

Mersey Vale Primary School

November 2020

Remote Education Policy



Important note

The period since 23rd March 2020 has been one of great innovation in remote education and despite the challenges, remote education has enabled children to continue to learn and make progress. When remote education was needed from March 2020 until the autumn half term holiday, teachers used various learning platforms and materials and communicated through ClassDojo and/ or the class pages of the school website. All staff were familiar with these and able to use them quickly and to immediate effect.

At Mersey Vale we have developed, tested and refined a wide variety of approaches. The new Remote Education Policy is being put in place from the second half of the autumn term following the INSET day (23/10/20) which focused on our whole school approach to remote education as set out in this policy.

Purpose

At Mersey Vale we have devised a strategy should we be in the position of having a full or partial school closure or when children are self-isolating.

The aims of our remote education policy are to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Ensure we have a plan that will be ready the following day should a need arise to provide remote learning for pupils who are not in school.
- Support our children to continue to receive the best teaching and learning we can facilitate under these difficult conditions and to minimize lost learning as much as possible.
- Provide a 'learning at home' timetable which balances an expectation of 3-4 hours of work per day (KS2), 2-3 hours (KS1) and 1-2 hours (EYFS) with flexibility and the need to respect difficulties parents may have in supervising and supporting this expectation. We also acknowledge the difficulties which staff may have if they or their own children are needing to isolate.
- Keep the model as simple as possible to ensure that children, parents/carers and teachers/teaching assistants know what is being asked of them.
- Ensure that our remote teaching allows interaction, assessment and feedback to take place.
- Ensure all staff are committed to the emotional and pastoral connection and support of all our pupils whilst they are learning from home.
- Provide appropriate guidelines for data protection and safeguarding.

Anticipated challenge	How we can respond
Remote education for younger children will typically need more involvement from parents, and parents may be facing a range of pressures at this time.	We will be flexible and supportive and will be available for parental general queries and specific learning support during the designated slots. With our older pupils, teachers will develop their independent learning skills and self-management.
Maintaining engagement from children on a daily basis.	Teachers will make good use of opportunities within video clips and tasks set to give clear expectations for work submitted and to provide encouragement and celebration.
Providing learning opportunities for children who do not have suitable online access.	We will identify which children do not have suitable online access and those who do not have sufficient devices at home. Initially we will provide printed resources, such as textbooks and worksheets for these children whilst we endeavour to support parents/ carers to secure online access. We will provide a drop-off point at school for submitting work completed.
The demand on technological devices in the home may be stretched if more than one child in a home is needing to use a device at the same time.	We will recognise such demands and adapt plans accordingly, particularly in the event of more than one class bubble not being in school e.g. video clips and tasks can be accessed at any time rather than restricted to a set time as with live lessons.

Supporting those children who usually rely on a high level of support in class.	Teachers will provide differentiated work for different pupil groups – especially those needing learning support and who need more personalised learning tasks. For children with an Education Health & Care Plan, a separate plan will be written to ensure that provision and needs are met as much as possible. Additional help from Teaching Assistants will also be used to support these learners.
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Section A

Teaching and Organisation

Actions the school will take to provide remote education under the following circumstances:

- **a class bubble needs to self-isolate following a confirmed case of COVID**
- **more than one class bubble across the school need to self-isolate following a confirmed case of COVID**
- **national or local restrictions require children to remain at home**

On the day before a remote education plan comes into operation, parents will receive a letter informing them of the closure of school to their child.

By 9.30am the following day and each subsequent morning, class teachers will add a video to ClassDojo and/ or Google Classroom where they will introduce the activities which children are expected to do that day, teach new concepts and provide support as appropriate. Teachers and teaching assistants will be available via ClassDojo messaging to respond to questions, and to provide further clarification and additional help when needed.

- Reading every day for 15-20 minutes will be part of all pupils' remote learning.
- Supplementary resources will be included and used for those pupils who require further extension or challenge activities.

Your child's teacher will:

- set work in order that pupils have meaningful and ambitious tasks in Reading (including phonics), Writing (including grammar, punctuation & spelling), Maths and other curriculum subjects; Science, History, Geography, Art, Design Technology, Music, Religious Education, PE & Personal, Social, Health Education, French (KS2). Children in our Nursery and Reception classes will be provided with appropriate activities in line with the EYFS curriculum and the 7 areas of learning. In EYFS, there will be a balance of parent supported activities and independent activities. At times parents will be asked to support and aid the learning for their child for the designated session. On other occasions the planned activity will be more play/independent based. This is in line with the way the children would be learning in school within continuous provision.
- use a range of teaching materials including nationally recognised resources such as Oak Academy, Purple Mash, White Rose Maths, Read Write Inc phonics videos as well as teacher produced activities to support practise and consolidation of core skills.
- continue to 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.
- provide frequent, clear explanations of new content, delivered through high-quality curriculum videos and supporting resources. In videos teachers will explain concepts and provide modelling as well as address misconceptions, remodel methods and re-teach specific areas if needed.
- encourage their class through daily videos about the importance of a work routine and the expectations of completed work every day from them. Perseverance and 'having a go' with tricky learning will also be emphasised and encouraged.
- provide feedback, share and celebrate children's work and reference future learning in daily videos. All work will be viewed by class teachers and approved to go into the child's ClassDojo portfolio. Teachers and/ or teaching assistants will provide a range of verbal and written feedback as appropriate. Whilst not being expected to give feedback on every piece of work for each child, teachers will assign certain tasks to receive more feedback than others.
- set clear expectations for KS2 (Y3 – Y6) children to upload completed work to their individual portfolios on ClassDojo and/ or Google Classroom according to the deadlines set. We would ask that parents support their child's teacher in this by checking in with their child on a daily basis that they have done this. Parents of EYFS & KSI (Nursery, Reception, Y1 & Y2) children will be asked to upload a photo/video of tasks completed to ClassDojo and/ or Google Classroom.

- support well-being, engagement and interaction. We believe that our remote education plan will help to maintain connections, class identity and a sense of belonging for children.
- check messages between 8.30am and 4.30pm. They may not be able to provide an immediate response but will do so as soon as possible.

Suggested daily routine

Activity	Approximate length of time		
	EYFS	KS1	KS2
Watch daily video on ClassDojo/ check-in on Google Classroom (class teacher & teaching assistant)	5 – 10 mins	5 – 10 mins	5 – 10 mins
English (Reading/ phonics/ writing)	20 - 30 mins	30 - 45 mins	45 – 60 mins
Maths	10 - 20 mins	30 mins	45 – 60 mins
Other subjects/ curriculum areas		30 mins	45 – 60 mins
Enrichment activity e.g. Forest School/ Outdoor Learning, creative activities, PE/ Sport	30 – 40 mins	30 - 45 mins	30 - 45 mins

In addition we also hope to introduce weekly group phonics/ reading sessions for children delivered by our experienced teachers and teaching assistants. This will be held on Google Classroom and an invitation link will be posted on ClassDojo or emailed to parents.

In the event of local or national school closures a rota system for staff would be put in place to supervise key worker children in school as during the spring and summer terms 2020.

Our expectation is that all children will participate in their daily learning. However, should a child be unwell or if other family members are unwell, we understand that not all the tasks will be completed and the class teacher should be notified accordingly. Should a teacher be unwell, other staff in school will provide and support remote learning activities.

The above plan will be in place for the remainder of the autumn term and beyond if necessary. It will be kept under constant review and subject to appropriate protocols being in place to ensure safeguarding of children and following advice from our Local Authority.

Section B

Teaching and Organisation

Actions the school will take to provide remote education to ensure that children, who are not ill, have access to remote learning in the following circumstances:

- **They are well, but having to self-isolate for 14 days while their cohort is in school**
- **They are well but having to isolate for a few days while awaiting a household test result (short term provision)**

On the first day of absence;

- The teacher will provide activities in English, Maths and other subjects as appropriate and as close as possible to the experience of children in class. They will be centered around the teaching of core skills, well-being and staying connected.

- The presentation of tasks will take the same format as spring/ summer term 2020 remote learning provision via ClassDojo and/ or Google Classroom with links to various activities.
- Children will submit their work to their portfolio on ClassDojo, Purple Mash and/ or Google Classroom.
- The class teacher will provide remote feedback and comments for these pupils as they would for any of the pupils in their class following a day's learning.
- Any teachers/TA's who may be shielding, or are well but at home needing to isolate, will be available to support these pupils.

To facilitate remote learning as described above you will need to complete and return the information and signed agreement attached to your child's class teacher. Please provide your current email address that we will use to send out information and invitation links.

Headteacher: Jayne Mullane N.P.Q.H.
Deputy Headteacher: Claire Varetto N.P.Q.H.

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Letter to parents re. email addresses and remote education protocol

2nd November 2020

Dear Parents/Carers,

All schools must prepare for the possibility of closure of a class bubble in the event of a class needing to self-isolate following a confirmed case of Covid-19. In addition there may be circumstances where an individual child needs to self-isolate or where there is a partial or full school closure due to local or national restrictions. We have worked very hard to produce a comprehensive policy and plan of remote education as detailed in the attached document.

In order for us to implement this plan we will need you and your child to read and agree to the remote education protocol and rules on the attached form.

We also need to have the email address you would like us to send invitations to for virtual teaching and learning activities. Please do NOT use your work email.

Our intention is that teachers and teaching assistants will offer daily teaching, however should a member of staff be unwell this may not always be possible. Every effort will be made to continue uploading work to ClassDojo and to the class page on the school website.

Thank you for your continued support. If you require any further information please do not hesitate to contact me.

Yours faithfully,

Mrs. J. Mullane
Headteacher



**Please complete the information and return this form to
your child's teacher by 9th November 2020**

Child's name:

Class:

Email address for invite links to remote sessions:

Mersey Vale Primary School Rules for Remote Education

We kindly ask that you follow the rules below when participating in remote learning activities with your teacher/teaching assistant. This will help to ensure that the meetings with your friends and classmates run smoothly and are more enjoyable for everyone.

Before the meeting:



- Find a quiet spot in your house to avoid distractions and so it easier for you to hear (but not in your bedroom).



- Be on time for the call. Ask an adult to help you log you in a few minutes early so you can check everything is working.



- Make yourself presentable, ensuring you are dressed and have brushed your hair etc.



- Don't change your background or sit in front of a window.



- Don't share any video links or reveal the class code to others

- Have everything you need ready. Your teacher might ask you to show something during the meeting or might need you to have a pen and paper ready.

During the meeting:



- Be respectful to your classmates when listening and speaking. Use good manners.

- Remain focused, maintain eye contact and stay on task.



- Stay on mute until it is your turn to speak.

- Stay in one place and do not move around whilst on the call.



- Avoid disturbances including from siblings or even pets! It is fine for an adult to be nearby to help you if needed.



- No eating or drinking during the session.

- Do not take pictures or video recordings.



- Do not use other electronic devices whilst taking part in the meeting.

I agree to follow the rules above when taking part in virtual sessions for remote learning.

Signed: _____ (child) _____ (parent/ carer)