THE FLITCH GREEN

ACADEMY
Learning for life

Remote Learning Policy

Created: 28th September 2020
Ratified by FGB on: 3rd December 2020
To be reviewed: Autumn 2021
To be overseen by: Curriculum Committee

1. **Statement of School Philosophy**

The Flitch Green Academy has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. **Specific Aims**

- Ensure consistency in the approach to remote learning for all pupils (including children with Special Educational Needs) who aren't in school through use of quality resources and teacher interaction.
- Provide clear expectations to members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the Academy curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Support effective communication between the school and families and support attendance.

3. **Who is this policy applicable to?**

Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following
symptoms:
- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)
- have had access to a test and this has returned a positive result for Covid-19

This policy is intended to outline expectations for pupils who are isolating individually or in the event of a class bubble, partial or whole school closure.

4. **Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (Tapestry / Google Classroom)
- Use of Pre-Recorded videos to demonstrate teaching activities or provide interaction with pupils
- Voice Over Powerpoints/Explanations, saved as video (Keynote/Show Me)
- Phone calls home to offer support where needed.
- Printed learning packs for parents who do not have access to the internet.
- Use of BBC Bitesize, Oak Academy, White Rose Maths, My Maths, TT Rockstars and Phonics Play.

5. **Home and School Partnership**

The Flitch Green Academy 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. The Flitch Green Academy will provide guidance for parents on how to use Google Classroom and Tapestry as appropriate. Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Flitch Green Academy 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 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 the Academy promptly and alternative solutions will be available. These will be discussed on case-to-case basis.

6. Roles and responsibilities

When providing remote learning, teachers are responsible for:

- setting assignments so that pupils have meaningful and ambitious work each day in a number of different subjects.
- teaching a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- providing frequent, clear explanations of new content.
- gauging how well pupils are progressing through the curriculum, using questions and other suitable tasks
- adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- planning a programme that is of equivalent length to the core teaching pupils would receive in school, including daily online contact with their teacher.

Scenario 1

For individual pupils self-isolating:

This section of this policy applies in situations where the Academy remains open and working as normal but a child is isolating or awaiting test results for their themselves or a member of their household.

- Remote Learning Overviews for each year group will be completed by teachers, in line with each class experience, and parents can access these via the Academy website.

- Maths lessons will be uploaded to Tapestry/Google Classroom and will be provided daily for children to complete. This may be a combination of White Rose Maths videos, the screen shared in the classroom and resources/worksheets used in the classroom. These will follow the learning sequence the rest of their class are completing at school. Answers will be provided for children or parents to mark their work.This will be uploaded onto Google Classroom for teachers to see.

- English tasks will be provided daily, linked to another online platform such as Oak Academy or BBC Bitesize. Tasks set will match the skills children will be learning in class. Any activities completed to be loaded onto Tapestry/Google Classroom for teachers to see.

- Experience activities, covering a range of subjects, will be set weekly for children to complete. These may be linked to another online platform, which aligns with the content children are covering in class.

Providing feedback on work:
Teachers will provide weekly feedback to pupils on their completed, uploaded learning tasks. This will be via Tapestry or Google Classroom.

Scenario 2:

In the event of a whole class bubble or partial/whole school closure:

The Flitch Green Academy will provide learning activities for children via either Tapestry (Reception) or Google Classroom (Y1 - Y6).

A timetable will be uploaded at the beginning of each week to support pupils with following a structured day at home. New experience lessons will be set two/three times a week and will include a lesson on online safety. Lessons will be posted on Google Classroom or Tapestry by 08.30am each morning.

Teachers will be available between 08:30 - 10:30 to provide support for pupils with their learning. Teachers will also be available from 14:30 - 15:30 for marking and feedback.

Teachers will respond promptly, within reason (during school hours), to requests for support from families at home. Staff and parents should communicate via Tapestry, Google Classroom or the admin email - admin@flitchgreen.net.

Providing feedback on work:
Teachers will provide feedback to pupils on their daily maths and writing tasks. They will also provide feedback for any experience tasks completed.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they or a member of their household shows COVID-19 symptoms, or they have been contacted by NHS test and Trace. If a member of staff is required to self-isolate, they are expected to report this using the normal absence procedure.

If unwell themselves, teachers will be covered by a member of SLT or Year Group Teacher for the sharing of activities.

Teaching Assistants:

• Teaching assistants must be available for their contracted 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.
• Teaching assistants, where possible, will cover classes in the event of a teacher being unable to attend school. They will be directed by a qualified teacher at all times.

Senior Leadership Team:

Alongside any teaching responsibilities, senior leaders are responsible for:

• Co-ordinating the remote learning approach across the school including supporting new staff on using Tapestry/Google Classroom.
• Monitoring the effectiveness of remote learning through regular feedback from teachers and parents.
• Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
• Keeping in touch with pupils who aren't in school and their parents:
If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement. All parent/carer emails should come through the school admin account (admin@flitchgreen.net)
• Any complaints or concerns shared by parents or pupils should be reported to a member of Senior Leadership Team– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead.

The Flitch Green Academy recognises that staff wellbeing is important to pupil achievement and the school's performance. We recognise the extra demands that remote learning may bring, particularly when providing learning both in school and for those isolating at home. SLT will discuss any support needed with individual teachers during these periods.

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.

During any period of school closure, the Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement. The Academy will ensure pupils understand how to stay safe and behave online.

The Academy will emphasise and encourage parents and carers to reinforce the importance of children staying safe online.

The SENCO

Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the principal and other organisations to make any alternate arrangements for pupils with EHC plans and One Plans.

The School Business Manager:
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Use the online platform with respect and only comment to teachers. The Google Classroom stream should not be used as a chat function.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful if raising any concerns to staff.
- Monitor their child's use of Google Classroom to ensure they are using it appropriately.
- Parents should inform the Academy if they have any concerns about their child's safety online.

Governing Board

The governing board 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 certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons