

# Westhead Lathom St James' CE Primary School



## Remote/Blended Learning Policy

Last Reviewed Date: Autumn 2020  
Next Review Date: Autumn 2023

Issue No.	Date		Revision Notes
1	Autumn 2020	Helen Clark	New policy created

**Mission Statement: Our School Now**

Our school provides a secure, caring, stimulating and challenging indoor and outdoor environment that promotes a love of learning. Our children, parents, families, staff, governors and community work together to enable each child to become a happy, healthy, well-balanced individual in preparation for the opportunities, responsibilities and experiences of life.

The ethos of the school is based on the Christian ideals of commitment, responsibility and respect and love for Jesus Christ, self and others. We are committed to working in partnership with all of those involved in our children's development to lead our children towards tolerance, understanding, justice, and sensitivity to the needs of others and appreciation of the world around them.

**Our motto** "Enjoy, Respect, Learn, Achieve"

**Vision Statement: Our Vision for the Future**

*'A curriculum that is challenging, inspiring and engaging; in which all pupils flourish spiritually, creatively and academically to become confident young people.'*

*'With God's power working in us, God can do much, much more than anything we can ask or imagine.'* Ephesians 3:20 New Century Version (NCV)

**Aims:**

Westhead Lathom St. James Church of England Primary School aims to:

- Provide a broad and challenging curriculum and a stimulating learning environment that extends outside the classroom,
- Develop enquiring minds and spirituality through curiosity, awe and wonder of the world,
- Teach, demonstrate and praise Christian Values,
- Value the power of prayer,
- Teach with innovative and investigative approaches to learning,
- Provide an enriching programme of extra-curricular activities and visits,
- Plan a rich, varied and up-to-date range of learning resources,
- Encourage children to achieve their highest standards in all areas of the curriculum and to seek excellence within an ethos of support, challenge and encouragement to succeed,
- Teach children to work independently, collaboratively and become highly motivated lifelong learners,
- Include opportunities for creative thinking in problem solving settings, developing divergent thinking, adaptability and flexibility in preparation for the many changes ahead in life, including the rapid progress in technology,
- Build partnerships between the school, home and community,
- Strive for continuous improvement in all that we do,
- Continually self-evaluate and continue to improve upon current practice,
- Work collaboratively towards common goals,
- Place self-esteem and a positive and inclusive approach to behaviour as high priorities thus ensuring that individuals respect and value themselves, others and the environment and is motivated to do their best in school and beyond in order to become a fulfilled adult who gives to the community.

## **Blended Learning/Remote Learning Policy**

This policy covers the support for pupils in the event of Blended/Remote Learning being implemented.

Blended Learning/Remote Learning is a style of education in which pupils learn via electronic and online media as well as traditional teaching methods and paper based work away from school.

### **Purpose**

The purpose of this policy is to ensure that there are procedures in place to ensure pupils are supported effectively in the event they are unable to be taught at school.

In the event of a school or class closure due to the need for isolation, the policy will identify the steps in place to ensure all pupils are able to access learning while at home.

The need for equity will be identified, and support for both parents and pupils in accessing effective teaching will be addressed.

### **Full Closure of a class or school:**

In the event of a full closure, pupils will be sent home with:

- Exercise books to record their learning in
- One (or two) reading books
- A list of their logins to appropriate online learning platforms

### **The Headteacher will:**

- Ensure those families entitled to Free School Meals will be provided with food or vouchers.
- Ensure the home learning tasks set are to a high standard in line with year group expectations.
- Monitor the phone logs to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils learning.
- Monitor CPOMS and record contact vulnerable families regularly.
- Communicate regularly with families through social media, weekly newsletters and phone calls.
- Meet daily with staff to address any positives and next steps (this could be in person or through virtual media).
- Respond to parents' queries and concerns.
- Ensure the day-to-day running of 'remote' education and the learning and safety of those on site at WLSJ.

**Class Teachers will:**

- Follow their usual planning for all subjects.
- Follow a timetable of learning each day that includes one mathematics lesson, one English lesson and one other subject. Other activities such as phonics, spelling and arithmetic may also be set in addition.
- Provide to all families a timetable for the week on which is marked live lesson times and breaks.
- Hold a registration session each morning to allow pupils to share their feelings and to share a timetable of expectations for the day via Zoom for EYFS and Teams for Y1-6.
- Provide live remote lessons or recorded remote lessons to explain concepts and ensure pupils understand their learning tasks via Tapestry/Zoom/Teams.
- Feedback to pupils on their uploaded learning daily.
- Provide additional support for children/parents through phone calls, email or explanations via video messages when appropriate.
- Share a story time or end of day 'catch up' at the end of each day via Zoom/Teams.
- Contact all pupils on at least a daily basis, either through remote live teaching or electronic platforms and communicate with parents/carers with professionalism always.
- Monitor the daily engagement of pupils and contact the families of those not engaging to offer support.
- Report non-engagement of learning to headteacher.
- Log any safeguarding concerns on CPOMS and liaise with DSL.

**Teaching Assistants will:**

- Join the class for registration sessions on the days they normally work.
- Join the class for any timetabled live lessons and work with allocated groups.
- Support the learning of pupils they usually work with at WLSJ. This may include leading interventions via Teams.
- Provide feedback to pupils they have worked with.
- Support the class teacher they usually work with.
- Record story time/phonics sessions if necessary.
- Log any safeguarding concerns on CPOMS and liaise with DSL.

**Office Staff will:**

- Log onto the Lancashire Schools' Portal daily to keep abreast of updates from the LA, passing on relevant information to staff.
- Log onto email daily ensuring that all mail is cleared and actioned including the passing on of any relevant messages to class teachers/headteacher.
- Communicate with parents, staff and governors via email/teachers2parents/school website when necessary.
- Continue to produce a weekly newsletter that is sent to parents, governors and staff.
- Log any safeguarding concerns on CPOMS and liaise with DSL.

**Designated Safeguarding Lead will:**

- Call identified families regularly to offer support and check on children's well-being
- Liaise with outside agencies, including the Police and Operation Encompass as appropriate to need
- Take part in remote meetings as appropriate to need
- Conduct home visits to families WLSJ is unable to contact or who are causing concern
- Monitor CPOMs on a daily basis and follow up any concerns promptly

**Pupils will:**

- Be present for remote learning each day by 10.00am and finish by 3.00pm. The full timetable for each class including live lessons and breaks will be sent out from each class teacher at the start of a week.
- Log on for registration every day.
- Log on to the appropriate remote live or recorded video sessions each day and complete the assignments set.
- Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them.
- Complete the learning set by their teacher each day and upload their learning the same day unless otherwise instructed by the class teacher.
- Join in the end of the day story time or 'catch up' sessions.
- Adhere to the behaviour expectations within our school behaviour policy at all times.

**Parents/Carers will:**

- Set a clear routine with each child using the timetable and the daily learning set.
- Read all communications that come out from WLSJ to ensure they are fully aware and up to date with news.
- Support their children to complete all of the learning set.
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via Tapestry in EYFS, Seesaw in Y1-4 and email in Y5-6.
- Provide access to the learning offered for their children.
- Support their children by uploading the teacher pictures of completed work or documents for assessment and feedback on Tapestry or Teams.

## **Format of Remote Learning**

Westhead Lathom St James' CE Primary School makes use of the following online digital communications/learning platforms: ***Tapestry, Seesaw, email and Microsoft Teams.***

### **EYFS**

The platform Tapestry will be used to set all work and share resources. Email will be used for communication with parents. In addition, Mrs Gardner may use Zoom to deliver live lessons to groups of pupils.

### **KS1 and KS2**

Email and Seesaw will be used for general communication with parents. In the event that an individual or small group have to isolate then work will be sent via email or Seesaw. In the event that a whole class or indeed the whole school close then Microsoft Teams will be used to conduct all online remote learning. All pupils in Y1-6 have been provided with a Teams logon and have been shown how to use this in school.

### **Equity**

The use of the above learning platforms and communications will ensure that all pupils are able to access the learning opportunities provided by the class teachers equally.

All pupils accessing work through Microsoft Teams will have been provided with their logon and password and shown how to access their online class prior to any closures.

In the event that pupils do not have the equipment at home to access their learning online they will be able to contact the school and arrange for the loan of a laptop. The serial number on the device will be recorded prior to it being taken home. Devices must be returned in the same condition as they were on loan.

If access to the internet is not available due to no router in the home then paper based learning packs will be provided upon request.

We recognise that support at home may be varied due to parents' work commitments and this will be taken into account in the activities/work set. We also recognise that children of primary school age will still need some support from home to aid with the completion of assignments set. Work set will include consolidation and revisiting of concepts as well as the introduction of new material. Where new material is introduced this will be accompanied by clear modelling from the teacher by either video, live lesson, structured success criteria or written worked examples.

### **Submission of Work**

Pupils will be expected to complete the work on the day which it is set, this is to ensure teachers are not overloaded with the return of more than 3 pieces of work per pupils per day. Pupils should also be aware that work should be returned digitally before the end of the normal school day.

Pupils submitting work on a day other than the day set or later than the end of the school day should not expect feedback, however this will be at the discretion of the class teacher. Extenuating circumstances will of course be taken into account.

### **Feedback**

Teachers will provide feedback on completed tasks each day. The level of feedback provided will address misconceptions held by pupils in the work submitted and acknowledge the completed work. Pupils should be made aware that their work has been seen. There is an expectation that feedback from the teacher is acted upon by pupils that day.

### **Communication with School**

Any communication received from parents will be responded to on the next working day. If you have contacted school on an evening or at a weekend then please do not expect a reply before the next working day.



## **Safeguarding Measures**

The use of Tapestry, Seesaw and Microsoft Teams conform to GDPR regulations in terms of data protection and sharing of data.

Access to these platforms is restricted to individual users. Any work added to a child's account should be their own, examples of work from their peers should only be shared with the permission of the parent of that child.

## **Live Lessons via Zoom or Teams**

Teachers, pupils and parents must adhere to the following rules when accessing live lessons.

Rules when accessing/providing live lessons:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms agreed by WLSJ
- Staff should record, the length, time, date and attendance of any sessions held