Thames Primary Academy and Nursery

Remote Learning Policy

September 2020

<u>**Statement of intent**</u>

At Thames Primary Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

● Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
● Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support
● Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
● Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

<u>**Safeguarding**</u>

At Thames Primary Academy we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff and parents will have read and signed our school Acceptable Use Policies.

Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Thames Primary Academy. Adults recording teaching input and explanation videos from home should be dressed professionally and should ensure that the background setting is appropriate (e.g not in a bedroom area)

All digital communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Lead Karen Welsh by emailing admin@thames.blackpool.sch.uk with brief details.

<u>**Philosophy**</u>

Thames Primary Academy is committed to working in close partnership with families and recognises each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#) and offers remote learning opportunities for all

children. We acknowledge that some households have limited access to devices and will require hard-copies of work and resources. Thames Primary Academy will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to Covid related reasons, these include:

1. **A child who is absent because they are; displaying COVID symptoms, awaiting COVID test results, part of a household which is required to self-isolate.**
2. **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.**
3. **The school is closed to all pupils as part of government wider lockdown measures.**

Response Level	Remote Learning Offer	Safeguarding	Free School Meals
1. School response when a child is absent because they are; displaying COVID symptoms, awaiting COVID test results, or are part of a household which is required to self-isolate.	Office staff to inform the class teacher if a child is self-isolating. The class teacher can then make telephone contact with the family to arrange collection of a learning pack from the office. Class teachers will provide a weekly menu of learning opportunities which will always include maths, writing, reading, spelling and PE and may also include activities relating to the wider curriculum subjects. These will be accessible via the school website, class Facebook page and by post if the parent requests. Pupils will be provided with a remote learning exercise book, a reading book or a digital e-book, pencil and rubber and the login details for TT, Lexia, Google Classroom etc...	Class teaching assistant to make contact on the telephone with the pupil every 2 days in order to check in on well being and home learning. In the case of a family self-isolating who have more than one child in school, the TAs concerned should coordinate telephone calls, taking turns to ring every two days. They can then pass on any relevant information to one another Any concerns to be passed to the DSL and or Phase PEO.	A weekly hamper to be provided for any child who is entitled to free school meals. Delivered by the PEO/ Office team with any remote learning resources as requested by the parent. Or collected by the parent from the main school office if they are able to do so.

2. 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 or 3. The school is closed to all pupils as part of government wider lockdown measures.	Teachers will be working from home to prepare lessons that will be delivered remotely, as set out in the Remote Learning Timetable, via Google Classroom for the majority of pupils. The offer will include a daily timetable and overview, individual lesson introduction videos, written explanations and additional learning resources. These will be available on Google Classroom by 8.30am each morning. Teachers and Teaching Assistants will be available online via the Google Classroom stream and email to support pupils with their remote learning and to respond to questions from children and or parents. Teachers will provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, by the end of each day via Google Classroom. Work which is completed and submitted after 3pm will be marked and feedback offered the following day. Feedback will be given by Friday at 3pm each week on all other subjects in the remote learning timetable. Pupils, in groups of no more than 6, will be invited to a Google Meet check in session with the teacher and teaching assistant, once per week. If there is a concern around the engagement of a pupil, teachers will ask teaching assistants to make contact with parents to raise concern and offer support. Where a pupil or family group is not able to access the remote learning provision on Google Classroom then alternative paper based resources will be provided for collection by parents/carers.	Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on CPOMS along with the follow up action/resolution. Pass concerns to Phase PEO where they are ongoing and unresolved by intervention via the class teacher/ class teaching assistant. Significant safeguarding concerns should be reported to the DSL/ DDSL.	

Roles and Responsibilities when a whole class or bubble is closed and children are at home

Teachers:

- Will all be provided with a Google Chromebook for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Where 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 Thames staff absence procedures.
- Will be expected to be available between 8.45- 11.55am and 1pm-3pm on each of their normal working days.
- Invite pupils, in groups of no more than 6, to a Google Meet check in session once per week.
- Prepare lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Provide feedback for pupils, on reading, writing and maths work, submitted by 3pm, at the end of each day via Google Classroom. Work which is completed and submitted after 3pm will be marked and feedback offered the following day.
- Feedback will be given by Friday at 3pm each week on all other subjects in the remote learning timetable.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL Karen Welsh or DDSL Amy Balaam.

Teaching Assistants:

- Will all be provided with a Google Chromebook for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Google Classroom.
- Will be expected to be available online between 8.45- 11.55am and 1pm-3pm on their working days to respond to questions from children and or parents via the Google Classroom stream.
- Where 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 Thames staff absence procedures.
- Join and support the teacher in the Google Meet check in sessions daily with pupils from the class
- Support the preparation of lessons to be delivered remotely, as set out in the Remote Learning Timetable, to be delivered via Google Classroom for the majority of pupils in the class.
- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and record on CPOMs, as directed by the class teacher.
- Update the Central Record for usernames, logins and passwords - when appropriate.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL Karen Welsh or DDSL Amy Balaam.

Senior/Phase Leaders:
- Be responsible for coordinating our Remote Learning offer including daily monitoring of engagement.
- Where a teacher or teaching assistant is absent due to illness, liaise with the year group partner teacher to ensure continuation of appropriate provision is made for the class.
- Monitoring and quality assuring the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Liaise with the Designated Safeguarding Lead DSL Karen Welsh or DDSL Amy Balaam regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

Digital Learning Leader:
- To manage and coordinate the loan of devices to pupils who are self-isolating.
- To maintain and update the main Thames Primary Academy Central Logins and passwords for Google Classroom and ensure the Central Record is kept updated.
- To issue new passwords to pupils in the event that a child locks their Google account.
- To manage access to class accounts in the event that a teacher is off sick or has locked their account.
- Admin Email: classroom.admin@thames.blackpool.sch.uk / Password: Management$1582

IT Support team ATC/ USEIT:

- Resolve issues with systems used to set and collect work
- Advise staff with any technical issues they're experiencing
- Review the security of remote learning systems and flag any data protection breaches to the data protection officer
- Assisti pupils and parents with accessing the internet or devices

SENDCO

- 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.
- Liaising with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaising with the Headteacher, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

Designated Safeguarding Leaders
Our DSL and DDSL are responsible for managing and dealing with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

School Business/Operations Manager
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that Thames Primary Academy 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 via email in the first instance.

✔ Alert teachers via email - if they're not able to complete work

Staff can expect parents with children learning remotely to:

✔ Make the office staff at Thames Primary Academy aware if their child is sick or otherwise can't complete work using the 01253 341466 phone number.

✔ Seek help from the appropriate member of staff - if they need it

✔ Be respectful when making any complaints or concerns known to staff

Governing Body.

The Governing Body is responsible for:

● Monitoring Thames Primary Academy's approach to providing remote learning to ensure education remains as high quality and accessible as possible
● Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Home and School Partnership

● Class teachers will ensure that our children are familiar with and can confidently use Google Classroom and their Google email.
● We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts. They should ensure that their child is dressed appropriately, ready to work.
● We would encourage children who are learning remotely, to follow the structure of a school day in line with the recommended remote learning timetable (see appendix 1)
● Staff will ensure that work is uploaded in Google Classroom or that the weekly learning menu is available.
● Parents can contact class teachers via email, and or via the stream chat on Google Classroom or via the class Facebook page - should they experience any difficulties.
● All children sign an 'Acceptable Use Policy' (See appendix 2) at school which includes e-safety rules and this applies when children are working on computers at home.
● A chromebook/ laptop may be loaned by the school to a pupil where parents/ carers agree to take responsibility for the care and acceptable use of the device. 'Loan Device Agreement'(See appendix 3)

Resources and tools used to deliver the Remote Learning Plan.

Resources include:

- Online tools for EYFS, KS1 and KS2 *(Google Classroom; TT Rockstars, BBC Bitesize, Oak Academy, Read Theory, Spelling Shed, Prodigy, Spelling Frame, Oxford Owl, Charanga, Phonics Play, Numbots)*
- Use of recorded video for lesson instructions and assemblies
- Telephone calls made to pupils and parents at home
- Weekly year group learning menu. Available on website, class Facebook page and posted out if requested.
- Books, pencils, resource sheets and pupil logins and passwords for all platforms made available for collection from the office when needed.
- Physical materials such as story books and writing tools

Software and online platforms

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching and teaching assistant staff need to be familiar with them):

- Google Classroom/ Showbie/ Learning by Questions
- Spelling Shed/ LEXIA
- TT Rockstars/Numbots
- Read Theory (Y5/6) Phonics Play KS1/Y3

Appendix 1 Remote Learning Timetables

Example timetable Y2-6

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google Meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise	Maths Fluency and Practise
Session 2	Reading and Vocabulary	Reading and Comprehension	Reading and Comprehension	Reading and SPAG	Reading and Writing task
Session 3	History	Geography	Science	PSHE	PE and Music

Example timetable Reception and Year 1

	Day 1	Day 2	Day 3	Day 4	Day 5
Check in via Google meet	Group 1	Group 2	Group 3	Group 4	Group 5
Session 1	Phonics Video	Phonics Video	Phonics Video	Phonics Video	Phonics Video
Session 2	Number session	Number session	Number session	Number session	Number session
Session 3	Story and vocab	Story and write	Story and vocab	Story and write	Story and vocab
Session 4	PSHE	PE	Art and creative	Music	PE

Thames Primary Academy and Nursery

<u>Device Home-Loan Agreement for</u>
<u>self-isolating pupils.</u>

<u>**Introduction**</u>

We are loaning you this device for the benefit of your child to support them with the continuation of their education during a designated period of time where your child is not able to attend school due to the Coronavirus pandemic.

This device will enable your child to access the Google Classroom, their Thames email and other associated digital learning platforms, communicate with their teacher and peers and complete the expectations of the remote learning curriculum which will be offered to all pupils when they are required to self-isolate and are unable to attend school in the usual way. 1. The loan agreement exists between the school, the named pupil and the parent/carer who has signed this loan agreement.

Pupil Name: _____ **Class:_____**

Parent/Carer Name: _____

Relationship to the pupil:_____

Address:_____

_____

Telephone No: _____

 The device will be loaned to you and your child for the agreed duration period to support your child with remote learning at home during the period of school closure.

Device to be loaned between the following dates: _____ to _____

Device Model: _____

Device S/N: _____

Device Asset Number: _____

Has a device charger been included in the loan?   YES   NO

1. Should you move address from the location you have given us, it is essential that you inform your school at the earliest opportunity.

2. You will be issued with a device and power supply. These remain the property of Thames Primary Academy.

3. At no point must you open the device and make changes to the inner hardware.

4. The device and the connectivity equipment must not be used for any illegal and/or antisocial purpose.

5. There may be occasions when we need you to return the device to school for upgrades, maintenance, and PAT testing. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the device. Thames Primary Academy cannot be held responsible for the loss or damage of any data on the device during this process. It is your responsibility to return the device to school.

6. During this process, technical members of staff may view data or programmes on the device. You will be held responsible to the acceptable use policy at this point. You may want to remove personal data from the device before its return.

7. All technical support and maintenance must go through Thames Primary Academy.

8. If your device is stolen you must immediately report it to the police and get a crime reference number. Immediately report this to school; we will make every effort to replace the device when we are able.

9. If your device is accidentally damaged, immediately contact us. We will do our best to repair the damage, if this is not possible, replacement will be on a case by case basis. Responsibilities you have to care for your device

10. You have a responsibility to take reasonable care to ensure the security of the device and connectivity equipment.

11. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.

12. Reasonable health and safety precautions should be taken when using a device. The school is not responsible i.e for any damage to person or property resulting from the device or equipment loaned.

13. The school is not responsible for any costs resulting from the use of the device and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.

I, parent/carer of _____have read or had explained and understand the terms and conditions in the home loan agreement.

I understand that by breaching the conditions this agreement that the loan of the device may be withdrawn by the school.

I understand that if the device is not returned to the school at the end of the loan period then I will be liable for the cost of replacing the device which will amount to **£50.00**

Signed _____   Date _____

School Address:
Thames Primary Academy, Severn Road, Blackpool, FY4 1EE

Office Use Only

Asset Number: _____

Description:
_____
_____

Duration of Loan: _____

Charge To: _____

Loan item returned

Asset Number: _____

Condition: _____

Date: _____

Received by: _____   Signature: _____