

Sundridge Primary School Remote Learning Procedures 2024



Specific Aims

- To outline Sundridge Primary School's approach for any occasion where school is forced to close down due to circumstances beyond the control of the school.
- To outline Sundridge Primary School's expectations for staff to continue supporting with the teaching, marking and planning for pupils.

Such exceptional circumstances are incredibly rare, but following on from the Covid-19 Lockdowns, it is wise to have provision ready in place should a similar situation reoccur.

Who is the policy applicable to?

The policy applies to pupils, staff, governors and visitors.

Pupils and staff may be unable to attend school due to a variety of reasons, which may apply to an individual, group or to the whole school body. The following are examples:

- Fire, flood or snow
- A national or regional lockdown due to disease
- A pupil with a long-term illness or injury who is well enough to continue school work from home
- A class needing to work from home due to Public Health England closing a bubble
- An issue with the gas, electric or water supply; or a safety issue with the building

Remote learning for pupils that are not able to attend school:

Sundridge Primary School will provide remote learning (online and/or in print) for pupils that are not able to attend school. This is to ensure that no-one need fall too far 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. For an individual or family group, work will be sent after 5 days of absence. If the remote learning affects a class or the whole school, teachers will be able to send work 2 days after absence period begins.

Such exceptional circumstances are incredibly rare, but following on from the Covid-19 Lockdowns, it is wise to have provision ready in place should a similar situation reoccur. We would like to make it clear that **the completion of work from home is not compulsory and that this document seeks to inform and guide families and not impose expectations.** Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Policy reviewed and revised annually

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Family (pupil/parent/guardian) role:

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Sundridge Primary School would recommend that each 'school day' maintains structure.
- After 5 days of any **remote learning period, where one pupil or siblings are absent from school**, teachers will email the parent with pupil work for English, Maths and Topic. The family will be able to communicate via email or telephone. If the family require paper copies of work, they should inform the school. This work will be tailored to the child and will reflect the learning that is continuing with the rest of the class in school.
- Pupils who are ill are not required to complete work, and the school recognises that in some cases, it may be difficult due to home technology/resources or parent work to fulfil home learning.
- **In the event of a whole school/class closure**, where the teacher and the class need to remain at home for at least 2 days as advised by Public Health England or the Local Authority, the teacher will provide a 2-week block of work for English, Maths and Topic on the school's webpage for home learning:
<https://www.sundridge.bham.sch.uk/home-learning>
- Pupils have a **BGFL 365** login card and can also access a message service (J2message) which they can contact their teacher on. Through BGFL 365, they also have access to Microsoft Office – Word, Powerpoint, Excel and Publisher. Work submitted through BGFL can be accessed by the teacher and feedback given.
- Pupils can also use their green home learning books or any paper to complete work on.
- Pupils who cannot access the web materials can request paper materials such as a pack of worksheets and textbooks, however the videos provided by Oak National Academy and BBC Teach can be accessed via smartphones, tablets and other devices.
- Families should look at the tasks set together, and then make appropriate plans to complete the work.

Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address: enquiry@sundridge.bham.sch.uk or by telephoning the school with their question. They should make clear which year group and subject the question relates to.

- Work that children complete at home should be kept safe, ideally in their home learning book, and can be brought back to school when safe to do so.
- We would like children to attempt to make use of the resources shared with them i.e. printed sheets, video links or using relevant mathematical methods etc...

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- 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 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 may be available. These will be discussed on case-to-case basis.

Teacher expectations:

If a pupil or group are required to work from home, while the teacher and class remain in school, teachers will prepare work to enable the isolating child/children to work at home on similar learning.

In addition to in-school work, teachers from Sundridge will continue to support children that are unable to attend.

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips/powerpoints and tasks for home learners.
- If the teacher has to self-isolate due to Public Health England rules at the time, but isn't actually ill, they should provide videos/presentations/tasks for key teaching points in English, Maths and Topic. These will be found on the shared drive for staff so that another member of staff can upload these to the school's home learning page. This should be in place already, however if further work or changes need to be made, the teacher should do this by 12:00pm on the first day of absence.
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home. Teachers will endeavour to provide materials that do not require printing.
- Teachers who are home, but not ill, will respond to any enquiries, within working hours. Staff and parents should communicate via the enquiry@sundridge.bham.sch.uk email address. In a longer period of remote learning, class email addresses will be enabled and the address for these communicated to parents.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Please note that in the event that a remote working teacher develops an illness, they will call senior leadership to report this. In such an event, another member of staff will be able to support any pupils at home.

Useful websites:

<https://www.sundridge.bham.sch.uk/home-learning>

<https://login.bgfl365.uk/>

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<https://www.thenational.academy/>

<https://www.bbc.co.uk/teach>

<https://whiterosemaths.com/homelearning/>

Summary:

	Individual or small group remote learning for 5+ days	Whole class or school closure including teacher/pupils for 2+ days
Where can I find home learning?	Work will be emailed directly or, if requested, paper copies will be sent.	Work will be online on https://www.sundridge.bham.sch.uk/home-learning A smartphone, tablet or computer will be needed with Wi-Fi connection. School will send work in print if required
Where can I get support?	Email or phone school Pupil can use BGFL 365 login to send messages via J2message.	Email or phone school Pupil can use BGFL 365 login to send messages via J2message.
How will teachers provide feedback?	If work is completed in home learning book, then it will be marked on return. If work is completed via BGFL 365 (Word, Powerpoint etc) then feedback can be given via J2message/BGFL. If work is photographed or scanned and word processed and emailed, feedback can be given via email .	If work is completed in home learning book, then it will be marked on return. If work is completed via BGFL 365 (Word, Powerpoint etc) then feedback can be given via J2message/BGFL. If work is photographed or scanned and word processed and emailed, feedback can be given via email.
What work will be provided?	Work to mirror the tasks being done by pupils remaining in class.	As all pupils will be at home, for Maths and English, a 2 week consolidation of prior learning and suitable independent tasks will be provided. A mini project for other subjects can be planned that will allow for independent learning and provide interest.
In both scenarios, pupils can access our online subscriptions. These are Times tables Rockstars and Numbots. For further web links to games and resources, please go to: https://www.sundridge.bham.sch.uk/year-groups/whole-school-home-learning-website-links		

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NATIONAL LOCKDOWN ADDENDUM

On January 4th, a National Lockdown was announced and schools in England were closed to the majority of pupils. This addendum aims to outline the provision that Sundridge will provide throughout the period of closure, which is expected to be for a minimum of 6 weeks.

Pupils who remain in school, including the children of critical/key workers and vulnerable/SEND pupils, will still learn within their own class bubble, with their normal teaching staff. Similarly to before, pupils who develop symptoms of Covid-19 will be isolated and sent home. Positive tests within a bubble will be dealt with as before, with the guidance of PHE and the local authority.

We will be using a mixture of live teaching (via TEAMS), pre-recorded videos from external providers and carefully selected materials from the teachers in school. Lessons for those in school, and for those at home, will follow the planned curriculum, but adaptations may need to be made for the pupils at home.

SAFEGUARDING- TEAMS

TEAMS are set up with the class teacher and teaching assistant as “Owners” and the pupils as “Members.” Teachers have set up their TEAMS so that only owners can add or start posts. If a teacher requires pupils to be able to post answers or questions, they will switch moderation on, so that posts can be checked first. Therefore, pupils are muted until they need to be unmuted as part of a learning activity.

In all TEAMS live meetings, both staff members will be present for safeguarding purposes. Lessons are not recorded. Teachers keep registers of who is present and speak to each child at the start of the meeting to say hello. Pupils can ask questions and answer questions during lessons.

As in line with Sundridge’s safeguarding policy, Staff will use MyConcern and alert the DSL if any online issues occur or cause concern.

Before using TEAMS, teachers have agreed starter rules for pupils and shared these. These are:

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1. At start of meeting, cameras and microphones should be off.
2. Pupils should dress, behave and speak appropriately when online.
3. Children should use the 'raise hand' function to answer or ask questions.
4. Siblings should not be in the meeting.
5. Parents/carers should be nearby.
6. Screenshots of staff or pupils should not be taken.

For safeguarding, cameras are off, however it may at times be necessary to switch cameras on. For example, to see a pupil's work or to play a game.

At the end of a meeting, the teacher clicks End Meeting instead of Leave. This ensures that the meeting is ended for all simultaneously.

Summary:

	National Lockdown Provision
Where can I find home learning and what will it be like?	<p>Work will be online on https://www.sundridge.bham.sch.uk/home-learning</p> <p>A smartphone, tablet or computer will be needed with Wi-Fi connection. School will provide DfE laptops for families who need a device. They will be required to sign a contract of agreement. Additional data is also available for families who need support. School can provide workbooks or work in print for pupils who are unable to access the home learning.</p> <p>The work provided online will consist of 4 lessons per day in KS2 and 3 lessons per day in EYFS and KS1.</p> <p>The work provided will closely follow the work that pupils would have carried out if they had been in school and will enable us to continue our normal planned curriculum.</p> <p>Pupils in school and pupils at home will work on the same sequences of lessons, although some home learning opportunities will need to be adapted. Lessons for home will include a teaching video from either OAK NATIONAL ACADEMY, BBC TEACH, WHITE ROSE MATHS or another quality provider. Some lessons will be live and these will take place on TEAMS. These sessions have been scheduled to enable families with children in multiple classes to access their meetings without timetable clashes.</p>
Where can I get support?	<p>Email or phone school directly – enquiry@sundridge.bham.sch.uk 01214647720</p> <p>Email class teachers – year1@sundridge.bham.sch.uk year2@sundridge.bham.sch.uk year3@sundridge.bham.sch.uk year4@sundridge.bham.sch.uk</p>

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	<p>year5@sundridge.bham.sch.uk year6@sundridge.bham.sch.uk</p> <p>Pupils can also use BGFL 365 login to send messages via J2message and TEAMS.</p>
How will teachers provide feedback?	<p>If work is completed in the home learning book, then it will be marked on return.</p> <p>If work is completed via BGFL 365 (J2Writer, Word, Powerpoint etc) then feedback can be given via BGFL's feedback system-staff can comment on pupil files.</p> <p>If work is photographed or scanned and word processed and emailed as an attachment, feedback can be given via email.</p> <p>Work completed via TEAMS (Year 5/6) will receive feedback via TEAMS directly to the pupil.</p> <p>As we anticipate work to come to us in several different ways, teachers will keep records of who has received feedback and for what work.</p> <p>Pupils who do not turn in any work or do not access the TEAMS meetings will be contacted to ensure there are no barriers to their learning that we can help with.</p>
What work will be provided?	<p>3 hours of work in EYFS/KS1 and 4 hours of work in KS2.</p> <p>Daily English and Maths.</p> <p>Science, PE, DT/Art, Music, History, Geography, Computing, RE and PSHE will also be planned, though these will be less frequent.</p> <p>Videos, powerpoints and weblinks will be provided with task instructions on the school's website under the home learning tab.</p> <p>Children should be able to watch the video lesson then complete the tasks.</p> <p>Video links should work on most devices.</p>
<p>Pupils can access our online subscriptions. These are Times tables Rockstars and Numbots. For further web links to games and resources, please go to: https://www.sundridge.bham.sch.uk/year-groups/whole-school-home-learning-website-links</p>	

Helena Barron (updated Jan/Feb 2021)

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