

Guilden Sutton Church of England Primary School



'Love and Justice for All'

'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.'
Micah 6:8.

*through the teachings of Jesus all can flourish spiritually, emotionally and academically throughout life,
living out love and justice for all.*

Remote Learning Policy and Plan

Staff member responsible	Mrs. T. Rainford
Governor/Other responsible	Mrs. S. Bayton
Date of Policy	September 2023
Reviewed	3-5 years (Live documents – Changes made in line with Government Guidance)
Headteacher Signature	
Governor Signature	

Statement of intent

At Guilden Sutton Church of England Primary school, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff, parent and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons and complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

This Policy operates in conjunction with the following policies:

- Safeguarding
- Data protection
- Behaviour
- Pupil conduct
- Staff conduct
- Pupils with SEND
- Online safety
- Marking
- Teaching and Learning
- Assessment
- Health and safety
- Attendance and absence

Headteacher Role:

- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote education, including live online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy when required in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with live online lessons.
- Ensuring that the remote education provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.
- Conducting termly reviews of the live online lesson arrangements to ensure pupils' education does not suffer.
- Considering the assignment of overarching responsibility for the quality and delivery of remote education to a member of the SLT.

Remote learning for pupils

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

Guilden Sutton Church of England Primary School has used research from the Education Endowment Foundation as a basis for our approach to remote learning.

This research identifies key points to consider when implementing strategies to support pupils' remote learning, or supporting parents to do this which include:

- Teaching quality is more important than how lessons are delivered
- Ensuring access to technology is key, especially for disadvantaged pupils
- Peer interactions can provide motivation and improve learning outcomes
- Supporting pupils to work independently can improve learning outcomes
- Different approaches to remote learning suit different types of content and pupils.

Curriculum

At Guilden Sutton Church of England Primary School we know that there has been much disruption to children's education, therefore, staff and governors are committed to ensuring that all children continue to receive a quality education should the need for remote learning arise.

Our approach includes a blend of paper resources, online teaching and learning sessions through Zoom and resources available through online learning platforms such as:

- Oak National Academy
- BBC Bitesize
- CBeebies
- Spellzone
- Education City
- Twinkl

The remote learning set for children will be in line with the learning that would take place in the classroom so the teachers will provide resources that deliver the main aspects of the curriculum plan; this includes P.S.H.R.E. (Personal, Social, Health and Relationships Education).

The remote learning set by the teachers will follow the long-term curriculum plan for their class so that children can continue to access the relevant curriculum for their year and keep up.

The Governors and staff at Guilden Sutton are fully aware that these are exceptional times and each family is unique and because of this will approach remote learning in a way which recognises different 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.

Teacher expectations

Teachers will plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners. Should remote learning need to be set for a class or bubble, the work for the week in English, Maths and other subjects will be posted on the class's Blog.

The information will contain:

- All website links needed to access home learning resources along with clear information about the learning for that week. This will include reference to daily tasks for relevant subjects.
- Where appropriate, worksheets to accompany lessons will be available to download.
- Staff will add these resources to their class Blog electronically and it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack').
- If pupils would like their work marked and specific feedback given (targets and next steps), work should be submitted daily, by 3pm so teachers can mark accordingly.
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via the home learning email address that corresponds to each child's year group i.e. the address for children in Year 3 is year3@guildensutton.cheshire.sch.uk. Staff and parents should communicate via the class email address.
- Teachers will make sure all children and parents have access to logins.

Family (pupil/parent):

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Guilden Sutton Church of England Primary School recommend that each 'school day' maintains structure. A suggested timetable will be made available on the relevant class Blog as a guide.
- Should anything be unclear in the work that is set, children or parents can communicate with class teachers via the class email address or daily from 9:30am-10am and 11am-11:30am via class Zoom sessions. There will be opportunities for individual phone calls/Zoom calls from parent requests or teacher suggestion.
- If a class is isolated, the children will be sent home with their home reading book in addition to their English, maths and foundation subject books; this is so that work that children complete at home can be kept safe, ideally in their exercise books, and can be brought back to school when safe to do so.
- We 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 good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. 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 a case-to-case basis.
- Reporting any absence in line with our Attendance & Punctuality Policy

The school will review the DfE’s guidance on where schools can source educational resources to assist with the delivery of remote education, and utilise these as appropriate. Teachers will review the DfE’s list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.

To establish which families may need further support or access to IT equipment, school leaders will survey parents so that any potential barriers to children accessing online learning can be addressed as soon as possible.

To help parents to feel confident when helping their child to access remote learning, teachers and leaders will continue to upload different resources to support teaching and learning.

The school will contact families who require additional support to pupils eligible for FSM and accessing remote education until they are able to attend school.

Reception Class Example Timetable

Zoom Sessions - 30 minutes				
Monday	Tuesday	Wednesday	Thursday	Friday
9:30 - 10am Phonics	9:30 - 10am Phonics	9:30 - 10am Phonics	9:30 - 10am Phonics	9:30 - 10am Phonics
Parent and Child Support				
11am - 11:30	11am - 11:30	11am - 11:30	11am - 11:30	No Zoom session
Please Note there are no longer Zoom sessions in the afternoon.				

	9am - 10am		11am - 12noon		1pm - 1:45pm		2pm - 3pm
Monday	Alphablocks Phonics Handwriting Tricky Words Reading	Break	Numberblocks Maths	Lunch	Art/Craft/ Creative	Break	Cosmic Yoga Literacy/ Storytime

Tuesday	Rhymes and songs Phonics Handwriting Tricky Words Reading	Break	Numberblocks Maths	Lunch	Finger Gym Construction Small World Den making	Break	Music Literacy/ Storytime
Wednesday	Alphablocks Phonics Handwriting Tricky Words Reading	Break	Numberblocks Maths	Lunch	Rhymes and Songs RE/PSHE/ Mindfulness	Break	Go Noodle Literacy/ Storytime
Thursday	Rhymes and songs Phonics Handwriting Tricky Words Reading	Break	Numberblocks Maths	Lunch	Just Dance Kids Investigation	Break	P.E. Literacy/ Storytime
Friday	Alphablocks Phonics Handwriting Tricky Words Reading	Break	Numberblocks Maths	Lunch	Just Dance Kids Art/Craft/ Creative play	Break	Literacy/ Storytime

Throughout the school day the children have access to Continuous Provision activities both indoors and outdoors. These activities promote their development in all areas of the curriculum. Adult led sessions are kept short to encourage focus and engagement and it is essential that the majority of their activities are practical. Children learn best through play and learning should be fun. Gardening, baking, reading, model making and so on are ideal activities.

The learning activities will include some video links highlighting teaching points from various sources and websites. Should anything be unclear in the work that is set, children or parents can communicate with class teachers via the class email address, telephone or daily from 9:30am-10am and 11am – 11:30am via Zoom teaching and learning sessions. There will be opportunities for individual phone calls/Zoom calls from parent requests or teacher suggestion.

Example Key Stage 1 Timetable (Learning tasks will be linked to the curriculum map for each year group which can be viewed on the school website.)

KS1 - Suggested timetable

	9-10am (Class Zoom session 9:30-10am) Monday - Friday		11am-12pm (Class Zoom session 11-11.30am) Monday - Thursday		1-1.45pm No afternoon Zoom session		2-3pm
Monday	Maths	BREAK	Phonics/Spelling (20 minutes) English	LUNCH	RE	BREAK	Listen to an audio book/ Collective Worship/ Open the book*
Tuesday	Maths		Phonics/Spelling (20 minutes) English		History/ Geography		Art/Design Technology
Wednesday	Maths		Phonics/Spelling (20 minutes) English		Science		PE
Thursday	Maths		Phonics/Spelling (20 minutes) English		Personal, Social, Health and Relationships		Listen to music/ Time to be still/ Read for pleasure
Friday	Maths - Mental Arithmetic		SPAG Activities		Complete any unfinished work.		Complete any unfinished work.

*Assembly links - https://www.youtube.com/playlist?list=PLaxSonw2mL0vHgf6m4O_6vhYEMXL6nEIQ

Example Key Stage 2 Timetable (Learning tasks will be linked to the curriculum map for each year group which can be viewed on the school website.)

	9-10am (Zoom session available 9:30-10:00am Monday - Friday)		11am - 12pm (Zoom session available 11:00- 11:30am Monday- Thursday)		1pm-1:45pm No afternoon Zoom sessions		2pm-3pm
Monday	Maths	B R E A K	English	L U N C H	R.E.	B R E A K	Listen to a BBC Audiobook. Collective Worship assembly link Sutton Schools - https://www.youtube.com/playlist?list=PLaxSonw2mL0vHgf6m4O_6vhYEMXL6nEIQ Open the Book - https://www.youtube.com/channel/UCGNdtymofxEL3bpZS-b13JA
Tuesday	Maths		English		History/ Geography		Art/Design Technology
Wednesday	Maths		English		Science		P.E. activities Joe Wicks Workout - https://www.youtube.com/c/TheBodyCoachTV/featured Cosmic Kids Yoga - https://www.youtube.com/user/CosmicKidsYoga
Thursday	Maths		English		Personal, Social, Health and Relationships/P. E.		Listen to music/reading for pleasure/Time to be Still
Friday	Arithmetic Education City activity Squeebles (Times Table) App		S.P.A.G. Spellings (Spell Zone) No Zoom session		Complete any unfinished work Fun learning activity to summarise the week		Complete any unfinished work.