



National Lockdown Expectations – January 2021

Remote Learning Work:

All work will be provided to all pupils via email by 8:30am on a daily basis.

Pupils will receive English, Maths and one other subject (foundation/Phonics) daily with enough provision for 3-4 hours per day as per the Government documentation: *Guidance for full opening schools section 5 (updated 30th December 2020)*.

The daily/weekly emails which are sent to pupils will be sent in a secure way which ensures email addresses are not viewed by other families, supporting GDPR guidelines.

Learning will be differentiated and made accessible for all pupils. It will be linked to the spring curriculum and the learning will reflect what would have taken place within the classroom.

A timetable of weekly home learning will be sent via email by class teachers to support parents and carers.

Staff ensure online learning is of the highest standard and that feedback provided enables pupils to move forward with their learning.

Palmers Cross has a wealth of resources and programmes which can be used to set work:

- Education City
- My Maths
- Oxford Reading Owls
- Purple Mash
- Time Tables Rock Stars
- Smarts/Power Points – converted to PDF files for home use
- Live learning sessions

Some Teaching Staff will choose to record audio/video in advance in order to ensure clear explanations/ instructions for pupils, if using voice recordings on Power Points/Smarts.

Microsoft Teams

A 'Check in' via Teams will take place between each class teacher and their class.

This Teams will provide an opportunity for pupils to 'see' their teachers, share discussions and listen to stories being read. To ensure no sibling clashes, times are as follows:

Year Group:	Time:
6	9:15am
5	9:45am
4	10:15am
3	10:45am
2	9:00am
1	9:30am
R	11:00am
N	10:30am
Class 7	10am

An attendance register will be downloaded via Teams for staff to monitor attendance.

Due to these sessions being 'live', parents will be asked to be present (in room/vicinity).

The Remote Curriculum

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 to ensure work can be accessed independently or with minimal adult guidance. This has been done using PowerPoints that act as teaching guides and also video clips which model the skills e.g. My Maths. In some subjects for example; PE - sessions have changed, these are now included as daily/weekly physical challenges for pupils to complete at home to ensure some physical activity is achieved.

School staff will offer support to families to set home learning expectations, routines and will work closely with parents to ensure pupils engagement in learning.

Providing Feedback:

- Teaching staff will check pupils work and provide feedback via email or directly onto the programme/piece of work to enable pupils to move forward with their learning. Feedback will be provided at least once per week, as per Government guidance states.
- Communication/dialogue between home and school will be encouraged via email and Teams. If parents wish to request a face to face conversation, then this would be arranged via Teams with a member of the Leadership Team informed and present.
- A register of engagement of class pupils will be kept by all teachers and any dialogue/responses made with families including the completion of work will be recorded.

- Those pupils who do not respond or engage within remote learning will be contacted by class teacher in the first instance by telephone.
- If class teacher is not having any response from pupil after further contact has been made, then a member of SLT will be informed.
- Safeguarding calls will be made to families who do not engage online and technical support is available from DSLs.

Additional support for pupils with particular needs:

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

Pupils with SEND -

- All children with an EHCP are invited into school during lockdown.
- Those who don't attend school during this period will receive regular calls home from the SENCO or safeguard leader.
- All work is differentiated to meet their needs and if families need further support this is discussed during weekly calls.

EYFS and Year 1 pupils-

- Learning is planned by EYFS/Year 1 staff and follows either EYFS or Year 1 curriculum.
- Staff provide a variety of different learning experiences through videos, singing, practical and pictorial forms of learning.
- Phonics activities provided for all pupils on a daily basis.
- Slides offer guides for families on ways to support their children with learning at home.
- TEAMS meetings for story time with class teachers.

Online access

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Parents are encouraged to contact school if they do not have access to any online or digital learning facilities such as laptops/iPads. School will do their utmost best to accommodate pupils request for the loan of digital devices, wherever possible.
- Some pupils are entitled to the loan of laptops and digital devices, that school source from the Government following a criteria.
- If pupils require paper based learning packs, then families can contact school to request this option of collecting these from the school office.

Assessing risks:

Risk assessments will be reviewed annually, or when there has been a significant change in working practice and Government Guidelines.

The school day for pupils is 8:30am – 3:00pm and staff are available during this time but will also offer additional support via telephone/email around these times, where required.

*The HSE suggest that short, **frequent breaks** are better than less **frequent longer breaks**, so a 5-10 minute **break** after 50-60 minutes is better than a 20 minute **break** every 3 hours.
Health and Safety (Display Screen Equipment) Regulations 1992, daily work routine of users:*

Parents must be mindful of their child's posture when working on a laptop/screen ensuring that their back is supported and that they are having regular screen breaks.

Safeguarding procedures:

If a member of staff sees or hears something which causes concern during a Teams session, then the staff member will complete a referral in the usual way following the school's Safeguarding Policy.

If a pupil displays disruptive behaviour during a Teams meeting then the staff member will address the issue with the pupil following school's 'Behaviour for Learning' policy. If this behaviour continues, the staff member will inform the parent and they will be asked to leave the session. The Staff member will share these concerns with the Leadership Team.

GDPR

There will be compliance with GDPR at all times.

Parents/Pupils remote learning expectations:

- Work in partnership with Class teacher and school staff remotely.
- Parents/pupils to adhere and agree with the school's Acceptable Use Agreements.
- Parents/pupils to engage with daily learning sent from Class Teacher.
- Only use school accounts and safe devices, ensure appropriate filters and monitoring systems are in place.
- Ensure an adult is present at all times during a Team's session and that pupil's communicate in a safe way for all audiences.
- Encourage cameras are switched on during Teams 'check ins' and story sessions.
- Encourage pupils to mute microphones until Teacher requests pupil's to switch these off, to avoid echo or background muffled sounds.
- Ensure that school loaned devices are kept in a secure place and maintained to a high standard.

Communication

If families need contact with school regarding pupil's learning, then they would made contact with the Class Teacher via their school email address. If contact is required for anything else not involving learning, then families are reminded to contact the School Office as they usually would.

Parents of those children who are classed as 'vulnerable' 'critical care/key workers' are reminded to report their pupil's sickness or absence to the school as they usually would, even during lockdown. This attendance is recorded on school registers and reported.

Rest of pupils will continue to adhere to the usual procedures outlined in the school's Attendance policy and ensure contact is made with the Class Teacher, to enable school to know they may not be able to complete learning tasks set.

Remote Education for Self-Isolating pupils

Where individual pupils need to self-isolate (when not in National lockdown) but the majority of their peer group remains in school. Education will continue to be provided remotely, this will be delivered in the same way as in National Lockdown. Pupils in this instance will receive emails from Class Teacher containing learning and will have the same expectations for remote learning as mentioned above.