



Small enough to care...big enough to inspire

Blended Learning / Remote Education Policy

Blended Learning / Remote Education Policy for

Crawford Village Primary School

Statement of School Philosophy

Crawford Village Primary School strives to be creative, innovative and supportive towards our parents and children in the best way possible in order to make learning purposeful and holistic. Our strategy for remote learning is an extension of this.

Although this policy makes specific reference to Covid-19, it will also come into force in the case of a pupil not being able to attend school due to an enforced absence (e.g. unavoidable school closure for a week or more)

Purpose and aims of this policy

This policy covers the support for pupils in the event of Blended/Remote Learning being implemented.

Blended Learning/Remote Learning is a style of education in which pupils learn via electronic and online media as well as traditional teaching methods and paper-based work away from school.

Purpose

- The purpose of this policy is to ensure that there are procedures in place to ensure pupils are supported effectively in the event they are unable to be taught at school.
- In the event of a school or class closure, the policy will identify the steps in place to ensure all pupils are able to access learning while at home.
- The need for equity will be identified, and support for both parents and pupils in accessing effective teaching will be addressed.

We aim 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 to members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, support health and well-being and offer parental support
- Consider continued education updates for staff and parents (e.g. remote CPD, and Parents' Meetings)
- Support effective communication between the school and families and support attendance

Home and School Partnership

Crawford Village Primary School is committed to working in close partnership with families and recognizes each family is unique. Because of this, remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for children to maintain a regular and familiar routine. Crawford Village Primary 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 their tasks and encourage them to maintain 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 will be available. These will be discussed on a case-to-case basis. This also includes issues surrounding access to technology. Parents should inform school immediately if they require work to be set in a different format.

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

Full Closure of a class or school:

In the event of a full closure, pupils will be sent home with:

- Exercise books to record their learning in
- One (or two) reading books
- A list of their logins to appropriate online learning platforms

The Headteacher will:

- Ensure those families entitled to Free School Meals will be provided with food or vouchers.
- Ensure the home learning tasks set are to a high standard in line with year group expectations.
- Monitor the phone logs to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils' learning.
- Contact vulnerable families regularly.
- Communicate regularly with families through social media, newsletters and phone calls.
- Meet daily with staff to address any positives and next steps (this could be in person or through virtual media).
- Respond to parents' queries and concerns.
- Ensure the day-to-day running of 'remote' education and the learning and safety of those on site at Crawford Village Primary School.

Class Teachers will:

- Follow their usual planning for all subjects.
- Follow a timetable of learning each day that includes one mathematics lesson, one English lesson and one other subject. Other activities such as phonics, spelling and arithmetic may also be set in addition.
- Provide to all families a timetable for the week on which is marked live lesson times and breaks.
- Hold a registration session each morning to allow pupils to share their feelings and to share a timetable of expectations for the day via Zoom / Teams for all year groups
- Provide live remote lessons or recorded remote lessons to explain concepts and ensure pupils understand their learning tasks via Zoom/Teams.

- Feedback to pupils on their uploaded learning daily.
- Provide additional support for children/parents through phone calls, email or explanations via video messages when appropriate.
- Share a story time or end of day 'catch up' at the end of each day via Zoom/Teams.
- Contact all pupils on at least a daily basis, either through remote live teaching or electronic platforms and communicate with parents/carers with professionalism always.
- Monitor the daily engagement of pupils and contact the families of those not engaging to offer support.
- Report non-engagement of learning to headteacher.
- Log any safeguarding concerns with DSL (Designated Safeguarding Lead).

Teaching Assistants will:

- Join the class for registration sessions on the days they normally work.
- Join the class for any timetabled live lessons and work with allocated groups.
- Support the learning of pupils they usually work with at Crawford Village. This may include leading interventions via Teams.
- Provide feedback to pupils they have worked with.
- Support the class teacher they usually work with.
- Record story time/phonics sessions if necessary.
- Log any safeguarding concerns with DSL.

Office Staff will:

- Log onto the Lancashire Schools' Portal daily to keep abreast of updates from the LA, passing on relevant information to staff.
- Log onto email daily ensuring that all mail is cleared and actioned including the passing on of any relevant messages to class teachers/headteacher.
- Communicate with parents, staff and governors via email/teachers2parents/school website when necessary.
- Work collaboratively on the production of a two-weekly newsletter that is sent to parents, governors and staff.
- Log any safeguarding concerns with DSL.

Designated Safeguarding Lead will:

- Call identified families regularly to offer support and check on children's well-being
- Liaise with outside agencies, including the Police and Operation Encompass as appropriate to need
- Take part in remote meetings as appropriate to need
- Conduct home visits to families Crawford Village Primary School is unable to contact or who are causing concern
- Monitor and follow up any concerns promptly

Pupils will:

- Be present for remote learning each day by 9.00am and finish by 3.00pm. The full timetable for each class including live lessons and breaks will be sent out from each class teacher at the start of a week.
- Log on for registration every day.
- Log on to the appropriate remote live or recorded video sessions each day and complete the assignments set.
- Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them.

- Complete the learning set by their teacher each day and upload their learning the same day unless otherwise instructed by the class teacher.
- Join in the end of the day story time or 'catch up' sessions.
- Adhere to the behaviour expectations within our school behaviour policy at all times.

Parents/Carers will:

- Set a clear routine with each child using the timetable and the daily learning set.
- Read all communications that come out from Crawford Village Primary School to ensure they are fully aware and up to date with news.
- Support their children to complete all of the learning set.
- Liaise with school staff via email to seek support from class teacher (when needed) on behalf of their child.
- Provide access to the learning offered for their children.
- Support their children by uploading pictures of completed work or documents for assessment and feedback on Teams.
- Make the school aware if their child is sick or otherwise can't complete work
- Be respectful when making any complaints or concerns

Governing Board will:

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Email will be used for general communication with parents. In the event that an individual or small group have to isolate, then work will be sent via email. In the event that a whole class or indeed, the whole school close, then Microsoft Teams will be used to conduct all online remote learning. All pupils in Y1-6 have been provided with a Teams logon and have been shown how to use this in school. EYFS will use a combination of Teams, Evidence Me and Zoom

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include a combination of:

- Online tools for EYFS, KS1, KS2 (Microsoft Teams, Zoom, Evidence Me, Purple Mash, Phonics Play, Times Table Rockstars, Spelling Shed, White Rose Maths) as well as for staff CPD and parents sessions.
- Use of Recorded/Live video for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials, such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, White Rose Maths, Times table Rockstars, Purple Mash

Equity

- The use of the above learning platforms and communications will ensure that all pupils are able to access the learning opportunities provided by the class teachers equally.
- All pupils accessing work through Microsoft Teams will have been provided with their logon and password and shown how to access their online class prior to any closures.
- In the event that pupils do not have the equipment at home to access their learning online they will be able to contact the school and arrange for the loan of a laptop. The serial number on the device will be recorded prior to it being taken home. Devices must be returned in the same condition as they were on loan.
- If access to the internet is not available due to no router in the home, then paper-based learning packs will be provided upon request.
- We recognise that support at home may be varied due to parents' work commitments and this will be taken into account in the activities/work set. We also recognise that children of primary school age will still need some support from home to aid with the completion of assignments set. Work set will include consolidation and revisiting of concepts as well as the introduction of new material. Where new material is introduced, this will be accompanied by clear modelling from the teacher by either video, live lesson, structured success criteria or written worked examples.

Submission of Work

- Pupils will be expected to complete the work on the day which it is set, this is to ensure teachers are not overloaded with the return of more than 3 pieces of work per pupils per day. Pupils should also be aware that work should be returned digitally before the end of the normal school day.
- Pupils submitting work on a day other than the day set or later than the end of the school day should not expect feedback, however this will be at the discretion of the class teacher. Extenuating circumstances will of course be taken into account.

Feedback

- Teachers will provide feedback on completed tasks each day. The level of feedback provided will address misconceptions held by pupils in the work submitted and acknowledge the completed work. Pupils should be made aware that their work has been seen. There is an expectation that feedback from the teacher is acted upon by pupils that day.

Safeguarding Measures

- The use of Microsoft Teams conforms to GDPR regulations in terms of data protection and sharing of data.
- Access to this platform is restricted to individual users. Any work added to a child's account should be their own; examples of work from their peers should only be shared with the permission of the parent of that child.

Live Lessons via Zoom or Teams

Teachers, pupils and parents must adhere to the following rules when accessing live lessons.

- No 1:1s - groups only
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms agreed by Crawford Village Primary School
- Staff should record, the length, time, date and attendance of any sessions held

Links with other policies and development plans

This policy is linked to our:

Child Protection & Safeguarding Policy

Behaviour Policy

Data Protection Policy and Privacy Notices

Online Safety

Acceptable Use Policy

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