



# *Barrowby Church of England Primary School*

## **Remote Home Learning Policy**

### **1. Introduction**

- 1.1 Remote/Home learning is an important part of a child's education if they are unable to attend school due to isolation or school/bubble closure.

We ask parents to support us in its implementation. We will ensure that parents/carers are informed of home learning requirements through:

- Our school website
- Microsoft TEAMS
- ParentmailPMX

- 1.2 This policy is to ensure consistency in the school's approach to Remote/Home Learning and sets out expectations for all members of the school community with regards to its implementation.

### **2. EYFS**

- 2.1 In the Early Years, Home Learning provides an opportunity for children and parents to consolidate, practise or extend skills learned.

- 2.2 In the Early Years Home Learning will be available on the class pages of the school website.

- 2.3 If children are unable to attend school then parents should:

- Contact the school to confirm the reasons for absence and whether or not their child is able to work from home at this time;
- If the child is unable to work from home, contact the school when they are well enough to resume work;
- If the child is well enough, visit their child's Class Page of the school website for lesson content and resources;
- Support their child to complete the activities and tasks described. [Given the nature of our KS1 curriculum and because of the age of the children we anticipate and expect that most children will require adult support, instruction and supervision to undertake their home learning.](#)
- Email all work completed each day [which will be stored electronically.](#)

### **3. Key Stage 1: Year 1 and 2**

- 3.1 Throughout Key Stage 1, Home Learning provides an opportunity for children and parents to consolidate, practise or extend skills learned.

- 3.2 In Years 1 and 2 all Home Learning will be available on the class pages of the school website.

- 3.3 If children are unable to attend school then parents should:

- Contact the school to confirm the reasons for absence and whether or not their child is able to work from home at this time;
- If the child is unable to work from home, contact the school when they are well

- enough to resume work;
- If the child is well enough, visit their child's Class Page of the school website for lesson content and resources;
- Support their child to complete the activities and tasks described. Given the nature of our KS1 curriculum and because of the age of the children we anticipate and expect that most children will require adult support, instruction and supervision to undertake their home learning.
- Email all work completed each day which will be stored electronically.

3.4 Work that is completed at home should be emailed to: [enquiries@barrowby.lincs.sch.uk](mailto:enquiries@barrowby.lincs.sch.uk)

#### **4. Key Stage 2: Years 3, 4, 5 and 6**

4.1 In Key Stage 2, Years 3, 4, 5 and 6 Home Learning continues to provide opportunities for children and parents to consolidate, practise or extend skills learned.

4.2 In Key Stage 2 all Home Learning content will be available through Microsoft Teams.

4.3 If children are unable to attend school then parents should support their child to:

- Contact the school to confirm the reasons for absence and whether or not their child is able to work from home at this time;
- If the child is unable to work from home, contact the school when they are well enough to resume work;
- Log in to Microsoft TEAMS with their username and password for an:
  1. Overview of the weekly timetable;
  2. Lesson content and resources;
  3. Join 'live sessions' with their teacher;
  4. Seek advice and feedback from their teacher through the 'Chat' facility;
  5. 'Hand in' work; and
  6. Review feedback from teachers.
- Join a video call with their class teacher on a daily basis, if they are well enough to do so.
  1. If the school is open, these will be delivered at:
    - 8.30am Registration and introduction to the day
    - 3.30pm Catch up, story time and rounding off
  2. If the school or bubble is closed, these will be delivered at:
    - 8.45am Registration and introduction to the day
    - 3.00pm Catch up, story time and rounding off
- Ensure that the video call is recorded for safeguarding purposes and stored in accordance with the policy.
- Supervise their child completing work; or provide support for their child to complete the activities and tasks described.
- 'Hand in' work once it is completed via Microsoft TEAMS-each day.
- Encourage their child to review any feedback provided by the teacher.

#### **5. Teacher's Roles and responsibilities**

5.1 If teachers are not in school due to isolation/school closure they must be available between 8.45am and 3.15pm. If they are unable to work for any reason during this time, for example due to sickness they should report this using the normal procedures.

5.2 Teachers are responsible for setting work.

For those children in:

1. **Year 3, 4, 5 and 6**-work should be uploaded to Microsoft TEAMS;
2. **Year 1 and 2**-work should be uploaded to the Class Pages of the school website; and
3. **Reception**- work should be uploaded to the Class Pages of the school website.

All teachers need to ensure that the Home Learning content and resources are uploaded daily to ensure that they are available for use.

For those children in:

1. Reception, this should include:
  - Upload a weekly overview/forecast or timetable onto the Class Page;
  - Ensure lesson content and resources are available on the Class Page of the school website;
  - Review work submitted via email and provide feedback or additional commentaries;
  - Store any work received electronically within a pupil folder.
2. Key Stage 1: Year 1 and 2, this should include:
  - Upload a weekly overview/forecast or timetable onto the Class Page;
  - Ensure lesson content and resources are available on the Class Page of the school website;
  - Review work submitted via email and provide feedback or additional commentaries;
  - Store any work received electronically within a pupil folder.
3. Key Stage 2: Year 3, 4, 5 and 6 this should include:
  - Upload a weekly overview/forecast or timetable onto the Class Page;
  - Ensure lesson content and resources are available on Microsoft TEAMS;
  - Facilitate the daily 'live sessions' as described in 4.3;
  - Review work submitted via Microsoft TEAMS and provide ongoing support and/or feedback for children and/or parents.

5.3 Providing pupils with feedback should be undertaken in-line with our school's Feedback Policy. For those children in:

- **Reception:** feedback will be provided via email
- **Key Stage 1:** feedback will be provided via email
- **Key Stage 2:** feedback will be in response to either work 'handed in' or through the 'Chat' facility on Microsoft TEAMS

If the child is isolating and the teacher is working at school, feedback will be provided at the end of the school day, in accordance with our Feedback Policy.

If the school or bubble is closed, then feedback should be 'active at the point of learning' ongoing throughout the day, in accordance with our Feedback Policy.

5.4 Teachers should make every effort to keep-in touch with pupils who are not in school and their parents. This can be through:

- Email
- Microsoft TEAMS
- Telephone calls

Additionally, if teachers have had no contact with a child and/or parents and they are:

- **working in school:** they may instruct the Administrative Team to make 'Well-Being Check' calls. These should be undertaken as and when needed.
- **working from home:** they may make 'Well-Being Check' calls. These should be undertaken as and when needed.

If Teachers are:

- **working in school:** they should respond to Home Learning queries at an appropriate time i.e. not within lesson time. Typically, this would be before or after school or during lunchtime; or are
- **isolating at home:** and are able to do so: they should respond to Remote/Home Learning queries as and when they arise throughout the day.

5.5 All Complaints and/or Safeguarding Concerns should be dealt with in accordance with our school's Policies and procedures.

5.6 When teachers attend virtual meetings with staff, parents and pupils via Microsoft TEAMS they should:

- [Follow guidance set out in section 4.3;](#)
- Ensure that they are in a room with no distractions e.g. avoid areas with background noise and ensure that the meeting will not be interrupted;
- Apply background effects so there is nothing inappropriate in the background;
- [Not eat or drink during meetings.](#)

## 6 Teaching Assistant's Roles and responsibilities

6.1 If Teaching Assistants are not in school due to isolation/school closure they must be available between 8.45am and 3.15pm. If they are unable to work for any reason during this time, for example due to sickness they should report this using the normal procedures.

6.2 If Teaching Assistants are well enough to do so, they should:

- Support their teacher by attending the video call with their class teacher on a daily basis i.e.
  1. If the school is open, these will be delivered at:
    - 8.30am Registration and introduction to the day
    - 3.30pm Catch up, story time and rounding off
  2. If the school or bubble is closed, these will be delivered at:
    - 8.45am Registration and introduction to the day
    - 3.00pm Catch up, story time and rounding off
- Be on-hand to assist the Class Teacher in supporting children with Remote Learning e.g. conduct 1:1 Reading Interview; discuss pastoral issues etc
- If working alone with children, ensure that the video call is recorded for safeguarding purposes and stored in accordance with the policy.

- Attend virtual Staff Meetings as directed;
- Become involved with children's remote learning e.g. Creating videos e.g. Toilet Roll Challenge, online activities such as Times Tables Rockstars etc
- Undertake e-learning and/or research to support their Professional Development, as directed by the school;

## 7 Parent's Roles and Responsibilities

7.1 Parents with children who are learning remotely at home should:

- Read and agree to adhere to the 'Remote Learning Protocol' **Appendix 1**. Discuss this with their child.
- Contact the school to confirm the reasons for absence and whether or not their child is able to work from home at this time;
- If the child is unable to work from home, contact the school when they are well enough to resume work;
- Visit the Class Page or Log in to Microsoft TEAMS with their username and password, dependent on the age of the child;
- If using Microsoft TEAMS, support and monitor their child when joining a video call with their class teacher on a daily basis, if they are well enough to do so;
- Supervise their child completing work and/or provide support for their child to complete the activities and tasks described;
- Children and/or parents should 'hand in' work each day once it is completed either via Microsoft TEAMS or the 'teacher email' addresses provided;
- Encourage their child to review any feedback provided by the teacher;
- Seek help from the school if they need it;
- Be respectful when contacting school staff, making a complaint or reporting a concern.

## 8 Children's Roles and Responsibilities

8.1 Children who are working remotely at home should:

- Discuss the 'Remote Learning Protocol' **Appendix 1** with their parents;
- Visit the Class Page or Log in to Microsoft TEAMS with their username and password, dependent on the age of the child, each day of their isolation;
- If using Microsoft TEAMS, join a video call with their class teacher on a daily basis, if they are well enough to do so;
  1. If the school is open, these will be delivered at:
    - 8.30am Registration and introduction to the day
    - 3.30pm Catch up, story time and rounding off
  2. If the school or bubble is closed, these will be delivered at:
    - 8.45am Registration and introduction to the day
    - 3.00pm Catch up, story time and rounding off
- Complete any activities and tasks described to the deadlines set by teachers;
- Alert teachers if they are not able to complete work;
- 'Hand in' work each day once it is completed either via Microsoft TEAMS or the 'teacher email' addresses provided;
- Review any feedback provided by the teacher;

- Seek help from the teacher if they need it;
- Be respectful when contacting their teacher.

## **9 Administrative Team's Roles and Responsibilities**

9.1 The Administrative Team should:

- Liaise with parents:
  1. to confirm the reasons for their child's absence and whether or not/when their child is able to work from home;
  2. support parents at this difficult time;
- Inform the class teacher of the child's absence and whether or not/when they are well enough to work from home;
- Send the Remote/Home Learning Letter **Appendix 2** to parents;
- Undertake 'Well-Being' calls as and when directed.

## **10. Data protection**

10.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- access the data on a secure cloud service, secure website (Barrowby School Website) or a server in your IT network;
- will use a school laptop/device to access the data wherever possible.

## **11. Processing personal data**

11.1 Staff members may need to collect and/or share personal data such as email addresses as part of the Remote/Home Learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

11.2 However, staff are reminded to collect and/or share as little personal data as possible online.

## **12. Keeping devices secure**

12.1 All staff members will take appropriate steps to ensure their devices remain secure, in accordance with school policy. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

### **13. Linked Policies**

13.1 This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy.
- Covid19-school-safeguarding-policy-addendum
- Feedback Policy
- Teaching and Learning Policies
- Behaviour Policy
- Home/School Agreement
- Remote Learning Protocol
- ICT E-Safety Code of Conduct
- Laptop and iPad Security Policy

### **14. Remote Learning Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: November 2023

Next review: November 2026

## Appendix 1-Remote Meeting/Home Learning Protocols



# *Barrowby Church of England Primary School*

## Remote Meeting/Home Learning Protocols

At Barrowby CE Primary School, we have introduced the facility of Remote Meetings for parents and carers as well as Remote Learning via Microsoft Teams for our Key Stage 2 children if needed to isolate or the school is closed.

In order to ensure the Remote Meeting/Learning opportunities are managed in an effective and professional manner, please may we request you read the following guidance and ensure you have shared this with your child.

### All adults attending a Remote Meeting should:

#### Protect their Privacy

- Do not share 'invite links' with other parents.
- Turn off your video (where appropriate).
- Alternatively: Select different 'backgrounds' so viewers cannot see where you are.
- Mute their microphone
- On arrival to a meeting, mute your microphone.

#### Be prompt

- You should join your meeting, preferably 5 minutes before it's start time.

#### Pause

- If asking or responding to a question, please be patient and give the attendees a moment to respond. Keep in mind they may be on mute (see point above) or there may be a delay in their connection.

#### Making a contribution throughout the meeting

- You can use the new 'put up hand' icon on the toolbar to indicate you wish to speak.
- You can use the chat feed.
- The chat feature can also be used during the meeting to help avoid interrupting one another. Instead, if you would like to ask a question, you can use the chat feed to type something along the lines of 'can I say something?'
- The nominated person, or the Chair can then invite you to speak. Use the unmute icon before you speak.

### All children accessing learning remotely through Microsoft Teams should:

We would kindly ask that parents support their child to access Microsoft Teams through

- Installing Teams on an appropriate device.
- Input their username and password.
- Be on-hand to support their child when using Microsoft Teams.
- Monitor their internet usage.
- Ensure that the children are suitably dressed and are in a suitable location.

**Protect their Privacy**

- Do not share username and password details with anyone outside your family.
- Turn off your video (where appropriate).
- Mute your microphone. Un-mute if requested by the teachers.

**Be prompt**

- You be ready to join your meeting, preferably 5 minutes before it's start time.

**Pause**

- If the teacher asks another child a question or another child is responding to a question, please be patient.
- Do not interrupt children talking.

**Live lessons**

- Parents will need to give consent for their child to be part of the group conversation.
- The chat feature can also be used during a 'live lesson' to help avoid interrupting one another. Instead, if you would like to ask a question, you can use the chat feed to talk to your class teacher and ask them a question. Your teacher may respond via the chat feed or invite you to speak.
- 'Live' lessons will be recorded on Teams and stored so that if any issues were to arise, the video can be reviewed.

**Making a contribution throughout the meeting**

- You can un-mute your microphone if requested by the teacher and respond to a question.
- Always mute your microphone after speaking.
- You can use the new 'put up hand' icon on the toolbar to indicate you wish to speak, so your teacher knows you want to say something. You can use the chat feed.
- If you are allowed to comment you must remember to be polite and positive and comments should be related to the learning.
- Remember that teachers can see exactly who posts what in Teams.
- Always check with your parent/carer before uploading any photos.

**Unacceptable use**

- Messaging other children on the 'Chat Forum.'
- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password.
- Looking at, or changing work that belongs to other people.

## Appendix 2 -Remote/Home Learning Letter



### *Barrowby Church of England Primary School*

**DATE**

#### Remote/Home Learning during isolation

Dear Mrs **NAME**

Remote/Home learning is an important part of a child's education if they are unable to attend school due to individual isolation or a school/bubble closure.

Thank you for confirming that **CHILD'S NAME** will be in isolation this week. We look forward to seeing them return to school on **DATE OF RETURN TO SCHOOL**, when their isolation period ends.

We ask that parents with children who are learning remotely at home should:

- Visit the Class Page; or
- Support their child to Log in to Microsoft TEAMS with their username and password, dependent on the age of the child;
- If using Microsoft TEAMS, support and monitor their child when joining a video call with their class teacher on a daily basis, if they are well enough to do so. If the school is open, these will be delivered at:
  - 8.30am Registration and introduction to the day
  - 3.30pm Catch up, story time and rounding off

If the school or bubble is closed, these will be delivered at:

- 8.45am Registration and introduction to the day
- 3.00pm Catch up, story time and rounding off
- Ensure your child/ren completes their daily work and/or provide support for your child/ren to complete the activities and tasks described;
- Ensure children 'hand in' work each day once it is completed either via Microsoft TEAMS or the 'teacher email' addresses provided;
- Encourage your child/ren to review any feedback provided by the teacher;
- Seek help from the school if they need it;
- Be respectful when contacting school staff, making a complaint or reporting a concern.

I know that these are unprecedented times. Thank you for your understanding and patience.. I hope that you are all well and that **CHILD'S NAME** will be able to complete **his/her** work this week. Stay safe.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Batey'.

Mr L Batey - Headteacher