekly calls) will be maintained by the Class Teacher and monitored by the SLT.</p> <p>Where teachers are unable to make contact with a family this would be referred to the Key Stage Leader in the first instance.</p> <p>If a member of staff has concerns about a child or family, these will be shared with Year Leads or a Designated Safeguarding Lead (known in school as the Designated Senior Person - DSP) immediately and usual safeguarding protocols will be followed.</p>	<p>Staff</p> <p>Miss Byrne</p> <p>Class Teachers</p> <p>Mrs Walmsley Miss Byrne Mrs Rogers Mrs Knights</p>	<p>Mrs Walmsley</p> <p>Ms Recska Mrs Knights</p>

<https://www.gov.uk/government/publications/whats-working-well-in-remote-education/whats-working-well-in-remote-education>