



Rossington Tordedale Infant School

Remote Learning Policy

Date policy ratified:	September 2020	Jan 2021		
Date for next review:	September 2021	Jan2022		
Signed by Chair of Governors:	<i>J Purcell</i>			
Signed by Headteacher:	<i>Lisa Almunshí</i>	<i>Lisa Almunshí</i>		

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance to close the school.

Remote learning for pupils

We will provide appropriate remote learning for pupils that are not able to attend school so that no-one need fall behind. In the following points, an outline of the provision will be made and guidance will be given on the role of pupils, teachers and parents.

The governors and senior leadership team at Tordedale Infant School are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory but is beneficial and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation for example
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

Teacher expectations

Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Two daily lessons will be delivered via Zoom every day. The foci of all home learning tasks will be around any of the following:

- Talk
- Phonics



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- Reading
- Number

Wherever possible these will be set in a creative context; physical activity and using outdoors will be linked.

Staff will provide any resources that children may need other than those that can be expected to be found in any home. If parents require additional resources they should contact the class teacher via class dojos and arrangements can be made for collection from school or delivery if this is not possible.

Parents and teachers will communicate via class dojos daily. Teachers will respond promptly, within reason, to requests for support from families at home.

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Tordedale Infant School would recommend that each 'school day' maintains structure. See the example below for suggested approximate timings:
About 7.30am Wake up, have breakfast, clean teeth, get dressed etc
8.30am Outdoor exercise like a short walk or play in the garden
9.00am Home learning
10.30am Outdoor play, drink and a snack
11am Home learning
12pm Lunchtime and relaxation
1.00pm Home learning
3pm Make time to talk with family and friends, mindfulness activities etc
3.30pm end of school day
Don't forget make children's bedtime at the usual time they would have it for school, enjoy a bedtime story, no electronics!
- A small folder of paper-based work will be sent home. These will contain practice activities such as word and number recognition and spellings. There will also be a list of useful web-based learning to access.
- Teachers will provide parents with links and passwords to Zoom lessons via class dojos for the times specified in the section at the end of this document. A parent or carer must be present with their child for the two zoom sessions each day.
- Should anything be unclear in the work that is set, parents can communicate with class teachers at the end of each zoom lesson or via class dojos
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly but school cannot guarantee technology won't let them down!. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work, loan of iPADS etc). These will be discussed on case-to-case basis.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.



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- It is expected that staff get tested if they have symptoms. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, all staff will be expected to continue their provision of remote learning for their class.
- If a teacher is ill, no zoom lessons will be carried out and a paper pack will be provided.
- Support staff will not be asked to deliver zoom lessons

Zoom lessons

- Zoom lessons will last up to a maximum of 30 minutes depending on the age and stage of the children in the class bubble.
- A follow up activity will be set at the end of each zoom lesson to be completed after.
- KS 1 Parents will be asked to send comments and/or photos of the activity via class dojos.
- FS Parents will be asked to send comments and/or photos of the activity via Tapestry and communicate with class teachers via class dojos.
- The teacher will then provide individual or whole class feedback as appropriate once per day.
- The teacher will plan for 10 zoom lessons per week which will have a focus on any of the following:
 - Talk
 - Phonics
 - Reading
 - Number

Wherever possible these will be set in a creative context; physical activity and using outdoors will be linked.

- Timings for Zoom lessons will be as follows:

Morning sessions

Year 2	9-9.30
Reception	9.30-10
Year 1	10-10.30
Nursery	10.30-11

Afternoon sessions

Year 2	1-1.30
Reception	1.30-2
Year 1	2-2.30
Nursery	2.30-3

- Teachers delivering lessons

Miss Gaunt will plan and deliver the Nursery sessions, all Nursery children will be able to join all Nursery sessions if parents wish, they don't just have to join on their usual sessions.

Mrs Cave will plan and deliver the Reception sessions

Mrs Clarke will plan and deliver Dandelion Class sessions



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Miss Gardom will plan and deliver Bramble Class sessions

Miss Brown will plan and deliver Conker Class sessions

IMPORTANT: School dinners

Families on low incomes who are entitled to free school meals will receive vouchers as they did during the last lockdown. If other parents are facing financial difficulty they can apply to receive free school meals.

Safety

1. Parents are asked to make themselves known to the host and asked to stay next to child for the session.
2. Parents are asked to login for the child using the two stage authentication.
3. Parents are asked to change the name of the attendees to the child's name when joining the meeting.
4. Waiting room facility will be used – one attendee is accepted at a time. Parent and child must be present when in the waiting room and teacher or teaching assistant verifies the child is the child we are expecting.
5. The meeting ID is sent via Class Dojo message to the class and the PASSWORD is sent via private message on Class Dojos.
6. Parents are sent parental internet guide specifically concerning Zoom link:
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
7. Teachers will set out clear expectations for parents concerning their role in keeping the children safe.
8. Parents are asked to ensure children are dressed appropriately.
9. Parents are told to ensure meeting is taking place in public space i.e. the living room / dining room – not child's bedroom.
10. Two members of staff will be present on all class Zoom calls.
11. Children will be muted and unmute permission will be removed for all users
12. The class teacher will remove any child or parent from the meeting if they act inappropriately
13. If a child misbehaves they will be moved to the waiting room and parents can request that they re-join when they have corrected their behaviour.
14. Parents are requested to have nothing in the background they do not want others to see or inappropriate content.
15. The class teacher is the host of every meeting and will remove any family from the meeting if this is necessary.
16. Any safeguarding concerns must be reported to the head teacher immediately.