



## Greyfriars Academy

# Remote Learning Policy

### Statement of Intent

This policy has been written to provide clear guidance for both staff and families during and beyond the COVID19 pandemic. It states the systems and technology that will be used to ensure we can keep the learning experiences going for our children. It also details how they can be used effectively and safely whilst considering the differing needs of our families.

### Rationale

Here at Greyfriars Academy, we aim to work in partnership with our families, ensuring that every child has the opportunity to reach their full potential. Our broad curriculum is carefully planned, focussing on key concepts that the children visit and revisit through a variety of contexts. As the children move through the school, they gain and build on key knowledge to enable them to grow in confidence in the threshold concepts.

We believe that during periods of school closure, or when children are needing to isolate, it is of great importance to 'keep the learning going' to reduce the impact on children's education, however, we appreciate that everyone's personal circumstances are different so we aim to work with families to ensure they receive appropriate support.

That said, if a family does not have suitable devices (laptops/tablets/smartphones/game consoles) or internet access and need to self-isolate, we would ask that they telephone the school office on 01553 773087 to inform us. Teachers will then prepare paper copies of resources for the child.

### Remote Educational Provision for Individuals Who Are Self-Isolating or Shielding

In line with government guidance, pupil, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C, or feeling hot to the touch
- A loss, or change to, their sense of smell or taste.

They should book a test and stay at home.

In the event of a positive result, families should contact the school office on 01553 773087 to inform us. In this event families should refer to the school website <https://www.greyfriars.academy/> and go to their child's Class Page <https://www.greyfriars.academy/classes/>. Here, the children will find their learning for the week. Class Blogs to introduce the work for the week ahead are updated by 8.30am on a Monday morning by the Class Teachers. Here children will find all the resources that they need for their learning each day, together with a suggested timetable and further information from their teacher.

Learning will, as much as possible, be progressive and link to our long-term curriculum plans, following the same programme as the children in school. To ensure this enables effective learning for children and remains manageable for staff to prepare (on top of their usual weekly workload), we will make use of a number of high quality ready-prepared online materials including The Oak National Academy, Education City, BBC Schools, BBC Bitesize, Power

Maths, Tackling Tables, YouTube as well as other online commercially produced resources along with some of our own recorded materials.

The school is currently working with KWEST and the DfE to develop a Greyfriars online digital learning platform (Microsoft 365, TEAMS). This will be launched as soon as possible this half term and families will receive further information on how to access this, with clear protocols and expectations. The online learning platform will enable children to access all their learning assignments easily, complete this online or upload photos of work and receive regular direct feedback from their teacher, reducing the need for printing or emailing. It is also planned that our teachers will deliver some 'live' lessons to classes with related assignments (work activities).

As stated, we appreciate that everyone's home situation is different and that not all families will be able to engage with the full timetable, and in this case, we advise that you concentrate on the key areas of learning to reduce any periods of isolation impacting on the children's core maths and English skills. However, there is an expectation (and statutory requirement) now that all children must be participating in learning, whether at school or home, so we ask that you contact us if this is an issue and you need further support.

Teachers will attempt to contact families at least once each week to see how the home learning is going and talk to your child. They may then be able to arrange extra support as needed. Teachers will make senior staff and or the PSA aware if they have concerns that the child is not engaging with their learning so that the right support may be given and the situation monitored.

We ask that parents email work to the class teacher who will endeavour to view and provide feedback at least twice a week. We ask for your patience with this as teachers may still be teaching at school and are balancing their school workload as well as providing remote learning. Parents and students can contact the class teacher via their email which is clearly displayed on their class blog page.

If a whole bubble and their teacher are self-isolating, the teacher will be able to have more interaction with their pupils, either online or via phone calls.

## **Roles and responsibilities (during both pupil self-isolation and whole bubble isolation)**

### **Teachers**

When providing remote learning, teachers will be available between the hours of 8.30am and 3.45pm. 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.

When setting remote learning, teachers are responsible for:

#### **Setting work:**

- Teachers will publish weekly learning on the class blog. This will be set out showing which work needs to be completed on which day. The work set will follow the medium term plans, planning for Maths, English (reading/phonics and writing/grammar) each day. Teachers will also publish work for science and topic. Alongside additional adults in the school they will also plan for specific needs such as SEND and Speech and Language.
- Where possible, the work set should follow the usual timetable for the class had they been in school. However, whilst we aim to cover all curriculum subjects we acknowledge that learning time may be shortened due to families finding the balance between home schooling and normal home/work life, we do not wish to add to the stress associated with this situation.
- Work will be planned and released on a Monday morning by 8.30am at the latest.
- Teachers will use face to face teaching videos to support the children's understanding, especially where the content is new. This could be a pre-recording of the teacher, the use of a video from a specified site such as, BBC Schools, BBC Bitesize, or The Oak National Academy. In order to ensure children's familiarity with this approach, teachers will share what learning would look like within school and through example homework activities.

- Once the Greyfriars online digital platform is launched, teachers will provide some 'live teaching' sessions for classes or groups. Further information will be sent to explain this and enable children to participate as much as possible.
- Using assessment of work completed, consider providing further work to support, consolidate or extend children's learning.
- Projects might be set to assess knowledge or to generate enthusiasm and engagement, but this will not form the basis of teaching.
- Be mindful that many families will not have access to printers.
- Prepare paper packs for home learning where that are aware that the child does not have access to a suitable device or internet. (However, the school will try to support families with this as much as possible and further information and a survey have been sent to parents/carers)

#### **Providing feedback on work:**

- Teachers have the flexibility to provide feedback in a variety of ways depending on the needs of individual children and the class. Therefore, feedback may be directly to an individual child, to a group of children or the whole class via the Friday's class blog.
- All completed work to be submitted to teachers via the Class Teacher's email.
- Feedback can be written i.e. as an email or verbal i.e. via a video or phone call to address common misconceptions made by a number of children within a class.
- Once the online platform is established, written feedback will be direct to children via TEAMS.
- Teachers will monitor engagement and record it weekly. If there is a concern around the level of engagement of a child, parents/carers should be contacted by the class teacher via phone to assess what further support the Academy can provide.

#### **Teachers who need to self-isolate**

- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

#### **Senior Leadership Team**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the Academy including weekly monitoring of engagement.
- Monitoring the effectiveness of remote learning e.g. through regular meetings with individual teachers/phase teams, reviewing work set or obtaining feedback from families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Keep parents/carers updated on information from Norfolk County Council, KWEST Trust and Government.

#### **Named Contacts for Remote Learning support:**

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|------------------|-----------------------------------|------------------------------------------------------------------------------------|
| • Mrs B. Barrett | Headteacher/ Remote Learning Lead | <a href="mailto:b.barrett@gf.kwestacademy.com">b.barrett@gf.kwestacademy.com</a>   |
| • Mrs D.Marshall | Assistant Headteacher             | <a href="mailto:d.marshall@gf.kwestacademy.com">d.marshall@gf.kwestacademy.com</a> |
| • Mrs S.Allen    | Assistant Headteacher/SENDCo      | <a href="mailto:s.allen@gf.kwestacademy.com">s.allen@gf.kwestacademy.com</a>       |