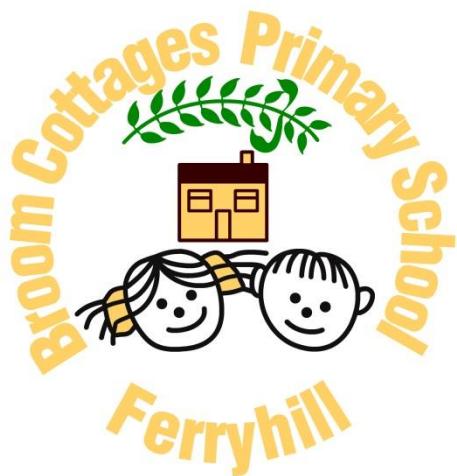


# **Broom Cottages Primary & Nursery School**



## **Remote Learning Policy**

Approval Date: November 2020  
Review: November 2021

# Plans for Remote Learning

## Context

There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a tight track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to “keep up” whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

## Our School Offer

During the current COVID-19 pandemic, Broom Cottages Primary and Nursery School will endeavour to provide all children with:

- immediate remote education
- a curriculum sequence that allows access to high-quality online and offline resources and teaching videos that are linked to the school's curriculum expectations
- give access to high quality remote education resources
- work with families to deliver a broad and ambitious curriculum
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

## Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home. Should you require pens / pencils or any other equipment please let us know.
- All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:
  - Basic stationery items
  - Blank exercises books / Home Learning Exercise Book
  - Paper
  - Art Materials
  - CGP workbooks

- Login cards for all online learning platforms
  - Letter to parents with passwords and login details for our online learning platform
- Staff will ensure that all children understand how to access the school's online learning platform (age appropriate) and support any parents/carers who struggle with this.
- School will provide login details for our communication app '*Class Dojo*' and ensure all parents/carers are able to access it and login. School will provide parents/carers acceptable use guidelines for this.

### **Preparation at home**

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:

- **Distinguish between weekdays and weekends, to separate school life and home life.**
- **At the end of the day, have a clear cut-off to signal school time is over.**
- **Create and stick to a routine.**
- **Provide the correct equipment in order for your child to complete the work given.**
- **Designate a working space if possible.**
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- **Encourage your child to work to the best of their ability and praise their efforts.**

### **Online Access**

It is expected that children will access most of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will ensure they are provided with a suitable device for the duration of their child's absence.

If they do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they can continue to liaise with school staff who will provide paper-based activities

## **Stage 1 - If an individual child or a small number of children need to isolate**

The school will endeavour to:

:

- provide immediate access to our online learning platform through the secure section on our school website
- provide immediate access to our online learning platform through our online learning platform, Class Dojo
- provide individual login details for each of the learning platforms
- provide / signpost families to online, high quality lessons, videos and resources daily
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work for each day is uploaded at least the day before
- carry out a welfare call to discuss remote learning, following three consecutive days absence, with subsequent calls as required
- provide immediate access to a device, if no access to a device at home
- provide paper-based resources for all subjects if the child has no internet access at home

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by texting school) as soon as possible, the same day
- inform school on the first day of absence, if they would like to loan a device
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way
- inform school when the child will be returning

## **Stage 2 – If one or more class bubbles need to close**

The school will endeavour to:

**Fulfil all of the above criteria and in addition:**

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platform / method – Class Dojo
- provide twice weekly videos on the class Facebook page / via the online learning platform to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children

- respond to parents' messages (that conform to the messaging protocol) within school working hours 8:30am – 4:30pm
- adapt upcoming lesson provision (on the school website) based on the children's work submitted the previous days
- contact parents/carers who do not have access to the internet (or mobile data), weekly
- contact parents/carers following no work submission or contact through messaging, after two consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a Kindle / laptop device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

### **Stage 3 – If the whole school closes or goes into local/national lockdown**

**Fulfil all of the above criteria and in addition:**

The school will endeavour to:

- provide weekly welfare calls (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision for foundation subjects e.g. providing school created videos
- provide weekly online, storytime sessions, through the class Facebook pages

### **Further Support Available**

If parents have any questions or concerns about remote learning, they should contact the following:

Issues in setting work – contact the relevant class teacher via email to the school office

Issues with behaviour – contact the relevant class teacher via email to the school office

Issues with IT – contact the school office

Issues with their own workload or wellbeing – contact the school office for advice on the best person to speak to

Concerns about data protection – talk to the Data Protection Officer Mr Shields

Concerns about safeguarding – talk to a Designated Safeguarding Lead

**While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.**

## **Appendix 1 – Letter home to parents/carers outlining website provision**

### **Work Packs**

Dear Parent/Carer,

In this pack you will find some basic items that you will need to complete home learning should your child be absent from school due to Covid-19 symptoms or isolating.

Please do not use these items for any other purpose as we are unable to replace them.

All learning must be completed every day your child is absent as they will NOT catch up on the work missed when they return.

You can access your child's class home learning through the school website or by following the link on your class Facebook or visiting the website

Your child's class password is:

You will need access to an electronic device in order to complete this such as a laptop, computer, iPad, tablet or mobile phone. If you would like to borrow a device for the duration of your child's absence, please contact the school office and one will be provided.

Please note, you may need to download specific apps for your child to log in to. These details will be provided to you.

Yours sincerely,  
Head Teacher

**Appendix 2 – Letter home to parents/carers outlining Class Dojo**

**Year X Remote Learning Through Purple Mash / Weduc /Class Dojo**

Dear Parents/Carers,

As you are aware we have been working hard to provide children with a remote learning package, **should they need to self-isolate or remain at home as a result of the current pandemic.**

The work has been and will continue to be uploaded to our school website in the secure access area. If you are having trouble logging onto the page, please contact the school office. If your child needs to be absent due to COVID-19, they **MUST** access this work for the duration of their absence.

We are now preparing for parents/carers to communicate with teachers and send photographs of completed work. **This will only be used if a class bubble or whole school is closed and not for individual children who are self-isolating.**

We are pleased to announce that we will be using a simple app based resource called Class Dojo. Through this app you will be able to submit your child's work by simply taking a photo on a mobile phone and adding it to your child's portfolio. Staff will then be able to view this work and provide feedback on your child's work and progress.

You or your child can also message your teachers. With regards to messaging we would like to clarify how this can be used:

**DO**

- Do message if you want to share something positive from home
- Do message if you have a small query or would like to find out something simple
- Do message if your child has any minor worries, for example: '*Jack didn't quite understand fractions today, could you please get some further practise work for him*'

**DON'T**

- Please don't use **the learning platform** app to raise an issue, please contact the school office in the usual way
- Please do not message via **the learning platform** to notify school of absences or illnesses – this should be done via the school office and not the app
- Please do not use **the learning platform** to message about any urgent or serious issues; please use the school office and not the app

**REMEMBER**

Teachers will always endeavour to reply as quickly as possible. However, please bear in mind that school life can be incredibly busy. If teachers are unable to reply or acknowledge messages, there may be a slight delay on occasion. Additionally, please do not expect a reply to any messages as teachers will not be able to reply.

**It is extremely important that ALL parents/carers sign up to this platform and download the app as soon as possible.** That way, should the unfortunate happen and a bubble or whole school needed to close, we would be able to turn on the messaging and portfolio areas straight away to ensure children can continue to work from home, without any gaps in their education.

**INSERT DETAILS ABOUT HOW TO ACCESS REMOTE LEARNING PLATFORM  
ONCE SET UP**

Yours sincerely  
Head Teacher