

Plumtree School

Remote Teaching and Learning Policy during School or Bubble Closure

1. General statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during a school closure. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teachers, teaching assistants and admin staff.

2. Responsible Staff

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team. It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also the Safeguarding Policy, Coronavirus Safeguarding Appendices, Guidance for Online Home Learning for Parents and Staff, the ICT E-Safety Guidance and the Mobile Phone and Electronic Devices Guidance). Plumtree School endeavours to ensure that staff have access to a suitable device in the event of closure, for example, that members of staff are supplied with a laptop to facilitate provision of work and a means of communication with our pupils.

3. Remote Teaching and Learning

While some work will be completed by analogue means there will also be a need for digital learning as well. In this instance, email, Google Drive and Padlet will be the primary platforms for this work. In conjunction with this provision of work, the Zoom app will be used for videoconferencing to provide virtual lessons and pastoral support. The aim is to strike a balanced approach which takes many important factors into account, including:

- safeguarding
- pupil and staff well-being
- parental support
- capabilities and needs
- device accessibility
- personal circumstances

Work will be provided for the days children would normally be in school. Although detailed timetables will be given on request, the school appreciates that the circumstances for each parent are diverse. Plumtree School believes that maintaining a regular routine for children is really important because this is how they thrive. The children will be encouraged to keep to their regular bedtime and morning routines and sit down for lunch at the same time as they do at school. It is the school's belief that these simple daily occurrences can really help children to feel calm, regulated and make a potentially scary situation feel more predictable.

Regular scheduled breaks will be encouraged to help the children feel a sense of routine, especially as they will associate home with a place where they often just relax. Consistent breaks will help the children to predict when they will have the opportunity to move and decompress.

Equally, it is important that an effective learning environment with limited distractions is created during learning time. The amount of screen time which children should have available to them should be considered. This should be factored into their daily routines with identified times made clear to the children.

Children will be encouraged to participate in physical activity on a daily basis and virtual PE lessons will be available on their Padlet pages.

Home Learning Logistics:

Teachers will email work (adapted for home learning) to all children for that day by 8am. The subject of the email will say Year ..., work for (date). Our Early Years staff will also use Tapestry. The children will receive at least one Maths and English activity which should take between approximately 30 - 50minutes each. They should also have one other subject to complete which should take the Early Years and Infants 20-30minutes and the Juniors 30-50minutes. Children in the Early Years and Infants will be provided with regular Powerpoints for phonics. Teachers will set work which can be edited on a computer or printed for parents to photograph. Work will be differentiated in at least two ways and parents can select the right one for their child.

Teachers have been directed to be on their staff email account from 9 to 11am and 12:30 to 2pm to answer any questions quickly that children may have about the work for that day. Children should then submit their work by 2pm so that teachers can send each child individual feedback before 8am on the following morning. If work is late, the teacher may not provide feedback until the following day. All work for all three subjects should be sent back from the child in one email to make it easier for the teachers. Specialist teachers in French and Art will send their work to the relevant class teachers, giving the class teachers time to add it to their emails before 8am. When sending group emails, staff will be mindful of GDPR and will add multiple addresses to the 'Bcc' option. Communication with parents should be done via individual email conversations as opposed to group chats.

If the teacher becomes unwell, they will be unable to send work. Their co-teacher for the class will send any work that is relevant.

4. Expectations

4.1 Pupils

- Pupils should only use technology at home with the permission of their parents.
- Use email and Zoom to communicate with their teachers and ask questions if they do not understand a task or require help.
- Never reveal their password for Zoom to anyone.
- Be responsible for their behaviour and actions when online.
- If a pupil comes across offensive material they should report it immediately to their teacher or parent.
- Pupils must not record or take photos of classmates or teachers during Zoom sessions, nor share lessons publicly.

- During Zoom sessions, children must behave in line with the information stipulated in the Guidance for Online Home Learning for Parents.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

4.2 Teachers:

Plumtree School will make provision for remote contact with pupils at identified times of the week for pastoral care. In addition, teachers will ensure pupils have access to work that allows them to continue working while at home. We are mindful of the challenges of remote learning in an unfamiliar environment and that some subjects and activities do not lend themselves well to remote learning. Staff to adhere to the guidance stipulated in the Coronavirus Safeguarding Appendices and Guidance for Online Home Learning for Staff.

4.3 SLT:

- Continually monitor and review staff are adhering to Guidance for Online Home Learning for Staff.
- Fulfil expectations of a normal classroom teacher.
- Regularly check work being set, completed and marked.
- Regularly check in with their team to monitor well-being and to ensure that staff are consistent in their approaches, picking up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.
- Deliver whole school, key stage and praise assemblies.
- Meet with all families via Zoom at identified times to monitor well-being, safeguarding and seek feedback.
- Assist teachers with behaviour and attitudes towards learning.
- Continually review and update guidance from the government.
- Contact the DfE daily to report attendance.

4.4 Parents:

- Encourage and support your children by finding an appropriate place to work and checking that the core set work is completed each day.
- Contact school if work cannot be accessed or if there are any concerns.

- Contact school if children are too poorly to complete work.
- Encourage their children to adhere to the information in Guidance for Online Home Learning for Parents.

and be in the waiting room early to ensure the interactive session can start on time.

Signed: Phil Simpson

Review: November 2020