

1. Mission Statement

Building on our Christian ethos, and in partnership with the whole school community, we provide a stimulating and caring environment where individuals are valued and nurtured morally, spiritually and academically. We stress the fundamental principle;

“Always treat others as you would like them to treat you” Matthew 7:12

2. Aims and purpose

This Remote Learning Policy aims to:

- Provide clarity and transparency to pupils and parents/carers about what to expect from remote education
- Ensure consistency in the approach to remote learning for pupils who are not in school
- Support effective communication between the school and families

3. When does the policy apply?

This policy applies when:

- A child (and their siblings if they also attend Emmanuel Church of England Primary School) is absent because they, or a member of their household, have symptoms of Covid-19 and the household is required to self-isolate. The rest of their school bubble or hub are attending school as normal.
- A child’s bubble or hub is not permitted to attend school because they, or another member of their bubble or hub, have tested positive for Covid-19.
- The school is closed due to national or local restrictions and entire cohorts (or bubbles) remain at home

4. Home and School Partnership

Emmanuel Church of England Primary School is committed to working in close partnership with families and recognises each family is unique and because of this, remote education will look different for each family in order to suit their individual needs.

Where possible, it is beneficial for children to maintain a regular and familiar routine for each ‘school day’ they are at home. We would encourage parents to support their children’s work and find an appropriate place for them to work with good levels of concentration. Suggested timetables are shared with families along with resources on how to establishing positive routines and how to support children during periods of home learning.

All children sign an ‘Acceptable Use Policy’ at school, which includes e-safety rules, and this applies when children are working on computers at home too.

5. Remote Learning at Emmanuel

This policy applies to two scenarios:

Scenario 1:

A child (and their siblings if they also attend Emmanuel Church of England Primary School) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble/hub are attending school and are being taught as normal.

In this scenario, the following will happen:

- The class teacher will upload a learning pack to Google Classroom for that child.
- If the child is well enough, they can complete one maths lesson, one literacy lesson and one foundation lesson for each day they are self-isolating at home.
- These lessons will have links to BBC Bitesize, the Oak Academy and other resources regularly used in school.

Scenario 2:

A child's bubble or hub is not permitted to attend school because:

- *they, or another member of their bubble or hub, have tested positive for Covid-19 and the bubble or hub is not permitted to attend school.*
- *there is a national or local restriction meaning that school is closed for all pupils or entire cohorts*

In this scenario, the following will happen:

- By 6pm the day before, the class teacher will upload three lessons to Google Classroom; one maths lesson, one literacy lesson and one foundation subject lesson. These will be directly linked to what the children would have been learning in class. In EYFS, there will also be a 'story time' each day.
- Each lesson will have a presentation (some of which will be narrated by the class teacher) and a task.
- If pupils are well enough, they will be expected to complete each lesson and 'hand in' one piece of work to their class teacher on Google Classroom for feedback. Teachers will provide feedback within two days or by Monday for work handed in on a Thursday or Friday.
- The pupil's first day of being educated remotely might look different from our standard approach, whilst we take all the necessary action to prepare for a longer period of remote learning. Children will be provided with a learning pack and they can complete one maths, one literacy and one foundation lesson for that day.
- If the class teacher is not well enough to work, then another member of staff will continue provide lessons via Google Classroom, using the planning and curriculum maps of the class teacher.
- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, we may change the order in which science topics are taught if a sequence of lessons requires resources which pupils will not have access to at home (such as electrical components).

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- We expect that remote education (including remote teaching and independent work) will take:
 - Key Stage 1 pupils three hours to complete (less for younger pupils)
 - Key Stage 2 pupils four hours to complete
- A range of teaching approaches will be used to teach pupils remotely. These will include: recorded teaching (audio/video recordings made by a teacher), interactive sessions with a class teacher, activities and worksheets to be completed digitally or within an exercise book and signposted commercially available websites to support the teaching of specific areas.
- All pupils will have access to a variety of high-quality education when remote working, this includes: Google Classroom, Purple Mash, Times Table Rock Stars, My Maths, Scratch, wellbeing resources, PE activities and collective worship resources.
- We recognise that some pupils, for example some pupils with special educational needs and disabilities, may not be able to access remote learning without support from adults at home. We work with parents and carers to support these pupils through:
 - Providing work packs with adapted activities suitable to the children's ability and target areas
 - Providing interactive sessions with a teaching and learning assistant
 - Liaising with Outside Agencies for advice on support pupils
 - Offering pupils a place in school during school closure

6. Expectation for Pupils

- Staff can expect pupils learning remotely to:
 - Be contactable during the school day.
 - Complete work to the deadline set by teachers
 - Seek help should they need it between 12 and 12.30pm from their class teacher on the 'class stream'.
 - Alert teachers if they are unable to complete their work for any reason.

7. Access to Remote Learning

- We recognise that some pupil may not have suitable online access at home. We take the following approached to support these pupils to access remote education:
 - Loan iPads to families if a request is sent to the school office
 - Apply for additional data allowance for a family if a request is sent to the school office
 - Offer a place in school to pupils who might not be able to access remote education

8. Feedback and Communication for pupils

- Class teachers will be available on the 'class stream' on Google Classroom from 12-12.30pm each weekday to answer any questions children may have about their learning.
- Pupils can access a live interaction session with their class teacher up to four times each week – the content of these sessions will depend on the age of pupils and may include: a story time, maths games or a spelling activity.
- Pupils can upload their learning daily to Google Classroom and teachers will provide feedback on one piece of work each day.

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- Feedback from teachers will follow the school's 'Marking and Feedback' policy; recognising the child's achievements and providing a 'Next Step' to inform a pupil on how to make progress, where appropriate.
- If assignments are handed in late (the day after it was set), it may not be marked by the class teacher.
- Class teachers will monitor pupils' engagement with Google Classroom and the school with telephone parents when there are concerns with a pupil's engagement.
- The school Emotional Literacy Support Assistant (ELSA) will continue to provide support for children on the caseload through emails, check-ins on the phone or continuing with sessions virtually.

8. Communication for parents

- Parents can email class teachers and the Senior Leadership Team via the office email address: admin@emmanuel.camden.sch.uk to seek help or ask for clarification should they need it.
- A weekly newsletter or letter from the Head Teacher will communicate key information with parents
- The Head Teacher or Deputy Head Teacher will deal with complaints in line with our complaints procedures.
- Parent will make the school aware if their child is sick or otherwise cannot complete their work through contacting the school office.
- Telephone calls to families from a member of staff will take place during an extended period of remote education.

9. Links to Other Policies

- This policy also links to the following policies:
 - Safeguarding Policy – including the addendum
 - Behaviour policy – including the addendum
 - Data protection policy and privacy notices
 - Home-School Agreement
 - ICT and Acceptable Use Policy
 - E-Safety Policy

Policy reviewed

January 2021

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