St Ives Infant School

Remote Education Policy

Approved by Governors – September 2020
To be reviewed – September 2021

Adapted from Rainbow MAT Remote Education Policy

In September 2020, all our classes returned to full-time education following the Covid-19 partial school closures in March. With the re-closure of all schools in January 2021, there is now the need for most of our school community to once again access our remote learning provision. Our plan for remote learning allows all children to continue with their education. This meets the expectations set out in the DfE guidance 'Remote Education Support'.

Pupils at St Ives Infant & Nursery School are very young and at the beginning of their education journey. We understand that teaching young children at home can be extremely challenging and have kept this at the forefront when designing our remote education provision. We are very aware that pupils in the Early Years and Key Stage One often have shorter attention spans with enquiring minds and that they may be at the early stages of learning to read and write. For these reasons, it is our intention to provide child-centred, age appropriate, remote education activities that encapsulate the full bespoke St Ives, Setting Sails Curriculum, whilst continuing to embed the key basic skills taught in school.

Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of pastoral, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

Please read in conjunction with Remote Education FAQs (January 2021)

Remote Education-what did the school provide in the first few days?

We closed for all pupils on January 4th 2021, for a 'Logistics Day' to ensure we had adequate staffing available to open school. This was communicated to parents on January 3rd 2021. Following Government guidance regarding lockdown 3, St Ives Infant & Nursery School was closed to all pupils on January 5th 2021. All parents/carers and pupils were written to on January 5th 2021 detailing our remote learning provision from January 6th 2021. We partially reopened on the 5th January for children of critical workers and vulnerable children. All work packs and teaching videos were also available from January 5th 2021. We continue to be open for Vulnerable children and children of Critical Workers.

The Remote Learning Curriculum-what will my child learn?

It is essential that all pupils continue to access the full curriculum whether they are learning in school or at home. We have ensured that all subject areas are well-represented within our Remote Learning provision and that progression is built in. Curriculum Leaders continue to work to monitor the progression and coverage of their subject(s) across the year groups and to ensure that every subject is well represented within the Remote Learning tasks across the weeks.

Regular, pre-recorded assemblies led by members of the school will be available to access on every google class. These will primarily be focussed around PSHE (personal, social & health education) to continue the focus we have regularly in school. The Picture News assemblies encourage children to keep up to date with current situations in an age appropriate way, encouraging discussion and opinions to be shared in a safe space. These also focus on the identified British Values.

Pupils will have access to 'live', daily story time sessions with a member of their year group team and regular Virtual Playground Chats for more social interaction. Daily Story Time will give children the opportunity to be read to as a class, as they would have been in school, to develop their vocabulary and language and to support a clear routine. This will also enable teachers to see pupils every day. Virtual Playground Chats will enable children to stay in contact with their peers, communicate as a whole-class group, discuss any whole-class issues or concerns, celebrate the work being completed at home and have a contact with school.

Teachers will note pupils missing from daily meetings or where we have not seen any work or had communication and we will then contact the parents individually to offer more tailored support. Any families who are not engaging with remote learning or virtual sessions will receive well-being phone calls, visits or referrals to the Educational Welfare Officer if necessary.

We will endeavour to support any difficulties with remote learning. Difficulties to remote learning could be, if they do not understand the work, have misconceptions or parents/carers feel their child would benefit from a quick chat with their teacher to explain or encourage their child. Request for this can be

made through the school office secretary@st-ives-inf.cronwall.sch.uk or messaging the class teacher on google classroom) to arrange a mutually convenient time.

Instructions for accessing Google Class meets (Story Time or Playground Chats) will be sent via google classroom on the day with a password for entry and where the Microsoft Teams User Agreement Policy has been shared, read and understood.

Praise Postcards will be sent out to children to celebrate their Remote Education efforts linked to our school values. Children will also continue to be awarded Achiever of the Week each week to ensure consistency and continuity for them. This could be a child in school or remote learning so please share your child's achievements with the class teacher.

Recorded videos will be posted daily on Google classroom. These will include a phonics, writing and maths lesson. There will also be work throughout the week lined to our wider curriculum. All videos will be recorded by St Ives staff. These videos will clearly share the learning objective then model and scaffold the learning, prior to the child completing the work from their remote Learning pack.

Teachers will regularly respond and give feedback to pupil's work using Google classroom or their school email addresses. This will allow all pupils to have 1:1 feedback on their completed work, with positives highlighted and next steps suggested. 1:1 Teams sessions or phone conversations will also be available to support learning as previously mentioned.

P.E remote learning is focused on ensuring that children are remaining active whilst at home. Activities may be a Joe Wicks live work out or a link to a child friendly HIIT/Go Noodle session. We will also set regular physical challenges which are easily accessed at home.

The Remote Education tab on our website also contains additional links to other PE sites that provide families with ideas for activities to do at home. Our aim is to keep our pupils fit and active during periods of school closure.

How long should my child be learning for every day?

Staff will provide Remote Education activities for parents/carers to use in a manner that is convenient to them in their current circumstances. The amount of time spent completing these tasks will vary from child to child, however, we expect the work set to take pupils broadly the following number of hours each day:

EYFS: We are offering and providing a minimum of 2-hours a day for parents and children to access when appropriate and convenient to their home school provisions.

KS1: We are offering and providing a minimum of 3-hours a day for parents and children to access when appropriate and convenient to their home school provisions.

How will my child access the online Remote Education platform?

Using our school website, http://www.st-ives-inf.cornwall.sch.uk/ the Class teacher will upload daily lesson videos and activities within a weekly timetable, this will allow parents/carers to access activities for the week ahead. Google Classroom will host the variety of links to access the daily English, Maths and Topic videos and any work set.

When a parent/carer wishes to submit their child's work to their class teacher, they will Google Classroom or email the teacher direct.

Bespoke learning will also be planned and shared for any SEN children not attending school. The SENCO will lead on the arrangements for this and liaise with families and teachers. All submission of work and feedback will follow the same procedures.

General information for parents and pupils will also be shared using our school Facebook page, text messages and emails. There are also a number of different links to additional learning platforms on the school website should parents and children wish to use them.

My child does not have digital or online access at home, how will the school help them to access the Remote Education?

We recognise that pupils may not have suitable online access at home and that some parents would prefer that their young child was not learning using a digital device. This is why our Remote Education is set up to be introduced by their teacher through a video on a screen, but the independent work will be completed using pencil and paper. We think the importance of children gaining these fundamental fine motor skills is essential to their future learning, therefore we are minimising our use of screens for completion of work. We also understand that parents/carers may wish to reserve screen time for their child's recreational use too.

We take the following approaches to support all our pupils to access our Remote Education provision:

• We are unfortunately not eligible for the DfE 'Get Help with Tech Scheme' (Year 3 and upwards only). However please contact us if a lack of access to devices are an issue to see if we can help support learning in a different way.

• Printed materials will be available to be collected or delivered weekly on Monday afternoons from the office.

• All children will be provided with a work pack. The core pack includes an exercise book and Maths manipulatives resources sheet. The weekly pack will continue a paper copies of any overviews or work to enable full access to the remote work set

• If pupils are unable to submit work to their teacher due to a lack of device, work can be delivered to the school office by hand, which will follow quarantine protocols, before being passed on to the teacher for marking and individualised feedback.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS & KS1 (Google Classroom, TEAMS, Online videos, Virtual playground sessions) as well as for staff CPD and parents' sessions.
- Use of Recorded video for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books
- Use of BBC Bitesize, Oak Academy, phonics play, Big Cat online reading
- The detailed remote learning planning and resources to deliver this policy can be found here:
  https://www.bbc.co.uk/bitesize/primary
  https://www.thenational.academy/
  https://www.phonicsplay.co.uk/resources
  https://collins.co.uk/pages/big-cat-ebooks
- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- User Agreements for Google classroom

Home and School Partnership

St Ives Infant & Nursery School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

St Ives Infant & Nursery School will provide an online training session and induction for parents on how to use phonics play and Big Cat online reading

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Ives Infant & Nursery School would recommend that each 'school day' maintains structure

We would encourage parents to support their children's work, including finding an appropriate place to

work and, to the best of their ability, support 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. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Roles and responsibilities

Teachers

We will provide a refresher training session and induction for new staff on how to use Google Classroom.
Please note that many of our teachers are teaching face to face daily so they cannot respond to queries in real time. All urgent communication should be undertaken via the usual route of contacting the office.

When providing remote learning, teachers are responsible for:
Setting work:
- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- All Teachers will be setting work on Monday morning.

Providing feedback on work:
- Reading, writing and maths work will receive specific feedback weekly to help with next steps

Keeping in touch with pupils who aren't in school and their parents:
- If there is a concern around the level of engagement of a pupil/s parents will be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account secretary@st-ives-inf.cornwall.sch.uk
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants
- Teaching assistants must be available between their usual hours of work
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- May undertake remote live lessons to deliver catch up session or regular check ins

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Send completing work in to school via Google Classroom, email or in paper form to the office on a regularly basis i.e. at least weekly.
- Ensure communications are shared appropriately i.e. not using a public forum where individual children's difficulties are shared or where a personal issue needs to be raised.
- Maintain regular communication with the school throughout any periods of isolation or lockdowns.
- Notify school of any potential cases of COVID 19 in their household.

<u>Governors</u>
<u>The Governing Body are responsible for:</u>
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

When the school re-opens, how will you continue to provide home education to my child if they have to self-isolate?

When we are able to re-open the school, the teaching teams at St Ives Infant & Nursery School will continue to prepare and provide the paper packs of Remote Learning resources every week in conjunction with the usual planning of the curriculum to ensure that pupils continue to access the full curriculum whether they are learning face to face, in school, or at home due to enforced self-isolation. In these circumstances, teachers will be continuing to provide daily teaching for all pupils still in school and will therefore have reduced capacity to contact parents during the day. However, teachers will contact isolating pupils regularly to monitor their engagement with learning and offer support where needed.

<u>Links with other policies and plans</u>
This policy is linked to our:
- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- User Agreements for Google Classroom