

<b>Name of Policy:</b> Remote Learning Policy	<b>Version/Last Review Date:</b> January 2021 (V2)
<b>Statutory documents linked to policy:</b> <a href="https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice">https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice</a>	<b>Previous review date:</b> March 2020 (V1)
<b>Other Policies linked to this policy:</b> All curriculum policies Safeguarding policies (including covid -19 adendum)	<b>Next Review Date:</b> January 2022 (V3)
<b>Governor Committee Responsible</b>	Curriulum

All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect and self belief. Our classroom extends to rich, exiting environments within the forest, the beach, the city and the community as a whole.

## **Remote Learning Policy West Newcastle Academy (WNA)**

### **Overview**

During the Covid-19 pandemic West Newcastle Academy may expect some disruption to school routine by individual pupil, class, part school or whole school isolation. School has considered the DFE guidance for home learning and has a strategy in place to facilitate home learning if and when the need arises.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will be able to offer immediate remote education.

In the first instance, families will be directed to the relevant year group page of the Home Learning section of the school website which contains a variety of resources and activities. When individual pupils are isolating this will be supplemented by a variety of activities which fit with in school learning. When the whole class is isolating there will be daily zooms, learning plans (by email) and a weekly overview of learning as a newsletter.

This will be particularly important where large numbers of pupils are required to remain at home through school closure WNA will endeavour to provide a broad and balanced curriculum with time for assemblies and clubs. Feedback will be provided in Zoom lessons, on Seesaw (EYFS) Purple Mash (Y1-6) and assemblies.

### **Resourcing and devices**

School will engage with the DFE technology for schools' initiative to secure additional devices for families with greatest need. Schools trying to support parents with this by providing devices where possible from our resources.

### **Engagement**

Parents are expected to ensure pupils complete daily school work and supervise where appropriate. West Newcastle Academy will contact parents through phone calls, email and weekly newsletters.

Teachers keep records of pupil engagement and support families to engage in the online offer. Teachers will monitor the progress of all children in their class whilst teaching remotely.

Families can send any completed work/photographs to teachers via Seesaw, Purple Mash and email.

### **Contact with pupils/ parents**

Parents are able to contact the school via telephone, the school office and email. Where a pupil is self-isolating on medical ground for a significant period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed. Pupils identified as vulnerable will be contacted by Phase Leaders and nominated staff on a weekly basis and support offered as necessary.

### **Data protection**

When accessing personal data, all staff members will use their official school email account and school laptop. Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, data collection will be compliant with GDPR guidelines.

### **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. Operating systems are up to date and monitored by IT support. A VPN is available for SLT.

### **Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team (SLT) as updates to Remote Learning are provided by the government. West Newcastle Academy will continue to evaluate its remote learning offer and will adjust and amend based on pupil, parent and staff feedback as necessary.

### **Safeguarding**

Please refer to Child Protection and Safeguarding Policy which has been reviewed to encompass periods of isolation or school closure.

Pupils are reminded that the school Behaviour Policy remains in place during distance learning.

Staff abide by the Code of Conduct and will monitor and report any safeguarding concerns.

All users should wear appropriate clothing for Zoom sessions.

### **Online safety**

During periods of isolation West Newcastle Academy recognises that our pupils may be using a range of technologies and using on line materials, as well as potentially accessing a range of different sites as part of their home learning programme.

WNA will share appropriate and recognised on-line learning materials with our pupils and we will ensure we continue to reinforce our expectations regarding safe on-line behaviour for all pupils during this period.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- ✓ Where there are 1:1 sessions and small groups another adult should be present
- ✓ 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; and the background should be blurred.
- ✓ 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 provided by West Newcastle Academy to communicate with pupils (zoom, westnewcastleacademy email, text or email from Scholar Pack, phone if number is blocked)
- ✓ Staff should record, the length, time, date and attendance of any sessions held.

### **Specific Information for Using Zoom meetings:**

#### **Virtual waiting rooms**

A great feature, which since 31 March will be set automatically as on, is to use the virtual waiting room. This feature of Zoom lets people who want to join the lesson to be held in a virtual waiting room before being let into the classroom. This allows you to check who each person is before allowing them entry. There's also a setting to allow known students to skip the waiting room, so you don't have to manually allow 30 pupils every time!

### Screen sharing

Make sure your pupils don't take control of the screen and prevent them from sharing random content by limiting screen sharing, so only the teacher (host) can present to the class.

### Private messaging

Prevent distractions amongst your class by stopping private messaging between pupils, so they can't talk to one another without your knowledge.

Zoom have published a blog post listing these, and other useful security features, including requiring registration, using random meeting IDs and how to password protect the classroom.

An information letter has gone out to staff and families and the Acceptable Use ICT policy has been reviewed.

Where staff have a concern, then they must follow existing school reporting procedures and our Acceptable Use Policy.

### Remote Learning Expectations

Expectation	EYFS	KS1	KS2
Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects	The learning overview is emailed each week as newsletter and added to the school website. Each morning an email outlines the daily learning. Three hours learning is	The learning overview is emailed each week as newsletter and added to the school website. Each morning an email outlines the daily learning. Three hours	The learning overview is emailed each week as newsletter. Each morning an email outlines the daily learning and this is also added to the school

	<p>provided in a variety of curriculum areas, clubs and assemblies each day. All 7 areas of the EYFS curriculum are catered for during the week.</p>	<p>learning is provided in a variety of curriculum areas, clubs and assemblies each day.</p>	<p>website. Four hours learning is provided in a variety of curriculum areas, clubs and assemblies each day. The learning follows the curriculum as it would in school and all subjects are covered.</p>
<p>Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos</p>	<p>Teachers teach one whole class Zoom lesson of 30 mins each day to introduce the phonics for the day followed by maths or topic based activities. All children (in EYFS and Y1) are invited to an addition early literacy zoom each afternoon to practice basic skills through games and activities. Intervention Zoom session are provided as appropriate. Online materials and</p>	<p>Teachers teach a whole class Zoom lesson of 30 mins each day to introduce the learning for the day, teach number and phonics. Intervention Zoom session are provided as appropriate. Online materials and video clips are used to provide explanation and content in various subject areas.</p>	<p>Teachers teach one whole class Zoom lesson of 30 mins each day to introduce the learning for the day, teach number and phonics. Intervention Zoom session are provided as appropriate. Online materials and video clips are used to provide explanation and content in various subject areas. Maths, English and foundation</p>

	video clips are used to provide explanation and content in various subject areas. Some activities are set electronically on Seesaw.		subjects are covered. Some tasks are set electronically on Purple Mash.
Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations	WNA will continue to offer learning based on the medium term and short term planning for the term. Curriculum coverage will be monitored and extension activities and clubs provided to offer breadth and balance.		
Have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern Gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate	<p>Staff will keep a record of attendance at Zoom Sessions and learning uploaded on to Seesaw and Purple Mash. Phone calls and support will ensure all families are able to access learning.</p> <p>Staff will all provide verbal feedback and questions during each Zoom sessions and will add feedback to Seesaw and Purple Mash.</p> <p>A review of learning will take place in class (Tuesday) and whole school assemblies (Monday/Wednesday/Thursday.)</p> <p>Activities from the learning menu which are of high importance have a star next to them so parents know to send these in to the class teacher for feedback.</p>		
Give access to high quality remote education resources	Seesaw is used for the EYFS. All children have been issued with login	Children have login details for MyON, Oxford owl and Purple Mash.	Children have login details for accelerated reader, MyON,

	<p>details. Children can also access Oxford Owl.</p> <p>If appropriate pupils may be directed to content from Oak Academy or BBC Bitesize also.</p>	<p>If appropriate pupils may be directed to content from Oak Academy, BBC Bitesize or White Rose Maths.</p>	<p>TTrockstars, Oxford owl and Purple Mash.</p> <p>If appropriate pupils may be directed to content from Oak Academy, BBC Bitesize or White Rose Maths.</p>
<p>Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use</p>	<p>Zoom is used throughout school and staff have had some support in this. Seesaw is used for the EYFS with Purple Mash in Y1-6. Learning is added to the website and emailed. Staff have had experience during the initial school lockdown in Spring/Summer of 2020 and have collectively refined practise.</p>		
<p>Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum</p>	<p>Any pupils requiring bespoke provision will be supported by class teacher, Phase Leader and SENDCO. Intervention groups are set up as appropriate on Zoom (including 1:1 session.) Physical resources and will be considered and distributed as required.</p> <p>Teachers will provide parents with detailed individual targets to be worked on at home through remote Parent/Teacher Consultations.</p> <p>IEPS are reviewed to support home learning and Zoom sessions can be used to model key tasks and targets.</p>		



## Appendix 1

### Letter to Parents

#### Acceptable use of Zoom – Ready , Respectful, Safe



Dear Parents

We are currently putting together some guidelines and amendments to our Safeguarding Policy and Acceptable Use of ICT to ensure Zoom is as safe as it can be for everyone.

In the meantime, we would like all parents and families to consider the way in which they use zoom and agree to these rules and routines:

- Zoom is for children as a tool for learning, no guests or grown-ups please (unless supporting your own child!)
- Don't share our links for learning or passwords with anyone
- Don't record the sessions or upload images from zoom to other platforms (including Facebook)
- Always use respectful language – it is our Virtual School
- Report any inappropriate language to individuals to class teacher
- Stay in the Waiting Room until the class teacher checks everyone is a member of WNA
- Please use your child's first name on each Zoom session (rather than a phone name)

We assume that by using Zoom you agree to these rules. Any questions or concerns please email [susan@westnewcastleacademy.org](mailto:susan@westnewcastleacademy.org)

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