SHARLSTON
COMMUNITY SCHOOL

Remote Learning Offer 2021

Introduction

Remote education, where needed, is of a high quality and aligns as closely as possible with in-school provision and is targeted to the needs of the individual child. We use the term 'blended learning' to reflect that the strategies, resources and technology deployed when learning remotely, are being used in the classroom to enhance and supplement our current and future teaching and learning offer. Interactions online will be combined with our traditional teaching classroom based methods. Our overarching aims are to keep our core purpose of teaching and learning continuing as effectively as possible in all scenarios, and to maintain a connection between staff, pupils and their families.

During a school or bubble closure, or if a group of pupils cannot attend school, we will provide learning to do at home and our school has high expectations of all pupils to complete the work set. Activities and tasks will be shared via our learning platform on **Microsoft TEAMs** and staff will be available online daily to support pupils with their learning.

It is important to note that our school also recognises that health and wellbeing are paramount and we appreciate that the level of work that might be undertaken by a child will reflect their individual situation and circumstances at home; we will support families wherever possible.

Our school will offer time limited loans of laptops to those pupils with no access at all to a device and, where required, can provide internet support via free BT hotspot codes and free Vodafone Data SIM cards.

To ensure pupils and parents become confident with the process of accessing TEAMs, some learning will be set for completion during term time throughout the academic year - including when the school is open and operating as normal. In this way, the school is able to ensure that the system is working effectively and everyone has the relevant information and log in details, so that in event of normal school attendance not being possible, for various reasons (weather etc), the system can be accessed immediately for daily remote learning.

To enable teaching and learning to continue as effectively as possible during the need for remote learning:

- We will make daily contact with pupils via their class page on Microsoft TEAMs
- We will not use live lessons for new learning, but will provide frequent and clear explanations of new content using high quality resources and pre-recorded videos which can be accessed at any time
- We will ensure families are called regularly and any issues are followed up.
- We will monitor the engagement of pupils' learning and work with pupils and their families to secure best engagement possible.
- We will communicate regularly with families through parentmail, social media, weekly newsletters and phone calls.
- Where necessary, we will name a relevant member of staff to provide additional support for those children with particular vulnerabilities or special needs

Our staff will:

- When providing remote learning, be available as per their normal working hours. (During PPA time, a message will be posted stating – 'Please note there is no live help facility after xpm today as staff will be planning and preparing for the following week's learning).
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, report this using the normal absence procedure – contact the headteacher personally by phone and update their Key Stage Leader
- Ensure each class TEAMs page across school is created in a consistent way (set by school) with channels for each area of learning
- For children in Years 1-6, provide daily learning opportunities for English (including Phonics) and Maths as well as a wider curriculum lesson (this could be Science, Music, Art etc).
- Ensure planned all is closely matched to work that would have been carried out in school, as guided by our 2020 Challenge Curriculum
- Publish a weekly overview of learning in the timetables channel of their class
- Publish daily timetables for the pupils, on the timetables channel the day before, to help parents to organise their day.
- Ensure the Department of Education guidelines are met, by providing 3 hours of learning for Early Years and Key Stage One children and 4 hours of learning for Key Stage Two pupils (note; not all hours to be spent online).
- For children in Nursery and Reception, provide learning that reflects good classroom practice in the EarlyYears with links to examples of how to maintain independent learning opportunities away from the screen.
- Hold a daily live welcome 'check in' session via a class TEAMS meeting, to make contact with pupils each morning. During this 'check in', the class teacher will discuss the day's learning for the children and provide general feedback for the class
- Follow effective Remote Learning practice when creating lessons; providing small progressive steps of learning with relevant links to high quality videos (Oak Academy/White Rose Maths/ BBC Bitesize etc) which explain concepts clearly
- Ensure pupils understand the expected outcome of each part of the lesson, and know they will get extra help if they need it
- Regularly monitor the 'Ask the teacher' channel to provide help where needed, and respond with extra support chats, videos or links
- Encourage pupils to communicate safely and respectfully with each other via the 'class chat' channel (with staff monitoring this).
- Provide feedback to pupils about their learning via commenting on uploaded assignments on TEAMs, and reward as per Behaviour Policy.
- Contact and talk to each pupil at home at least once in fortnight
- Monitor the daily engagement of pupils and contact families of those not engaging in our Remote Learning order, offering support.
- Log any safeguarding concerns on CPOMS and liaise with relevant DSL.
- Fulfil expectations of Teachers Professional Standards.
- Model online safety expectations and give frequent reminders about staying safe online as and when appropriate (i.e. not so that it interrupts the learning, but often enough that the reminders aren't forgotten)
- Direct Teaching Assistants and HLTAs to support the children attending school, ensuring they can access their class's TEAMs page and the remote learning set by class teachers, on tablets provided by school

Senior Leaders will:
- Monitor the provision of Remote Learning to ensure there is a consistent, high quality through school
- Ensure staff and pupils are allocated to the correct TEAMs pages
- Facilitate access to relevant CPD for individuals or groups, to ensure all the Staff team are confident to use TEAMs to its full capacity
- Direct staff to high quality resources that should be used within lessons (Oak National Academy)
- Ensure the safeguarding of both pupils and staff by clear guidance that should be followed during Remote Learning
- Be aware of the impact of Remote Learning on staff health and wellbeing and provide opportunities for regular contact, reviews and support

Our pupils/students will be expected to:

- Log on to Microsoft TEAMs to access a daily welcome message (either live or recorded) each morning, responding appropriately
- Follow instructions given by the class teacher and mute or turn off cameras during live TEAMs meets, if asked
- Watch any learning videos, taking a full and active part in them.
- Complete all the learning set by their teacher each day
- Try their best, but know that they can ask for extra help with their learning by using the 'Ask my Teacher' channel
- Let their teacher know, via the Ask My Teacher channel, that they need to talk privately if they are worried about anything at home
- Where possible, upload their learning as requested by the teacher – as a file/photograph/video – so staff can give feedback
- Adhere to the online behaviour expectations ie if you wouldn't say it in person, don't say it online, whilst maintaining links with their friends each day through safe streams used by the school – the Class Chat channel.
- Use relevant online resources as directed by their teacher, such as TT Rockstars, Education City, Myon, and any resources provided by the school.
- Use all online resources safely and responsibly.

Our parents and carers will be expected to:

- Set a clear routine with each child using the weekly overview and the daily learning timetables
- Read all communications that come out from the school to ensure they are fully aware and up to date with the latest information
- Encourage their child to adhere to the school Behaviour Policy at all times
- Support their children to complete the learning set, at a time convenient to the family circumstances.
- Liaise with school staff to seek support on behalf of their child when needed. This can be via the Ask the Teacher on the class TEAMs page, calling the school office on 01924 863044 or by email to sharlstonadmin@watertonacademytrust.org
- Ensure courtesy and politeness to any member of staff within any communication.
- Provide access to the learning offered for their children; enquiring about loaning devices from school, or seeking support for data/internet if needed.
- Support their children's progress by sharing (uploading) pictures of completed work for assessment and feedback by the teacher.
- Inform school if family circumstances change, help is needed with parenting or if they are aware that a concerning incident has taken place

How to access our remote/blended learning offer

- **Microsoft TEAMs** can be accessed via a laptop, tablet, mobile phone or gaming device. You can utilise the internet from a mobile phone data allowance and we have free Vodafone 30Gb SIM cards if needed

- Ensure you have the equipment and 'bandwith' to support using Teams – check if your internet signal is strong enough – we have free BT hot spot codes available

- Does your laptop/device have access to a microphone and/camera? These are not necessary, but can be useful for younger children to communicate with their classteachers . Check this out and ask for guidance from school if needed.

- Parents and children can access online learning via Microsoft TEAMs using the child's @watertonacademytrust.org email address and password. These can be provided by the school admin team (01924 863044 or by email sharlstonadmin@watertonacademytrust.org)

- There are different ways to get onto TEAMs - Try loggiing into RMUnify via the link on the Waterton Academy Trust website
- Download the Teams app – this is easier to use than the web version and you can blur your background, or set a background picture

- TEAMs can be downloaded here: You can log on TEAMs here:
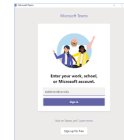
Vulnerable pupils and children of Key Workers

- In the event of a whole school closure, the school will be open for Key Worker and vulnerable children only. The children attending school will be placed into Phase Bubbles
- Children in the classroom will be supported to access all the remote learning set by their class teachers on devices, and complete the tasks with extra help where required. Working in this way ensures all children access exactly the same curriculum

Communication

- We will communicate regularly with families through parentmail, social media and weekly newsletters.
- We will speak with each pupil and their family through a phone call from a staff member, at least once a fortnight.
- Parents may send in children's work to staff emails; all contact should be professional and, if responding to parents, staff will copy in a member of SLT.
- Where necessary, we will name a relevant member of staff to provide additional support for those children with particular vulnerabilities or special needs
- Contact can be made with the school via sharlstonadmin@watertonacademytrust.org and any emails will be forwarded to your child's class teacher, or by phone 01924 863044, and a relevant staff member will call you back as soon as possible