



## Callowell Primary School Policy for Remote/Blended Learning

### **Aims:**

- To ensure that all children have access to high quality remote education resources
- To set out expectations for all members of the school community with regards to remote learning
- To provide appropriate guidelines for data protection

### **Rationale:**

Callowell Primary School will continue to provide a broad and balanced curriculum during periods of isolation.

The school will ensure that children can access remote learning from home to enabling equal access to the curriculum.

The school recognises that some SEND/disadvantaged children may not be able to access areas of learning and will endeavor to provide alternative learning and support.

The school staff will set meaningful and ambitious work each day in a number of different subjects. The school staff will monitor how children are progressing and have consistent and clear expectations.

### **Platform/online tool in use**

The school Do-Jo system is in place and provides a platform for online links and teacher/child dialogue. This system has been signed up to by all families at Callowell and parents are familiar with the set up, how to access and how to respond. It provides teachers and parents with an additional platform to correspond regularly, provides direct contact with the headteacher and has access to a whole school message board.

### **Roles and responsibilities**

**Teachers** must be available to provide remote learning. If they are unable to work for any reason, for example sickness or caring for a dependent, they should inform the Headteacher

Setting work for individuals/whole class:

- Some children may receive personalized learning packs depending on their needs
- Daily work to include Reading/Phonics, Writing and Maths
- 3 foundation subjects a week 1 of which to be PE
- Staff will provide a balance of practical and written activities.
- Alternative hard copy packs will be provided for those children who cannot access digital technology.
- Work will be set for the start of the school day. Class teacher will email SLT any work for packs should they need photocopying.
- When online learning is provided it is as part of the school curriculum.

Feedback:

- The portfolio function on Do-Jo will allow children to submit their work
- Work submitted by the end of the school day will be responded to

Children who fail to engage with home learning will be followed up by the class teacher and then the Head teacher.

**Teaching Assistants** when assisting with home learning must be available for their contracted hours.

**Subject Leads**, alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers teaching their subject remotely to make sure that the work set is appropriate and consistent.
- Alerting teachers to resources that they can use to teach their subject remotely

**Senior Leaders**, alongside their teaching responsibilities, SLT are responsible for:

- Co ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning approach across the school.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated Safeguarding Leads**

- The DSL is responsible for the implementation of this policy.
- The school will continue to follow the school's Safeguarding protocols and procedures. Keeping in regular contact with vulnerable children and families.

### **Parents and Children**

- Should be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it from Teachers or TAs
- Alert teachers if the child can not complete the work or is ill
- Be respectful if making comments or concerns known to staff

### **Governors**

- Monitor the schools approach to the provision of online learning to ensure that education remains as high quality as possible
- Ensure that staff are certain that remote learning systems are secure for both data protection and safeguarding reasons

### **Data protection**

The accessing of personal information is inline with our Data protection Policy

Staff will need to collect or share personal data such as names, telephone numbers, email addresses as part of the remote learning system. As long as this processing is necessary for the schools official functions, individuals wont need to give permission for this to happen.

All staff must take the appropriate steps to ensure that their devices are secure. This includes

- Keeping devices password protected
- Ensuring that the hard drive is encrypted
- Making sure that the device locks if left for a period of time
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### **What provision is in place for those families who cannot access online learning**

Printed resources and packs will be made available should parents have difficulty accessing the online learning. To avoid issues of cross contamination online learning will be encouraged. After discussion with HT and class teacher other arrangements can be made that includes work packs and work sheets.

### **Assessment**

Assessment of work can be evidenced through portfolios. This can also be accessed by the Headteacher to inform monitoring of Teaching & Learning. All learning will contribute to end of term assessments.

**Monitoring of learning and providing feedback:**

Teachers will monitor learning, respond and feedback through the portfolio system, message or email. If paper-based collection times will be in place.

**Provide regular curriculum updates to all stake holders**

Governors will receive an update from the Headteacher when a Year Group is isolating and using remote learning.

An end of term update of individuals isolating will be provided.

Further updates will be shared via Do-Jo and Newsletter to parents.

**Communication and support for parents**

Parents can access the Callowell DoJo system from their telephones or computers.

A help list for parents to accompany online learning is available.

Any complaints or concerns shared by parents and pupils should be managed using our school complaints and Safeguarding policies.

**Monitoring of child/parent wellbeing and progress**

Class teacher to be first point of call for any issues then to refer to the Headteacher

The Headteacher will liaise with parents to reassure and provide practical support for both parents and children.

A questionnaire to parents regarding access to learning and resources will support any review process.

**Monitoring of staff well being**

Clear and realistic expectations are in place. All staff are held responsible for the learning and progress of their children.

Clear guidelines are in place for staff to follow and update training for the system for staff support is provided. This includes setting of work, accessing portfolios, responding and feedback.

There are open communication lines with SLT for all staff

**Evaluation of the effectiveness of all systems**

Ongoing clear communication with all stakeholders will provide evaluation of systems in place.

The school will regularly examine how effective the approach is for groups: Vulnerable, disadvantaged and SEND children.

The number of children accessing and responding to the learning will be continually monitored.

Improvements of our school system will be encouraged with regular feedback and sharing of good practice

Date: October 2020

Review: October 2021

Signed: .....