



REMOTE LEARNING POLICY

Policy Title	Remote Learning Policy
Approval Date:	September 2020

In September 2020, all our classes returned to full-time education following the Covid-19 closure in March 2020. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a year group bubble, or indeed the whole school, will need to self-isolate for a period of time. Khalsa Primary School have therefore put in place a plan for remote learning so that all children can continue with their education.

This meets the expectations set out in the DfE guidance 'Remote Education Support': <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

Khalsa Primary School will use the [school website](#) for remote learning and keeping you up to date on any changes.

This policy has been drafted in the event that one or more of the following scenarios takes place.

Individual child self-isolating	Bubble closure	Whole school closure
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To prepare and plan for the possibility of closure

In the event of a bubble or whole school closure Khalsa Primary School will communicate with parents via:

- Zoom
- School website
- Class email
- Class Dojo

Khalsa Primary School are in the process of establishing which families may require additional support i.e. electronic devices, internet.

Curriculum

Khalsa Primary School is committed to ensuring that all children receive a quality education in the form that has been designed by the school. Therefore, the school is committed to ensuring that any remote learning is aligned to the school curriculum. This ensures the school community maintains cohesion and children are collectively enthused by their learning. Our curriculum aims will therefore continue to be delivered by ensuring that teachers take ownership of remote learning packages with children's individual needs being accounted for.

Khalsa Primary School recognises the importance of face to face lessons to support engagement and collaborative learning. It also provides accountability to support pupil's motivation while working remotely. Therefore, Zoom will be used to support all aspects of remote learning, including personal development through mentoring. The school has developed processes for this form of learning through planned CPD sessions. This can be found in Appendix A and will continually be revisited as part of staff professional development.

Engagement and Accessibility

The school has developed systems to monitor engagement through pupil attendance online and welfare phone calls. The school will target families with low engagement so that they can support remote learning. This can include socially distanced home visits. A register of Free School Meal/Pupil Premium children will be kept by the class teacher and monitored so that support can be given when needed. Children's access to technology is ascertained. The school where possible will loan IT equipment to children. Where this is not possible, home visits will take place and hard copy packs will be available. The school website will include information to support parents and this will be updated regularly.

Individual child self-isolating:

If a child is self-isolating, they will receive a hard copy home learning pack from the school. The focus of learning will be in line with our current curriculum.

The pack will contain tasks for the following subjects:

- Maths;
- Reading (including levelled reading book);
- Writing (including SPaG activities, high frequency word list and topic related work);
- Science;
- Topic work (Geography, History, Art or Design Technology);
- website links to support their learning.

Bubble closure and Whole school closure

In the event of a bubble closure or whole school closure Khalsa Primary School will use Zoom as the preferred online platform.

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by various online learning platforms. Details of these will be available on the school website.

Children will remain in contact with their class teacher through Zoom, class email and Class Dojo.

Some 'teaching content' will be provided to children through age appropriate video content on the DfE published list of educational resources site and further information will be available on the school website.

Every child will have:

a 45 minute group interactive learning session in the morning once a day with their class teacher and

a personalised 30 minute session in the afternoon once a week in a small group
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Action Plan

Individual pupil self-isolating:

Scenario	A child has to self-isolate due to having symptoms themselves or living in a house where someone has symptoms, or having been advised to self-isolate through track and trace.
Teaching Action	<ul style="list-style-type: none"> • A child will receive a home learning pack to cover them for the period of isolation. • The focus of learning will be in line with the current curriculum. • Reading books will be provided. • Class teacher will communication via class email and class dojo. • Weekly phone call from school welfare officer and class teacher.
Safeguarding action/ communication	<p>Class teacher informed when a child has started to self-isolate.</p> <p>Office staff contact parent to ensure that a test has been requested (if needed) and that the result is communicated to the school.</p> <p>Teacher to make a follow up 'wellbeing' phone call at least once a week while the child is off.</p> <p>Teachers to report to DSL if there are concerns about the wellbeing or safety of the child.</p> <p>Children with an EHCP A daily one to one session focussing on their targets and needs.</p> <p>Weekly phone call with class teacher. Teachers to report to DSL if there are concerns about the wellbeing or safety of the child.</p> <p>Vulnerable children Follow up 'wellbeing' phone call at least once a week while the child is off -support staff can be assigned to this role.</p> <p>Teachers to report to DSL if there are concerns about the wellbeing or safety of the child.</p> <p>SENDCo will organise continued support if needed from outside agencies.</p>

Bubble Closure:

Scenario	Bubble closure																		
Teaching Action	<p>Zoom is used by the teacher to set work daily for the class. These sessions will be interactive and include ‘well-being’.</p> <table border="1" data-bbox="529 412 1305 573"> <tr> <td>1st half of class</td> <td>Session 1</td> <td>9:00am – 9:45 am</td> </tr> <tr> <td>2nd half of class</td> <td>Session 2</td> <td>10:00am – 10:45am</td> </tr> </table> <p>During the afternoon, teachers will allocate 30-minute slots to support children in small groups. This will be at 2pm. Therefore, each child will receive 1 afternoon slot a week. Parents will be notified at the beginning of the week.</p> <p>Follow-up phone call to children who have missed up to 2 days of on-line teaching sessions.</p> <p>In addition to this there will be:</p> <table border="1" data-bbox="507 1001 1329 1279"> <thead> <tr> <th></th> <th>When</th> <th>By Whom?</th> </tr> </thead> <tbody> <tr> <td>A Sikh faith assembly</td> <td>Wednesday at 1pm</td> <td>Mr Singh and Mrs Matharu</td> </tr> <tr> <td>Music assembly</td> <td>Monday and Thursday at 1pm</td> <td>Mrs Stoker</td> </tr> <tr> <td>PE</td> <td>Tuesday and Friday at 1pm</td> <td>Mr Bath</td> </tr> </tbody> </table> <p>The class timetable will be available on the school website and sent via Class Dojo on a weekly basis to indicate what work the children are required to do each day, with links to the relevant learning platforms.</p> <p>Teachers will be available to ‘talk’ to children through class email/Class dojo to assist with work between 11am and 1pm.</p>	1 st half of class	Session 1	9:00am – 9:45 am	2 nd half of class	Session 2	10:00am – 10:45am		When	By Whom?	A Sikh faith assembly	Wednesday at 1pm	Mr Singh and Mrs Matharu	Music assembly	Monday and Thursday at 1pm	Mrs Stoker	PE	Tuesday and Friday at 1pm	Mr Bath
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Safeguarding action/ communication	<p>Teachers/Phase leaders will speak to vulnerable and EHCP children on a regular basis. Communications will be logged on SIMs.</p> <p>There will always be 2 adults during the delivery of on-line teaching sessions.</p> <p>When conducting a session from home/school, ensure that another staff member is also virtually present. No staff will conduct a virtual session alone.</p> <p>Teachers to report to DSL if there are concerns about the wellbeing or safety of the child.</p>																		

	<p>If children/families are not responding and the teacher is struggling to communicate with them, Phase leader are to be informed and contact is to be made by the school.</p> <p>Relevant agencies are to be contacted as usual if there are safeguarding concerns.</p> <p>If children are entitled to FSM, the office staff will work with the catering company to ensure that lunches are provided either on a daily basis or with a weekly food voucher.</p> <p>Where children would normally receive additional support from outside agencies, the SENDCo will make arrangements for those to continue.</p> <p>All families to have access to class email address. Class dojo to promote learning and theme events. Home learning is to be celebrated on Class dojo/class email and virtual assemblies. Loan system for the use of electronics devices to families. TAs will support the class teachers in the preparation of hard copy paper packs and on-line sessions.</p>
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Whole School Closure:

Scenario	The school is closed to all but key worker and vulnerable children
Teaching Action	<p>Teachers use Zoom to set work as above.</p> <p>Adults without classroom responsibility will be allocated to the key worker children in school.</p> <p>SLT to coordinate key worker bubble so that teachers can continue to teach remotely.</p>
Safeguarding action/ communication	<p>As above</p> <p>Loan system for the use of electronics to families.</p> <p>TAs will support with the production of paper packs and on-line sessions.</p>

Class email addresses

Teacher	Class	Email address
Mrs Birring	Nursery Peacock	peacock@kpsslough.com
Mr Sembhi	Reception Duck	duck@kpsslough.com
Mrs Virdee	Reception Parrot	parrot@kpsslough.com
Mrs Richardson	Year 1 Rainbird	Rainbird@kpsslough.com
Mrs Sandhu	Year 1 Flamingo	Flamingo@kpsslough.com
Mrs Morgan	Year 2 Sparrow	Sparrow@kpsslough.com
Mrs Sandhu	Year 2 Partridge	Partridge@kpsslough.com
Mrs Clarke	Year 3 Shelduck	Shelduck@kpsslough.com
Mrs Athwal	Year 3 Heron	Heron@kpsslough.com
Mrs Thamu	Year 4 Crane	Crane@kpsslough.com
Mr Sussmann	Year 4 Kite	Kite@kpsslough.com
Mrs Chahal	Year 5 Crow	Crow@kpsslough.com
Mrs Van	Year 5 Raven	Raven@kpsslough.com
Mrs Vitellaro	Year 6 Falcon	Falcon@kpsslough.com
Mrs Nanda	Year 6 Hawk	Hawk@kpsslough.com

- In the event of a child being ill, they are not expected to complete online learning in the same way as they would not be expected to attend school.
- In the event of a teacher becoming ill, where there are two classes in the year groups, the other teacher will provide learning resources for both classes, where there is only one class in the year group (Nursery), a Phase leader will support home learning with the support of the class TA.

Managing Expectations

It is in the best interests of our children to continue to provide structured support through remote learning. Due to a range of factors which will affect each household's capacity to carryout remote learning, there will be a degree of flexibility with regard to submission of work and/or feedback. It is important that parents strive to achieve the targets set for their children and refer to their child's most recent Parent consultation report. Children and parents should consider the arrangements set out in this document as highly recommended.

Teachers will:

- Share the teaching and learning activities with their class through Zoom and the School website.
- Continue to plan the teaching content in line the current curriculum.
- Accept that learning remotely will be more difficult, tasks will be set in smaller steps.
- Make contact with whole class everyday via Zoom.
- Work with smaller focus groups in the afternoon.
- Teacher will set-up Zoom meeting and send invites via Class Dojo giving parents at least 24 hours' notice.

- Make follow-up phone call to children who have missed up to 2 days of on-line teaching sessions. Reply to messages, set work and give feedback (within 48 hours) on activities during the normal teaching hours 11.00 am - 1:00pm on weekdays

Children will:

- Be assured that health and wellbeing is a priority and therefore take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult and where applicable engage with ReadTheory/Oxford Owl
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
- Share their work with class teacher via class email/Class Dojo.

Parents will:

- Accept the timings offered by the class teacher for Zoom sessions.
- Support their child's learning to the best of their ability
- Encourage their child to access and engage with Zoom posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Zoom.
- Know they can continue to contact their class teacher as normal through Class dojo or class email if they require support of any kind;
- Check their child/ren completed work each day and encourage positive praise;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;

Governing board will be 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 systems are appropriately secure, for both data protection and safeguarding reasons

Appendix: A

Online learning guidance for Teachers as set out in the Coronavirus (COVID-19): safeguarding in schools, colleges and other provider's guidance, online education should follow the same principles set out in Khalsa Primary School's staff behaviour policy and code of conduct.

Staff

- Ensure that the time and date for Zoom sessions are communicated to parents with at least 24 hours' notice.
- Ensure that you are in a suitable place – this should be in school wherever possible. If this is not possible, and staff are working from home, this should be a suitable room (avoid bedrooms) with minimal noise and away from other people.
- If conducting a session from home/school, ensure that another staff member is also virtually present. No staff will conduct a virtual session alone.
- If conducting a session from home, ensure that your family members are not privy to any information being shared by the children and information may be of a sensitive nature.
- Contact children through the agreed channel only – Zoom, Class Dojo, class email and by phone when necessary.
- Wear appropriate clothing for the session in line with the usual staff code of conduct.
- Ensure that every session is recorded on Zoom for safeguarding purposes.
- Ensure that there is no personal recording of the session. No pictures or videos are to be taken during the session.
- Be aware of any tabs open on your browser if sharing screen.

Children

- Make sure you are in a quiet room and have your video and audio on.
- You must stay muted unless you have permission from the teacher to talk/unmute.
- You will need to raise your hand if you have a question.
- Have your parents nearby
- Make sure you are appropriately dressed.
- Make sure you stick to the appropriate time. If you miss your session time, then another one will be arranged by your teacher and your parents. Please do not contact us this way other than at your lesson time.
- Ensure that there is no recording of the session. No pictures or videos are to be taken during the session.
- Be polite and always show good behaviour and respect. If procedures and routines are not followed there will be consequences.
- Please do not use the chat to discuss things that are not about class during the sessions.
- Please do not share your screen unless your teacher approves first.
- In Zoom session, we will only talk about things that you feel comfortable to talk about. We might ask about how you are feeling just like we would do at school.

Everything we talk about will stay private but if you tell us something that worries us, we will have to tell someone else.

Data protection

When accessing personal data, all staff members will only use their official school email account.

Staff should not download personal data to their own devices.

Accessing personal data

Teachers are able to access parent contact details via SIMs.

Do not share any details with third parties.

SLT have the ability to locate personal details of families when required through SIMs.

SLT are not to share their access permissions with other members of staff.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time.

Monitoring arrangements

This policy will be reviewed by the SLT as and when updates to home learning are provided by the government. Links with other policies

Safeguarding

Please refer to the Khalsa Primary School website for the addendum to the [child protection and safeguarding policy to reflect school closure](#).

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy
- Data protection policy