



Three Ways School

Remote Learning Policy

Reviewed and Ratified on	In progress
Policy Ratified by	In progress
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School Policy Lead	Headteacher/Deputy Headteacher
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DfE Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

1. Statement of School Philosophy

Three Ways School strives to be creative, innovative and to support our parents and pupils in the best way possible by making learning accessible, purposeful and achievable. This continues even when our pupils find themselves at home, regardless of circumstances.

2. Aims

- Ensure access to remote learning for all pupils who aren't in school through use of quality online and offline resources or Dojo/Zoom/Teams video facilities
- Provide clear expectations to members of the school community with regards to delivery of high quality, interactive, remote learning
- Ensure ongoing delivery of the core values and work of the school by supporting engagement, health and wellbeing of pupils
- Provide for continuing education and training for staff
- Allow for all scheduled parent/teacher meetings to take place
- Support effective communication between the school and families to encourage engagement with learning and best practice around remaining safe online.

3. Who does this policy apply to?

- Any pupil who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A pupil's whole Class is absent because they, or another member of their class, have tested positive for Covid-19.
- All pupils if the school is required to close as a result of national or local guidance.
- Any pupils whose family may have anxieties about them returning to school.
- Pupils who are unable to access learning in school for medical reasons.

4. Content and Tools to Deliver This Remote Learning Plan

Resources to deliver this Remote Learning Plan could include any of the following:

- Online tools such as Dojo/Zoom/Teams sessions for pupils
- Online tools such as Dojo/Zoom/Teams for staff CPD and parent sessions
- Use of recorded video or Live Zoom Video
- Phone calls, Dojo message and email messages
- Printed learning packs delivered to the pupil's home

- Physical materials such as story books, writing tools, jigsaws, messy play ingredients delivered to pupil's home
- Use of Oak Academy, BBC Bitesize, etc
- Therapeutic videos (OT, SALT, Physio, etc)

5. Home and School Partnership

Three Ways School is committed to working in close partnership with families and recognises that each family is unique. Because of this, remote learning will look different for each family in order to meet their individual needs and the needs of each pupil.

Teaching staff will work with families to assess and agree the best approach to remote learning.

Three Ways School will provide refresher/introductory training session for parents on how to use Zoom or Teams as required.

Three Ways School staff will endeavour to provide a familiar routine for each pupil.

All staff and families are fully informed about the schools 'Acceptable Use Policy' which includes e-safety rules and this applies when pupils are working online at home.

We recognise that there may be substantial barriers in terms of online access and cost which may prevent families from actively engaging in remote learning. Examples might include: not having reliable access to the internet; lack of hardware; having to share devices with siblings who are also unable to attend school; being unable to afford the cost of 4G or internet access. The school will work with the Local Authority and Department for Education to source and disseminate devices/other technology/funding that may be made available to support pupils and families to engage effectively in remote learning.

6. Roles and responsibilities

Teachers

The suggested responsibilities below relate to where a whole class is isolating and would be reduced and adapted if fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers will be available throughout the school day. 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.

For extended periods of time away from school, class teachers will ensure the values and targets within each pupil's EHCP are being included when planning work and monitoring progress. Teachers will make reasonable adjustments to work towards the targets in the plan; if this is not possible via remote learning, they will discuss with parents and SLT.

When providing remote learning, teachers are responsible for:

- Providing work/facilitating sessions:
 - Teachers will set work or facilitate sessions for the pupils in their classes, on an individual or group basis
 - The work set/focus of facilitated online sessions should attempt to follow the usual percentage balance of the curriculum areas

- Weekly/daily work/invitations to sessions will be shared with families to encourage active involvement where possible
- Providing feedback:
 - Where appropriate, teachers will give regular (weekly) feedback to pupils in the core subjects
 - The department managers will coordinate with class teacher and subject leaders on any formal assessments and feedback (ie review of termly targets/end of year reports)
- 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 or their parents, they should be contacted via phone to assess how school staff can assist with engagement
 - All parent/carer emails should come through school email accounts. Staff are encouraged to use Zoom/Teams for parents' meetings and EHCP reviews to allow for views of children and wider family members where appropriate.
 - 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 Designated Safeguarding Lead (Katie Brockway).

Support Staff

Teaching Assistants and other support staff must be available for the duration of the school day.

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.

During the school day, Teaching Assistants must complete tasks as directed by a member of the leadership team or class teachers. Teaching Assistants will be active in engaging with reluctant learners, supporting teachers with feedback on work, preparing and adapting learning resources and encouraging life style choices around exercise, screen time and diet.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, and gaining feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

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. The DSL

will work very closely with the SLT who will report daily if children or families do not engage or respond to communications.

- Will ensure that all staff are kept up to date on latest safeguarding developments and have read and understood all key safeguarding documents.
- Will update safeguarding documentation as required, depending on circumstances prevailing at the time.

IT Technician

The IT Technician is responsible for:

- Fixing issues with systems used to deliver learning
- Helping staff and, when possible, parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils, staff and parents with accessing the internet, Zoom/Teams or other apps to support learning or safeguarding

The Department Managers

- Will work with the Reviews Coordinator and teachers to ensure that all EHCP reviews and planned parent/teacher meetings continue via Zoom/Teams. She will liaise with the IT Technician to ensure that the technology used for remote learning is accessible.
- Will advise teachers and support staff on CPD opportunities that they are expected to undertake, and record attendance on all online courses/training.

School Business Manager

- Will ensure value for money when arranging the procurement of equipment or technology.
- Ensure that the school has adequate insurance to cover all remote working arrangements.
- Oversee the dissemination of FSM vouchers where and when applicable.

Pupils and parents

Staff expect pupils learning remotely to:

- Engage with learning set/facilitated by teachers to the best of their abilities
- Inform parents or teachers if they're not able to complete work

Staff expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't engage with learning
- Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff.

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 certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Monitoring the wellbeing of the Headteacher and SLT

7. Links with other policies and documents

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour/Relationship Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- School Closure Contingency Plan
- Covid-19 Risk Assessment



Three Ways School Remote Learning Expectations

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, The Department for Education expects schools to have the capacity to offer immediate remote education.

The expectations for remote learning are as follows:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects across the curriculum.
- Teach 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.
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources and/or videos.
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- Enable teachers to adjust 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.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

If your child is isolating whilst the rest of their bubble are in school, the children at Three Ways School can expect the following provision from school.

What	Details	Where it can be found
A timetable of the week	A breakdown of which subjects will be taught on which days	Uploaded onto Dojo on Mondays
A brief daily explanation of the day's work	A breakdown of the activities for the day either as a voice message or visual timetable.	Dojo
Lessons	Uploaded slides, worksheets and links to other relevant websites. These will be the same as the ones used in the classroom.	Dojo
Feedback from the teacher	All children are expected to post the work they have completed onto Dojo where the teachers will give oral or written feedback.	Dojo

If your child's bubble is isolating and your child's class teacher is fit and well to work or if there is full lockdown and the whole school has to close, the children at Three Ways School can expect the following provision from school.

What	Details	Where it can be found
A timetable of the week	A breakdown of which subjects will be taught on which days	Uploaded onto Dojo on Mondays
A daily timetable	A breakdown of the daily activities, which are age and stage appropriate. This will explain what the children should complete with suggested timings of when they should complete it.	Dojo
Motivational morning video	A motivational message from a member of the team. This will involve a rundown of the daily timetable and a mention of the highlights from the day before.	Dojo
Shorter activities	This might be a handwriting sheet, link to online reading books or a morning challenge.	Uploaded with the daily timetable so all resources are easily accessible in the same place
Lessons, usually four a day.	A video/live zoom lesson with explanation of the learning and learning task, slides, worksheets and links to other relevant websites.	Links sent on Dojo / Sessions on Zoom
Feedback from the teacher	All children are expected to post the work they have completed onto Dojo where the teachers will give oral or written feedback.	Dojo
Newsletter	School newsletter including message from Mrs Stoaling and celebrations.	Dojo, Email and website

Example Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9am-9.15am	Register/ Tutor Time				
9.15am-10.00am	Maths	Maths	Maths	Maths	Maths
10.30am-11.15am	English	English	English	English	English
12.30pm-1.15pm	PE	PE	PE	PE	PE
1.45pm-2.30pm	Science	History/ Geography	DT	Art/Music	PSHE/ RE

The teachers will ensure that the learning planned and the corresponding resources will replicate, where possible, what the day would be like if a child were still in school. Teachers will use Medium Term Plans and our curriculum's Skills Progression document (these can all be found on the school's website) to ensure the learning is carefully sequenced and builds on the children's previous knowledge.

Should you wish to, you can also access The Oak National Academy's website [Online Classroom](#) with nearly 10,000 free video lessons, resources and activities, covering most subjects, from Reception to Sixth form. Three Ways also makes use of several online applications such as Reading Eggs and Education City which will be valuable for the children to access whilst at home. You will be provided with your child's login details in the event of them isolating.

Whilst it would be our preference for all children to be in school all of the time, the provision we are offering for remote learning is as close to the children being in school as possible. It will still provide children with the knowledge and skills they need to make progress, whilst keeping them engaged and motivated to learn.

Questions and Answers about Three Ways School Remote Learning
Why is the provision different for children who are isolating whilst their bubble are still in school?

Whilst a child's bubble are still in school, throughout the day, all teachers will be teaching their classes. The time teachers have to prepare high quality lessons and provide meaningful feedback along with their other duties within the school is finite. Therefore, it will not be possible for teachers to pre-record detailed explanations of the work set in these circumstances.

Is my child expected to do work at home when they are ill?

If your child is ill, they must take the time to rest and recover and are not expected to work from home. However, if a child no longer feels ill, but are still considered contagious (10 days after the onset of COVID-19 symptoms), parents and carers must phone the admin team to let the school know that teachers can begin posting work to their child's Dojo account.

What if I don't have access to the internet? Those families who do not have access to the internet can collect the work from school which will be printed at regular intervals and left in the school office for parents to collect. In exceptional circumstances, these resources will be delivered to them. We will also ensure there is regular phone call feedback, which can be arranged between the parent/ carer and the teacher. Please speak to your child's class teacher if you think you will need this provision.

Will my child receive a phone call from their teacher whilst they are isolating?

The standard period for isolation is 14 days. As teachers are able to interact with their pupils through Dojo, staff will be communicating with families via DOJO. If you wish to book a phone call to discuss work, please DOJO your class teacher. However, if a full lockdown occurs and children have to receive remote learning for more than two weeks, wellbeing calls will be made.

How do I keep my child safe whilst accessing remote learning?

Parents need to make sure that children are supervised whilst using the internet to ensure that they are only accessing content that is appropriate to them. Children have had online safety lessons in school and should be aware of how to keep themselves safe online and what to do if they don't feel safe.

It would be a good idea to ask your child to tell you ways in which they can keep themselves safe while using the internet so that you as a parent can ensure that they understand. It is also important that you consider the amount of time that your child is spending online and sitting at a tablet/computer screen. Make sure that you build in time for breaks so that children are not looking at a screen for long periods of time.