

Remote Learning Policy

The Hub, Nursery, Reception and Year 1

- The Hub, Nursery, Reception and Year 1 will use Padlet to set work for isolating children or if the year group bubble is sent home.

	Work				Feedback	Communication
	What platform is used?	How is it communicated with children?	Subjects	Other resources		
The Hub, EYFS and Year 1	<p>Padlet Teachers will use Padlet to communicate the work for the week. The link is on the school website.</p> <p>https://www.youtube.com/watch?v=LLK3RpojBp0</p>	<p>Audio and video clips: teachers will record themselves teaching specific phonic sounds and explaining the work for the day. This is to support children, who do not necessarily have an adult at home to help them and</p>	<p>English, Reading, Maths, Phonics and Topic work daily</p> <p>RE, PE and Computing will be set weekly.</p>	<p>Teacher will use Reading Planet (each child will be assigned a couple of books specifically targeted to their ability), Oxford Reading Tree, Espresso, Alphablocks, Numberblocks, Numberbots and Oak</p>	<p>Parents will be encouraged to email their child's work or pictures to the year group email address. Children can also comment/record their voice/upload a picture on the activity</p>	<p>Ringing home: children will be rung once a week, so teachers can explain the work, give children and parents more learning ideas and to check in with the child.</p> <p>All calls will be logged (time, who was spoken to and a brief description</p>



		to help them feel connected to the St John's family.		National Academy.	on Padlet to tell their teacher what they have done. Teachers will respond to work when it is sent to them.	about what was said).
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Year 2 - 6

- Year 2, 3, 4, 5 and 6 will use Teams and the school website to set work for children, who are isolating, or if the year group bubble is sent home.

	Work				Feedback	Communication
	What platform is used?	How is it communicated with children?	Subjects	Other resources		
Year 2 - 6	Teams: each class will have a Team set up.	Team Assignments and School Website: the work will be set on Assignments and the school website, so children know what to do and any links they need. Teams Meetings Registration	Daily: There will be English, Maths, Topic and Key Skill (Arithmetic, Reading and Times Tables) work set daily by 9 am.	Teacher will use Reading Planet (each child will be assigned a couple of books specifically targeted to their ability),	Completing work: children are encouraged to do their work on BGFL 365 (J2E5, Word, PowerPoint) or on a piece of paper – children would then need	Children can use Teams to communicate with their class mates on the General channel on their class Team. Teachers will monitor this, during school



		<p>There will be one meeting, once a day, with the class teacher and teaching assistant.</p> <p>It will take place at 9.00 or 9.30.</p> <p>Children are expected to be in their school uniform.</p> <p>Teachers will take a register and explain the work for the day, while sharing their screen. Children can ask any questions.</p> <p>Teachers will also let children know a timetable for the day.</p> <p>Teachers will not record this session. Teachers will only record sessions if in a meeting without another adult – this is for their own safeguarding protection.</p> <p>Small group work</p> <p>Teachers will work with small groups for English, Maths and Reading throughout the day. Children will rotate every day, so once a week every child is in a small group with the teacher.</p>	<p>Weekly: There will be an RE lesson, Computing lesson and PE lesson (run by Mr HE) weekly.</p>	<p>Oxford Reading Tree, Espresso, TT Rockstars, BBC Bitesize and Oak National Academy.</p>	<p>to take a picture and send it to their teacher's email address.</p> <p>Teachers will provide brief feedback on work saved on BGFL 365 or emailed to them daily.</p> <p>On Friday, teachers will provide more detailed feedback to the children: this may be via a voice recording or a written message.</p> <p>Teachers should tell children when work needs to be in by. Teachers should not feel pressured to mark work past 15.30.</p>	<p>hours. Children can be 'muted' after school hours if the class teacher prefers.</p>
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		Teachers will not record these session.				
		Q and A on Teams: teachers will set up another channel called 'Work', where children can ask work related questions.				

Important information for staff

All staff

Safeguarding

If you are concerned about a child protection issue that arises while teaching online, staff must ring a DSL as soon as possible.

Behaviour online

If a child makes an inappropriate comment or uploads an inappropriate picture on Teams, staff must...

- Screen shot the comment or picture
- Upload it to CPOMS and report it to SLT
- Delete the comment or picture from Teams, so other children cannot see it
- Follow the behaviour policy and contact parents

Video calls and phone calls

Wherever possible, 2 members of staff should be on a video call with a class, small group or one-to-one. However, when this is not possible, staff must record the session. This recording will be saved for 21 days.

Sessions work best if they are relatively short and allow children to complete their work. Sessions should aim to be no longer than 45 minutes in length.

Parents will be asked to be within 'ear shot' of the Teams meeting.

Staff should be dressed appropriately and should be sat in an appropriate area of the house (not in a bedroom).

Staff must keep a record of when they speak to a child or parent on the phone. A brief description of what was said should also be included. Staff should ring within school hours.

Staff, making phone calls, must withhold their number. No personal contact details of any member of staff should be shared with children or parents.

Replying to children



If a class is self-isolating, staff are expected to be available to children on Teams during school hours (8.45 – 15.15). Staff should not feel pressured to reply to children's messages on Teams in the evenings, on the weekends or during the holidays. These ground rules need to be explained to parents and children for staff's wellbeing.

Teachers

Teams meetings

When setting up a Teams video call, teachers must use the appropriate settings to prevent children from muting others, removing people from the meeting or joining a meeting before a member of staff is present.

When sharing their screens, teachers must ensure their windows or tabs open are appropriate and do not contain any personal or confidential information (e.g. close emails and CPOMS).

Calendar

Teachers may use the Calendar to give their class structure, by setting up meetings for the day, so the children can 'check in'.

Appendix 1: Home-School Remote Learning Agreements. A) Nursery, Reception and Year 1 & B) Years 2-6










Nursery, Reception and Year 1

Home School Agreement for Remote Learning

This year, we are having to adapt and respond to the Covid-19 pandemic and your child might be required to access their school work from home. This may be due to the following reasons:

- Their year group bubble being sent home due to a Covid-19 positive case.
- Individual self-isolation: your child, someone they live with or someone they have come into close contact with having Covid-19 symptoms or a positive test.

It is important that children know the expectations when it comes to remote learning, as it is a school day, even though they are at home. We know children in Nursery, Reception and Year 1 will need a lot of support from you, as their parent or guardian, so we thank you whole heartedly for everything you are doing to help your child continue their learning.

Remote learning if a year group bubble is sent home	Individual self-isolation
<p>Nursery, Reception and Year 1 are using Padlet (the link is found on the school website – click on Class Pages, find your child's year group, then click on Remote Learning).</p>  <p>Padlet will be updated every day by 8:45.</p>  <p>There will be clips of their teachers explaining the work, videos, activities and other fun learning opportunities.</p>  <p>Children can complete work in their homework book or on a piece of paper – it is really important they continue to use a pen/ pencil, even when they are at home.</p>  <p>We would encourage you to take a picture of your child's amazing work, then send it to your teacher's email address or upload it to Padlet.</p>  <p>Your child's teacher or teaching assistant will ring home once a week to speak to you, your child and to answer any questions. Please note, it will probably be a withheld number.</p>  <p>We would encourage your child to do 3 or 4 learning activities per day; however, we understand that circumstances at home might make this difficult.</p>	<p>Nursery, Reception and Year 1 will update Padlet (the link is found on the school website, under Remote Learning and then their year group) weekly with activities, similar to those that children are doing in school.</p>  <p>We would encourage you to take a picture of your child's amazing work, then send it to your teacher's email address or upload it to Padlet.</p>  <p>A teacher (this may not be your child's teacher) or teaching assistant will ring home once a week to speak to you, your child and to answer any questions.</p> 







Year 2, 3, 4, 5 and 6

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It is important that children know the expectations when it comes to remote learning, as it is a school day, even though they are at home. We know children will need support and encouragement from you, as their parent or guardian, so we thank you whole heartedly for everything you are doing to help your child continue their learning.

Rules for remote learning:	
<ul style="list-style-type: none"> • It is an extension of the classroom - whatever children type or say should uphold the St John's values. <ul style="list-style-type: none"> • Children are responsible their behaviour, language and actions when online. <ul style="list-style-type: none"> • Children must not screen shot or record Teams meetings. • Children must be dressed in school uniform when in a Teams meeting. • Children need to be sat in an appropriate location on a chair (e.g. not in their bedroom or lying on their bed). <ul style="list-style-type: none"> • Children must 'mute' themselves, when they are not talking. 	
Remote learning if a year group bubble is sent home	Individual self-isolation
<p>Year 2, 3, 4, 5 and 6 will set remote learning on Microsoft Teams and the school website daily.</p>  <p>There will be a registration meeting with the class teacher and teaching assistant between 9:00 and 10:00. Teachers will take a register and explain the work for the day.</p>  <p>Every day, there will be English, Maths, Topic and Key Skills (Arithmetic, Reading and Times Tables) work set. Once a week, there will be an RE lesson, Computing lesson and PE lesson.</p>  <p>Children are encouraged to do their work on BGFL 365 (J2ES, Word, PowerPoint) or in their homework books – children would then need to take a picture and send it to their teacher's email address. Teachers will check that work is being done during the week and provide personal feedback.</p>  <p>Teachers will ring home, if a child does not attend the registration meeting.</p>	<p>Year 2, 3, 4, 5 and 6 will set remote learning on the school website weekly with activities similar to those being done in school.</p>  <p>Children are encouraged to do their work on BGFL 365 (J2ES, Word, PowerPoint) or in their homework book – if possible, children then need to take a picture and send it to their teacher's email address.</p>  <p>A teacher (this may not be your child's teacher) or teaching assistant will ring home once a week to speak to you, your child and to answer any questions.</p> 