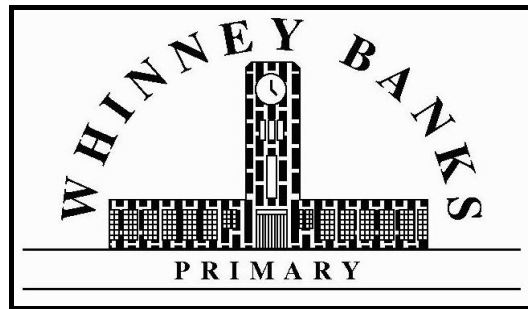




Whinney Banks Primary School
Remote Learning Policy - January 2021
Date of Review: At need

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home. Whinney Banks Primary School are fully aware that these are exceptional times and we hope this document will provide an outline of the provision that will be made and seeks to give some guidance, answering some of the questions that you may have.

For details of what to expect where individual pupils are self-isolating, please see the section on Page 9.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

In the event of an immediate need to engage with remote education, learning will be provided online through a range of sites and services, most of which are part of our usual online provision for children. Parents will be contacted by email or telephone to explain how the learning in the following weeks will be communicated.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education. However, we understand that everyone's circumstances at home will be different. Due to this, we are providing a flexible approach to remote learning. Teachers will provide weekly timetables for children to follow or for younger children this may be daily emails with the days learning. On-line links are attached to the planning. We will offer a variety of learning activities across the curriculum so that pupils are able to work through as much as they are able.

Our aim is to teach the same curriculum remotely as we do in school wherever possible and appropriate. Lessons and activities aim to follow the medium term planning, to ensure that those children in school and those at home are completing the same learning. However, we have had to make some adaptations in some subjects. For example, subjects where this is more challenging are those that would normally include significant elements of practical work in the live classroom. (In science, there may be a greater emphasis on knowledge rather than practical investigation. In PE the emphasis will be on fitness and a healthy lifestyle and less on skills progression in order to accommodate safe, independent learning. In the arts subjects, the focus will be on those parts of the curriculum that are able to be delivered, taking into consideration resources that are available at home.)

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education will be equivalent in length to the core teaching (English, Maths and Science) that pupils would receive in school (including time for pupils to complete tasks and assignments independently).

The amount of remote education provided will be, as a minimum:

Key Stage 1 (Reception, Year 1 & Year 2)	3 hours a day on average across the cohort, with less for younger children.
Key Stage 2 (Year 3, Year 4, Year 5 & Year 6)	4 hours a day, on average, across the school cohort

Accessing remote education

How will my child access any online remote education you are providing?

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

- Email is our main method of communication between school and families and is used for posting daily correspondence, photo updates and text between staff and families.
- National Oak Academy
- Purple Mash (Whole school) and Mini Mash (EYFS)
- BBC Bitesize
- White Rose Premium Resources
- Ed Shed –spelling and maths
- Times Tables Rockstars
- Topmarks
- Oxford Owl – phonics
- Joe Wicks – PE
- Zoom / Microsoft Teams (1:1 teaching sessions and recorded teaching sessions)

If my child does not have digital or online access at home, how will you support them to access remote education?

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:

To ensure that all the pupils at Whinney Banks Primary School have access to online learning we initially conducted an audit of home technology devices & internet availability.

Our aim is to support children and their families with remote learning and a laptop will be offered to children who have no suitable devices or are only using a mobile phone.

In addition, where families are having to share a laptop between several children, they will, where possible, be offered a laptop to loan.

For those families who have a school laptop but no internet access, school will explore the possible options.

Parents/carers will be asked to complete the school's Equipment Loan Agreement prior to the laptop being collected. Laptops will be set up to use schools filtering and monitoring systems. This will ensure that our students are safe online.

Printing materials from the internet are not usually needed as we recognise this is not always possible. If they are needed and cannot be accessed online this can be discussed with staff, so that other arrangements can be put into place. Printed materials to support learning will generally take the form of published texts and are usually supplied as part of a school work pack, made available for collection. There is the expectation that equipment / workbooks provided by the school, during this time, will be looked after and returned.

To find out more information about how to loan a lap top, please call or email the school (whinneybanks@mcschools.org.uk) or speak to the office staff or Mr Cuthbertson (01642 817713).

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

- Email is our main method of communication between school and families;
- live teaching (online lessons / interventions);
- recorded teaching (e.g. Oak National Academy lessons, White Rose primary resources, video/audio recordings made by teachers);
- hard copies - printed paper packs produced by teachers (e.g. home learning books, worksheets aligned to the curriculum);
- reading books pupils have at home;
- Study books – specific to year groups ;
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Pupils will be expected to:

- engage as fully as possible with the remote learning process, to the best of their ability.
- Where possible, it is helpful for pupils to maintain a regular and familiar routine. We recommend that each 'school day' maintains structure.
- Each week, work will be set for English, Maths and the afternoon curriculum and emailed to parents. It will be helpful for families to look at this together, and then make plans to complete the work.
- Work that children complete at home should be kept safe.

It is expected that reading books, study books and equipment will be brought back to school when it is safe to do so.

Parents are encouraged to:

- support their children's learning, helping them to find an appropriate place to work and encouraging children to work with good levels of concentration. Good quality work should be the focus.
- read and respond to communication from school (e.g. an email from staff) on a regular basis.

Should accessing work be an issue, parents should contact school promptly ([email:whinneybanks@mcschools.org.uk](mailto:whinneybanks@mcschools.org.uk) or telephone 01642 817713) and alternative solutions will be made available.

If anything is unclear in the learning tasks that are set or if you have any questions or concerns, parents can communicate with class teachers via the school email address.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils to compete, interact and collaborate.

School staff will continually monitor children's engagement of the learning, recording participation and motivation levels. Regular discussions will be held with parents, either individually. Regular contact with pupils and parents will be made by telephone and email.

Where engagement becomes a concern, staff will, if necessary, make daily contact with pupils and parents to explore ways to secure re-engagement. Where this continues to prove difficult children may be required to return to school.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback, modelling of good answers or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. These will help teachers understand how pupils are achieving.

Our approach to feeding back on pupil work is as follows:

- Email can be used to send work to teachers for review and feedback and screenshots can be taken and emailed as attachments. Additionally, smartphones can be used to photograph work which is difficult to submit in other ways. Teachers are then able to make phone calls home to provide formative feedback;
- Telephone discussions with parents and with children will also provide regular

opportunities to talk about the learning, to feedback and give support as and when needed.

- Pupils will be given regular feedback on their work and teachers will endeavour to communicate with families at least twice a week. This will vary depending on the age and ability of the children and also the nature of the learning.
- Where pupils are taught 1:1 with their teacher, immediate feedback can be given.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

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:

- Class teachers will set the SEND children specific learning that suits their targets on their SEND support plan. Approaches and support will be tailored to individual needs to prevent children falling further behind. This may be shared via email or during a telephone conversation.
- Staff are liaising with the Speech and Language team, to ensure that the children's speech therapy is supported at home where possible. Staff are also closely liaising with other outside agencies e.g. The Visually Impaired Service and Dr Craig Small (our Educational Psychologist) to find out how we can further support the children at home.
- For identified pupils, learning from home, 1:1 reading intervention may be offered. Children can have access to any resources they may find useful e.g. reading rulers, coloured overlays etc. and this can be arranged with the class teacher.
- In supporting families to deliver **remote education for younger pupils**, for example those in Reception and Year 1, parents are emailed with learning activities for each day. These include links to a secure YouTube account containing lessons pre-recorded by the staff. Lessons and activities follow the medium-term planning, where possible, to ensure that those children in school and those at home are completing the same learning. There are also links to external learning songs and activities. Parents are required to email photographs of the children's learning to the class email where the teachers will comment.
- Parents have been directed to useful websites for the children to access linked to the work within their year group e.g. Oxford Owl, Phonics Play.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Where an individual pupil is confirmed to be self-isolating or shielding due to COVID, class teachers will provide access to a weekly timetable of remote learning activities. This will be shared with parents via email.

This will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare in addition to their usual weekly workload. To support this, we will make use of a number of high-quality on-line materials (drawing on units from the National Oak Academy) and supplement these with our existing subscription packages (such as White Rose primary resources, Purple Mash, Times Tables Rockstars, Ed Shed spelling etc.) which children are familiar with.

We appreciate that some families may find it more difficult to engage with a full timetable and suggest the key learning priorities (core Maths and English skills) are the main focus. Individual work packs may also be made available to support children's learning during this time.

Staff will endeavour to view and feedback on as much of the children's work as they are able, while balancing their workload in school. Pupils should receive feedback at least twice a week.

Safeguarding and Remote Learning

What safeguarding implications do I need to consider?

Parents are advised to spend time speaking to their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

The following websites offer useful support and information:

NSPCC /Child line – for support and online safety

UK Safer Internet Centre – to report and remove harmful online content

Internet matters – support for parents and carers to keep their children safe online

Thinkuknow –staying safe online

If parents have any safeguarding concerns they should contact school on 01642 817713 and discuss their concerns with Mrs Thorpe, Mrs Wales or a member of our Senior Leadership Team.

Before your child can take advantage of the opportunities provided by online teaching you must confirm your consent to our Online Learning Agreement (see appendix). This can be done either by signing a paper copy or by email to your child's year group email. This consent will be kept on file.

We will then make arrangements to schedule meetings and we will contact you with further information.

Staff should continue to be vigilant at this time and follow our online safety and safeguarding / child protection policies and procedures.

For further information please see: Child Protection Policy & Pupil Safeguarding & Wellbeing Policy.

**Links to other Policies (available on the school website:
www.whinneybanks.org.uk):**

<https://whinneybanks.org.uk/policies/>

Child Protection Policy and coronavirus addendum.

On-line Safety Policy / ICT and internet Acceptable Use Policy

Behaviour Management Policy

Home Learning Policy

Data Protection Policy / GDPR

Guidance For Safer Working Practice for Those Working With Children

(Keeping Children Safe in Education)

<https://whinneybanks.org.uk/safeguarding-2/>

Appendix:

DfE / School Loan Agreement for Laptops

Online Learning Agreement

School / DfE Equipment Loan Agreement

Device	Serial No.	Dongle (Yes / No)

In accepting the above IT equipment which has been loaned, it is assumed you have read and agreed to the following terms and conditions listed below:

1. I confirm that my child has access to Wi-Fi within the household but does not have appropriate access to ICT equipment. ☐
2. I confirm that my child has appropriate ICT equipment but does not have access to Wi-Fi within the household. ☐
3. I confirm that my child does not have access to Wi-Fi within the household or appropriate ICT equipment ☐

I agree to ensure that:

- We will treat the equipment with appropriate care and ensure it is maintained in good condition and return the equipment as requested by the school.
- The device is stored safely and securely when transported and/or not in use and is not left unattended.
- I, and others, will avoid placing or consuming food and drink near the device.
- We will respect school provided IT equipment; using it appropriately and respectfully at all times.
- I understand and agree that the school will not accept responsibility for the loss of work.
- I understand and agree that it is my child's responsibility to save & back-up their work if necessary.
- We will not disclose or share personal information about ourselves or others when on-line.
- In signing this document I agree that all members of the household will not access, use or otherwise act upon unlawful and/or inappropriate content including but not limited to, discrimination, drugs/substance abuse, extremism, malware/hacking, pornography, piracy, and copyright theft, self-harm and violence.
- We will immediately report any unpleasant or inappropriate material or messages that make my child feel uncomfortable to the school or if serious via the CEOP web link <https://www.ceop.police.uk/ceop-reporting/>
- We will be mindful when using the device, using it responsibly and safely with an awareness of my actions online.
- We will be polite and responsible when we communicate with others, we will not use strong, aggressive or inappropriate language and we appreciate that others may have different opinions.
- We will not take or distribute images / videos of anyone without their permission.

- I agree that the school may use E-Safety software to monitor internet access and this will be used to log and report any inappropriate access.
- Should any faults occur, I agree that I will notify the school as soon as possible so that they may undertake any necessary repairs. Under no circumstances will I, or anyone other than school, attempt to fix suspected faults.
- I agree and understand that the school will not accept responsibility for offering technical support relating to home internet connectivity.
- If the school is of the opinion that the ICT provision has been, or is being used, in a way that breaches the terms set out above, the school reserves the right to request its immediate return, and I agree to such a request.

Parents/Carers Agreement:

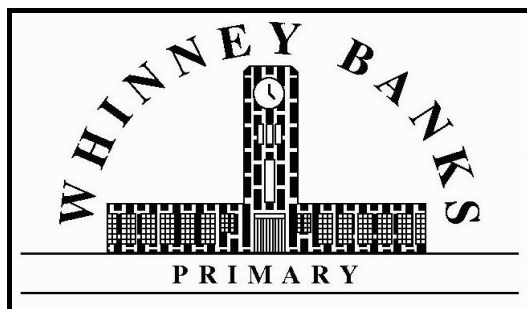
I have read this agreement and agree to be bound by the terms and conditions set out above.

Childs Name:

School Name: Whinney Banks Primary School

Parent/Carer Name;

Parent/Carer Signature: Date:



Head Teacher: Mrs S Thorpe
Assistant Head Teachers: Mrs S Farrow
Mrs N Watson
Mrs V Wales
Mr M Cuthbertson

Fakenham Avenue
Middlesbrough
TS5 4QQ
Tel: 01642 817713 Fax: 01642 828621
Email: whinneybanks@mcschools.org.uk

Loan Equipment – Childs Name: _____

All equipment must be returned to school on: _____

School are loaning you this equipment to enable your child to complete their remote learning.

Safeguarding & monitoring use of laptops

This laptop has been set up to use schools filtering and monitoring systems. This will ensure that our students are safe online. **Usage is monitored and risks reported to school.**

This laptop should only be used for your child's home learning and inappropriate use will result in removal of the laptop. If you have any queries please contact school. **All equipment must be returned to school on the above date and parents will be held responsible for any damaged or missing equipment.**

Expectations for Parents:

When my child is taking part in remote learning I agree to:

- Ensure my child is dressed appropriately, this can help them to be ready for their learning;
- Supervise appropriately;
- Support my child to be able to complete their lessons in a room where they can concentrate without distractions. They will need their device & charger, a table, a chair, school materials (pencils, books, etc);
- Minimise background noise.

Expectations for child:

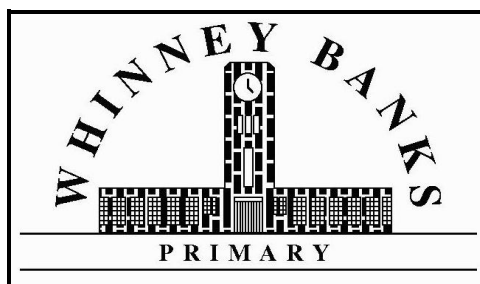
While I am taking part in remote learning I agree to:

- Get ready to work;
- Let people in my household know that I am going online to learn;

- Try and find somewhere quiet where I can concentrate on my learning;
- Ensure an adult is nearby;
- Log in using the User name and Password provided;
- If I have a question or I need support I will speak to an adult.

Signed: _____ Date: _____

This may only be signed by a parent/carer with parental responsibility for the above named child.



Head Teacher:	Mrs S Thorpe
Assistant Head Teachers:	Mrs S Farrow
	Mrs N Watson
	Mrs V Wales
	Mr M Cuthbertson

Fakenham Avenue
Middlesbrough
TS5 4QQ
Tel: 01642 817713 Fax: 01642 828621
Email: whinneybanks@mcschools.org.uk

Online Learning – Live Teaching Agreement

Expectations for Parents/Carer:

In order to protect both children and staff, we require that if you wish to take advantage of the opportunities provided by online teaching, you agree to the following:

You agree that:

- my child is dressed appropriately (e.g. not in pyjamas) this can help them to be ready for their learning;
- an appropriate adult will supervise;
- I will support my child to be able to complete their lessons in a room where they can concentrate without distractions (not a bedroom). They will need their device & charger, a table, a chair, school materials (pencils, books, etc);
- background noise is minimised;
- all members of the household must be aware the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background;
- my child has 'logged off' the call correctly once it is finished before turning off the device.
- Screenshots, photos or recordings of meetings must not be made and the links must not be shared with others.

Expectations for child:

While I am taking part in remote learning I agree to:

- get ready to work;
- let people in my household know that I am going online to learn;
- try and find somewhere quiet where I can concentrate on my learning;
- ensure an adult is nearby;
- log in using the User name and Password provided;
- if I have a question or I need support I will speak to an adult.

The password to join the lesson will be sent in a separate email.

Signed: _____ Date: _____

This may only be signed by a parent/carer with parental responsibility for the above named child.

If replying by email, please email your consent which will be kept on file to your child's year group email address:

wbnursery@mcschools.org.uk

wbreception@mcschools.org.uk

wbyear1@mcschools.org.uk

wbyear2@mcschools.org.uk

wbyear3@mcschools.org.uk

wbyear4@mcschools.org.uk

wbyear5@mcschools.org.uk

wbyear6@mcschools.org.uk

wbelz@mcschools.org.uk