

Every Child Matters and Every Day Counts



Lammack Community Primary School

Remote Learning Policy

Adopted Date: January 2021
Last reviewed: Autumn 2021
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1. Statement of School Philosophy

At Lammack Primary School, we aim to provide opportunities for all pupils to learn, enjoy and achieve, and this drives all aspects of teaching and learning. With this in mind, it is our intention to provide an environment in which every child is encouraged and motivated to reach their full potential, both socially and academically. The voice and needs of our learners inform a creative curriculum, which extends pupils' strengths, interests and experiences, as well as developing their ability to learn and work independently and collaboratively.

We provide contexts which encourage imaginative and critical thinking, thus enabling pupils to attain, develop and apply their knowledge, understanding and skills. Through spiritual, moral, social and cultural development, we aim to shape responsible, honest and caring citizens, who reflect the Lammack and British values, making positive contributions to school and the wider community.

Every moment is seen as a learning opportunity. Our aspiration is for children to leave Lammack Primary School as confident learners with a wealth of happy memories and lifelong, transferable learning skills.

Ultimately, at Lammack, 'Every Child Matters, Every Day Counts'.

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are accessing their learning at home through use of quality online and offline resources and teaching videos;
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning;
- Include continuous delivery of the school curriculum, as well as support the children's motivation to learn, the health and well-being of children and parental involvement;
- Support effective communication between the school and families and support attendance.

3. Who is this policy applicable to?

- Children who are self-isolating due to testing positive with COVID-19;
- Children who have been sent home as their bubble has closed as a result of further intervention;
- Children working at home due to current local or national restrictions in place.

4. Content and Tools to Deliver This Remote Education Plan

- Resources to deliver this Remote Education Plan include:
- Online tools for EYFS, KS1 and KS2 (Microsoft Teams, Purple Mash, Timestable Rockstars, Numbots);
- Use of Teams for registration, instructional videos and assemblies when bubbles close;
- Phone calls home;
- Printed learning packs ('Self Isolation Packs' for those children who are self-isolating and 'Remote learning Packs' for those children whose bubbles are closed in school);
- Physical materials such as story books and writing tools, squared paper, exercise book, maths books;

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- Use of Oak Academy, Purple Mash, Numbots, Times Tables Rock Stars, Oxford Reading Tree, Top Marks, ICT Games, Phonics Play, Spelling Frame, LBQ;
- Where possible, children who do not have access to devices to access the internet at home to be provided with a school tablet or laptop.

The detailed remote learning planning and resources to deliver this policy can be found in the following documents:

- Remote learning at Lammack document;
- Parental agreement for children to use Teams;
- Teacher Code of Conduct for phone calls, video conferencing and recorded video;
- End User Agreements for Teams;
- Class Home-Learning Agreements

5. Home and School Partnership

Lammack Community Primary 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;

Lammack Community Primary School will provide a guidance and induction document for parents on how to use Teams and Tapestry as appropriate and where possible, provide personalised resources;

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Lammack Community Primary School would recommend that each 'school day' maintains structure and therefore class teachers will meet with their classes each morning (calendared school days only) by 10:30 am at the latest (during bubble closures). In the case of a whole school closure this will be staggered throughout the day to assist siblings in joining their meetings;

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 using the class emails as alternative solutions may be available. These will be discussed on a 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. Teachers to establish the rules with the children and revisit on a half termly basis in class during online safety lessons and at the start of each Teams meeting;

Teachers to ensure that the day's work is uploaded and accessible to the children in line with the Teams meeting, using Purple Mash, Teams or Tapestry (E.Y.F.S.);

Teachers to ensure that children are aware of the work to be completed if the Teams meeting starts later than the start of the school day.

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6. Roles and responsibilities

Teachers

For the children who are isolating due to testing positive for COVID-19 or awaiting results, teachers are responsible for either of the following:

- Directing children to appropriate Oak Academy activities;
- Allocating children with a self-isolation pack which contains resources for a daily mathematics, reading, English and foundation subject task. These are to be collected by a parent (or dropped off to the child's home if the whole family are self-isolating) and returned to school when the child returns for the teacher to check and make a general comment on;
- Setting work online using Teams, Purple Mash or Tapestry (E.Y.F.S.).

The responsibilities below relate to where a whole class/bubble is isolating:

- Lammack Primary School will provide an initial training session for teachers and regular refresher training sessions throughout the year;
- Teachers to inform SLT if they become aware of a child who does not have access to a device at home to access the internet;
- When providing remote learning, teachers must be available during normal working hours (8:40 – 3:15);
- If staff 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 via a telephone conversation to the Head Teacher (teachers) or Deputy Head Teacher (support staff) and to the staff absence line;

When providing remote learning, teachers are responsible for:

Setting work	<ul style="list-style-type: none">• Teachers will set differentiated 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 (e.g. it may not be appropriate to set P.E.);• Teachers should consider the resources that the children have at home and adapt the learning appropriately (e.g. practical science may need special consideration);• Direct instructions will be given in the morning meeting where the work is to be completed, if it needs to be submitted and how it needs to be submitted;• Successes and misconceptions will be shared on a daily basis;• For those children who are struggling with work set, teachers will initially use the 'chat' forum on Teams and if the child is still struggling, then teachers will arrange a telephone conversation;• Teachers in EYFS to set work for the children using Tapestry and Purple Mash;• Teachers to take the register on Teams to ensure all children are attending;• Teachers in years 1 – 6 to set work on Teams and Purple Mash;• Class teachers to lead the Teams meetings and to be supported by PPA teachers.
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PPA Teachers' Responsibilities	<ul style="list-style-type: none">• If self-isolating due to bubble closure, provide appropriate work for the normal class timetable in line with the teachers' responsibilities;• The class teacher is responsible for the running of the meeting; PPA teachers are responsible for explaining the work set;• To support the class teacher in monitoring and marking the children's work;• To liaise with the class teachers in school for the teachers who are covering the PPA teachers' normal timetable.
Providing feedback on work	<ul style="list-style-type: none">• For reading, writing and mathematics work, all completed work submitted by 3pm to be guaranteed teacher response and comments by 12pm on the following day;• All foundation subject tasks submitted by 3.30 pm that day and teachers will comment by the end of the week
Keeping in touch with pupils who are not in school and their parents	<ul style="list-style-type: none">• If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement;• Children who continually miss sessions of online learning will receive a Home Visit from the Head Teacher and Deputy Head Teacher;• All parent/carer emails should come through the class emails (teachersurname@lammack.blackburn.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 during their normal working hours;
- 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. (A telephone conversation with the Deputy Head and reporting their absence on the school office absence line);
- During the school day, teaching assistants must complete tasks as directed by a member of SLT or their class teacher;
- Teaching assistants must attend the daily meetings between the class teacher and the children.

Senior Leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the home learning approach across the school including daily monitoring of engagement;
- Monitoring the effectiveness of remote learning – through regular contact with the class teacher;
- Regular attendance of Teams meetings;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- Ensure that the list of children who do not have access to a device to access remote learning is kept up to date;
- Advising pupils and parents with accessing the internet when using a device that has been provided by the school.

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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

- Fixing issues with systems used to set and collect work;
- Helping staff with any technical issues they are experiencing;
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

The SENDCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required;
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans;
- Identifying the level of support offered to SEND children, including children with EHC plans, by liaising with the 1:1 support assistants on a regular basis.

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology;
- Ensuring that the school has adequate insurance to cover all home working arrangements;
- Ensuring that the end user agreement is in place for Teams and any other digital platform being used for children to access the remote learning.

Pupils and parents

Staff can expect pupils learning from home to:

- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers using the class email address (teachersurname@lammack.blackburn.sch.uk);
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning from home to:

- Make the school aware if their child is sick using the office email (office@lammack.blackburn.sch.uk);
- Seek help from the school if they need it using the class email in the first instance, then the school office following a reasonable time delay;
- Be respectful when making any complaints or concerns known to staff.

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Governing Body

The governing body is responsible for:

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