**Bushfield Road Infant School**



Remote Learning Policy

**Updated Spring 2021**

**This policy will be reviewed annually, each autumn term, or earlier in the event of any updates.**

**Updates will be brought to the attention of all staff and governors at the earliest opportunity.**

1. **Introduction**

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic. The policy complies with the expectations and principles outlined in the DFE document ‘Guidance for Full Opening of Schools’ and ‘Safeguarding and Remote Education during coronavirus.’

It sets out the systems and technology that staff will use for remote learning, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school’s current e-safety Policy, Safeguarding and Acceptable Use Policy still apply at this time but this policy is in addition to those due to COVID-19.

Any concerns, questions or feedback can be communicated through the school email (admin.bushfieldinfants@northlincs.gov.uk) or school telephone (01724 842829). If you are unable to access the internet or do not have enough devices then please get in touch.

1. **Our Approach**

To reduce the impact on children’s education, maintaining regular, high quality and consistent education whilst individuals or class bubbles have to remain at home is of great importance. However, we understand that everyone’s circumstances at home will be different. The amount of time and technology available in each household will vary. Due to this, Bushfield Road Infant School will provide a flexible approach to remote learning.

We will aim to provide remote learning that:

* Is meaningful
* Builds on prior learning
* Involves new learning
* Provides feedback to check for understanding
* Is fun and engaging through a range of activities/methods
1. **Remote Educational Provision**

In the event of a whole class having to self-isolate, class teachers will communicate learning via MS Teams. They will provide daily activities that can be completed at a time that suits family circumstances. We teach the same curriculum remotely as we do in school wherever possible. The work will include core literacy and maths skills that need to be practised daily as well as the curriculum that would have been taught in school.

PowerPoints, video links, websites and instructions will be uploaded every week to deliver remote learning via MS Teams. Worksheets will also be uploaded together with support materials alongside some suggested fun, engaging activities. Completed work can then be uploaded to the finished work folders we have created.

We recognise that some pupils may not have suitable online access at home. Parents can collect a learning pack of paper copies from the school office should they not be able to access this remotely. These will contain printed paper copies of the learning resources required for each week. Please allow 24 hours before collection from the school office. If parents are unable to collect paper copies from school, arrangements can be made to have these delivered. Completed work can then be returned to the school office the following week.

We will also include activities and ideas to keep children active at home. These activities will include practical, active challenges and links to videos that can be accessed on any device. Activities will require minimal equipment and can be repeated at any time.

Following Government guidance, we expect that remote learning will take a minimum of 3 hours each day.

1. **Communication, Engagement and Feedback between home and school**

We expect all our pupils who are not attending school to engage with remote learning. We expect parents to support and supervise their children whilst carrying out any online activities. We suggest that parents set out a routine or a timetable for learning to fit in with individual family circumstances. Communication between staff and pupils/families must be through the authorised school systems and not through staff personal social media/email accounts. It should follow the guidance outlined in the E safety policy and Acceptable Use Policy.

Communication with individual pupils/families will be through MS teams and via telephone. Class teachers will telephone each pupil at least once every two weeks to maintain contact. This will be an opportunity for pupils to maintain a sense of being part of the class whilst encouraging, motivating and supporting them to complete their home learning activities. Staff will endeavour to view and feedback on as much of the child’s work each week as they are able, whilst balancing their workload inside school. Where pupils are not engaging with or accessing remote learning, we will discuss this with parents and provide appropriate support.

1. **Remote Education Provision for Individuals who are Self-isolating or Shielding**

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID-19, the learning mentor, Mrs K Hill and class teacher will contact the family to discuss a programme of suitable work for the pupil.

Work will then either be communicated through MS Teams or parents can arrange to collect a paper pack from school. If parents are unable to collect paper copies from school, arrangements can be made to have these delivered.

Weekly contact will be arranged either through an MS Teams meeting or via telephone. Much of the work suggested will include daily practice of core literacy and maths skills e.g. phonics, spellings, number facts as well as the curriculum they would have been taught in school.

School can arrange a weekly MS Teams meeting with the pupil. In order to protect both children and staff, we require that parents agree to the following:-

* An appropriate adult must remain in the same room as the child during the live call to monitor and ensure they are safe and using it appropriately
* When joining MS Teams a suitable adult will need to briefly be on screen with their child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to
* Pupils must take part in the arranged meeting in a suitable communal area and be appropriately dressed
* All members of the household must be aware that the meeting is taking place and make sure that they are also suitably dressed. They must use appropriate language and behaviour when nearby or in the background
* Screenshots, photos or recordings of the meeting must not be made.
1. **Supporting Younger Pupils and Pupils with Additional Needs**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND) or our youngest pupils, 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 by providing differentiated activities and individual personalised learning if appropriate. EMTAS will provide remote learning support each week for our pupils with English as an additional language.

1. **Other Sites and Services**

The school will recommend a range of websites to support learning from home. A list of suitable websites is available to view on the school website under ‘Home Learning’. We have also made key word lists available to support spelling and reading together with advice for parents on how to support their child with reading and phonics.

1. **Safeguarding and Remote Learning**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their children about online safety and the importance of reporting anything that makes them feel uncomfortable online. We regularly post online safety advice on our website from our Data Protection Officer, Tim Pinto.

Online safety concerns should still be reported by parents using our school email (admin.bushfieldinfants@northlincs.gov.uk) or by telephone (01724 842829).

The following websites offer useful support, advice and information:

[**http://www.nspcc.org.uk/**](http://www.nspcc.org.uk/) – NSPCC

[**http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/**](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/) – Online E-Safeguarding advice from the NSPCC

[**http://www.net-aware.org.uk/**](http://www.net-aware.org.uk/) – Net aware for advice for parents when dowloading apps with children

[**http://www.childnet.com/**](http://www.childnet.com/) – Childnet

[**https://www.childline.org.uk/Pages/Home.aspx**](https://www.childline.org.uk/Pages/Home.aspx) – Childline

If parents have any safeguarding concerns that need discussing, they can contact our Designated Safeguarding Lead, Mrs T Bass.

Staff should also continue to be vigilant at this time and follow our current

E-safety, Acceptable Use, GDPR and Safeguarding/Child Protection policies and procedures, reporting any concerns to our designated safeguarding lead, Mrs T Bass.

Written: January 2021