



Our Vision

All things are possible with God. Matthew 19-26

At Little Bloxwich Church of England Primary School we see that everyone is unique and they are valued for this. Together we flourish socially, spiritually, emotionally and academically. We are part of God's family and everyone is expected to treat each other with kindness and respect as Jesus taught us to.

Little Bloxwich Primary School

Remote Learning Policy

Policy Adopted: September 2023

Review Date: September 2024

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

We would like to clarify expectations for remote learning in the case of local/national lockdown or if a year group is sent home.

If a child needs to work from home, parents will still be able to contact the class teacher via e-mail and staff will check emails daily Monday to Friday and reply as quickly as they can. Parents are always welcome to contact the school office for further assistance.

We will provide the children with timetabled teaching activities to complete at home.

We will share learning activities with children, primarily via Google Classroom, Purple Mash and the School's website. (Hard copies of planned learning activities will need to be available on request).

The home learning activities will consist of continuing to follow the Power Maths scheme, English activities (Spellings, Reading comprehensions), Science. Other foundation subjects, for example PE should also be considered. The childrens' class timetable will be kept to as much as possible.

• Maths (Power Maths) 1 hour daily • English - Writing/SpaG/Reading 1 hour daily • Science 2 hours per week.
TTRockStars and or Numbots daily arithmetic and times table practice.
Spellings - Set weekly but practiced daily. Yrs 2 - 6 Phonics - Set weekly but practiced daily. Rec and Yr 1
• Foundation subjects to include; Art/D&T, Geography/History, Music • RE • PE activities if possible
Where possible and technology allows daily Google Classroom face to face interaction will be held. (These will be recorded).
There is an expectation that the children complete the work and that teachers will check the completed work and feedback is given to the children.

If no contact has been made remotely, then a touch base courtesy telephone call will be made to check online learning.
SEND children will have differentiated work set, if required.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 09:00am - 3:30pm.

If unable to work for any reason during this time, for example due to sickness, teachers should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work as outlined in the table above which includes subjects and amount.
 - Work will need to be set by 3pm the day before.
 - The work will need to be uploaded to Google Classroom and/or Purple Mash.
 - Keep an updated contact list.
 - Key Stage co-ordinators will check the work set weekly and feedback to the HT and class teachers.
 - Feedback will be given directly to the child once work has been completed via the online platform.

- Keeping in touch with pupils, who aren't in school, and their parents.
 - Make direct contact with parents via emails.
 - Should work not being completed by a child then contact with the school needs to be made, requesting a phone call home to be made.
 - Any issues raised by parents should be shared with the HT so resolutions can be found.
 - Should any virtual meetings take place, then avoid areas with background noises and nothing inappropriate in the background.
 - Any safeguarding issues need to be referred to the DSL/DDSL in the usual timely manner via e-mail/phone.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 and 3:30pm.

If unable to work for any reason during this time, for example due to sickness, teachers should report this using the normal absence procedure.

Teaching assistants will be expected to print, photocopy and prepare packs for the children who need hard copies of work. The work will be emailed by the class teacher to the teaching assistant.

Should teaching assistants attend any virtual meetings, then avoid areas with background noises and nothing inappropriate in the background.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy

Online safety policy