Caythorpe Primary School

Remote Learning Plan

Reviewed: September 2024

Next review date: September 2025

Aims:

Following on from the Lockdown procedures made necessary due to the Coronavirus pandemic, Caythorpe Primary School have developed their Remote Learning Plan in the event of a school closure for any reason. This includes closure due to severe weather, utilities failure as well as for pupils needing to self-isolate.

This plan will ensure that learning is continued whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools.

Software and online platforms:

The school will be using the following platforms to set work and communicate with parents:

EYFS	Tapestry, Class Dojo, MS Teams
KS1/2	Class Dojo, MS Teams

Daily/Weekly tasks will include –

- Maths
- English
- Phonics lessons (Foundation Stage and Key Stage 1)
- Reading
- At least one other subject a day (science, history, geography, music, computing, art, design technology, personal, social and health education, religious education)
- Other project-based learning depending of the length of absence

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy and White Rose Maths.

Children will remain in contact with their Class Teacher through MS Teams. There will be a number of 'drop-in' sessions throughout the day and these will usually be scheduled after each subject. Children will be able to attend all of these 'drop-ins' but where devices at home are limited, a child could, for example, attend one or two of the sessions where they can then ask any questions or receive support.

For safeguarding reasons, teachers will not be able to begin live sessions until there are at least three pupils or another adult present. Pupils will have to wait in the 'lobby' on MS Teams until this is the case and the teacher will allow them into the live session.

Teaching Assistants will also be present during live sessions when possible. The teacher may, on occasion, organise small group sessions (3 or more pupils) with the teacher or teaching assistant to provide specific feedback to selected children- these will be scheduled at a different time within the day and the children will be notified of this through MS Teams. Teaching Assistants will be provided with a school device (Ipad/tablet) should they not have access to an appropriate device at home.

MS Teams will be used to share and celebrate work as well as being on ongoing tool for communication between teachers, pupils and parents. Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

Content for Maths

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources. TT Rockstars will also be utilised to support the acquisition and retention of multiplication tables in Key Stage Two.

Content for Reading/Phonics

We ask that pupils engage in reading every day. To support with reading, children will be allocated online books via Little Wandle which is accessible via a computer, laptop, tablet or smart phone. Teachers will be responsible for allocating the correct books to children depending on their reading level. Children in KS2 will also be allowed to take their reading book home as normal. Should they finish this book they will still be able to access an online book via their Accelerated Reader Login if they do not have access to other books at home. Children from Year 2 and upwards will be expected to complete quizzes once they have finished reading their book through 'Accelerated Reader'. All links will be available via MS Teams.

For phonics we may use videos from the Wandle English Hub to support the remote learning of phonics. Teachers will provide the relevant worksheets/ resources via Class Dojo and will also signpost parents to the corresponding video from the Wandle English Hub website. These will be matched to the sounds that the children would have been learning in school. For 'Phase 1' sounds EYFS will be using Twinkl Live Lessons (via You Tube).

Content for Other Subjects

As well as English and maths, there will be a lessons provided for other subjects each week. This will be closely matched to the work that your child would be completing if in school.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- MS Teams
- Numbots (Years R/2)
- TT Rockstars (Years 2-6)
- Class Dojo
- Accelerated Reader (Years 2- 6)
- Charanga – Online music learning platform

All parents will receive a letter detailing their child's logins as well as further instructions regarding how to access remote learning. Lists will also be supplied to class teachers. If you do not have login details you can request them from the school by contacting your class teacher on Class Dojo.

Access to Technology at Home

If your household does not have access to a computer, laptop, tablet or smart phone, please email enquiries@caythorpe-cit.co.uk as soon as possible to make us aware of this. We can then arrange paper versions/work packs of the work for your child.

Worksheets and Practical Resources

The work packs should be basic skills work that would be relevant at any stage of the year i.e. arithmetic, spelling, reading, writing (with a visual prompt) and handwriting. The stationary pack will include basic stationary such as pencils, a ruler, a rubber, a sharpener, colouring crayons and an exercise book or paper.

The child will also be sent home with their reading book if they are in Key Stage Two. We ask parents to ensure that these books are brought back to school upon their child's return. Should the child be in Key Stage One then they will have access to reading books online. These will often be allocated by the child's class teacher but can also be accessed independently using the child's login.

Copies of worksheets, textbooks and any other practical resources will be made available to children by the school on request. These will be available via collection or delivering depending on the family's individual circumstances. Such requests should be made via the school office. This will apply to any children who are isolating or have been affected by a lockdown or partial school closure.

Hardware

It will be the responsibility of Parents/ Carers to inform the school if they do not have the ability to access remote learning so suitable arrangements can be made. The school may also become aware of this when following up on those pupils who have not accessed the work that has been set for them remotely. This will be monitored via MS Teams. In the event of a pupil being loaned IT hardware (e.g. laptop, tablet or dongle), then the school will ask the Parent/ Carer to sign an 'Acceptable Use Agreement' (see appendix 1). In the event of a 'Local Lockdown' the school will access the DfE 'Get help with technology during coronavirus' scheme and will be able to provide laptops to pupils in need.

Monitoring Engagement with Remote Education

 It is very important that children engage with the remote education provided so that they keep up-to-date with their learning. Teachers will be actively monitoring progress. The learning set for remote education will be closely aligned to what the children would have been learning in school and is part of a clear progression of carefully planned learning opportunities to help the children develop and reach their full potential.

Returning work

Teachers will identify what work needs to be returned to school via Class Dojo. Learning returned to school via Class Dojo will be assessed and teachers will regularly offer feedback to children. If a child is not engaging with remote learning and work is not being returned to be assessed, a member of the school's leadership team will telephone to offer support.

SEND- Special Educational Needs and Disabilities and Vulnerable Children

Miss Cook (our school Senco) will be keeping a close eye on any children who have special educational needs or disabilities, or who we consider to be vulnerable, during periods of school absence to ensure that they can access their work and to check that it is appropriately pitched. They may also have face to face contact through MS Teams with you and your child. Teaching assistants, may also communicate with your children via MS Teams to deliver appropriate interventions to identified children. Class teachers can of course be contacted in the first instance if your child is struggling in any way.

Safeguarding

We are fully committed to safeguarding all children, staff and families. Please refer to our Child Protection and Safeguarding Policy and E Safety Policy which can be found on the school website under the policies tab.

When will Remote Learning Take Place

Circumstance		Learning Plan
1	My child is absent because they are ill.	We will not set work as they should be resting and recuperating. They will be able to speak to their teachers about catching up with work when they return to school.
2	My child is absent through unauthorised absence.	We will not set work.

3	My child has tested positive for Covid-19.	Depending on how your child is, one of the following will apply: • My child is poorly with Covid-19 – learning not set. Situation treated as circumstance number 1. • My child is not poorly with Covid-19 but has tested positive and must isolate – please see circumstance number 4.
4	My child is absent due to self-isolation related to Covid-19 (i.e. awaiting test results, been contacted by Track and Trace) The whole class is self-isolating/ or schools are closed on the advice of Public Health or Government.	1) Parent notifies the school office that the child is self-isolating. Parent to contact the school office daily. 2) Teachers will, at the earliest opportunity, send your child work. As our teachers are in classes and teaching all day, this may not be until the end of the day therefore children who are isolating will, effectively, be working a day behind the children in school. 3) Children should return their learning (if completed electronically.) If completed on paper, children should return their learning upon their return to school.
5	School is closed to all pupils and staff due to severe weather/utilities failure	1) School notifies parents of the school closure via Radio Lincolnshire, website, Class Dojo 2) Teachers will, at the earliest opportunity, send your child work via Class Dojo/MS Teams/Tapestry. 3) Children should return their learning (if completed electronically.) If printed and completed on paper, children should return their learning upon their return to school.

Guidance for Teachers

	Circumstance	
1	Whole class, including teacher, is in isolation. The teacher is not unwell.	Work pack will be circulated by school. Class will be contacted by Class Dojo/Tapestry/MS Teams
2	Whole class, including teacher, is in isolation. The teacher is ill.	Work pack will be circulated by school.
3	3 An individual child/ some children in the class are in isolation/	Refer to circumstance 4 on the grid above.
4	Child does not have a device at home (smartphone/ tablet/ PC/ laptop)	Parent to liaise with school. Where possible, paper copies of learning/ textbooks will be supplied.
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Appendix 1:

Make and Model of Device:

Serial Number:

Technology acceptable use agreement – [add pupil name]

The Caythorpe Primary School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology safety and appropriately.

To achieve this, we have created this acceptable use agreement which outlines clear expectations of pupils when using technology that is provided by the school. The device shall remain the sole property of the school and is governed by the school's policies. The school is providing a device for the sole purpose

of accessing education at home. By signing this agreement, you agree to take full responsibility for the equipment issued and have read or heard this agreement (read aloud) understanding the conditions.

Please read this document carefully and sign below to accept that you agree to the terms outlined above: Damage/loss of equipment.

I understand that I am responsible for the equipment at all times. If the equipment is damaged, lost or stolen I will immediately inform the school and I acknowledge that I am responsible for full replacement costs.

If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and return it to the school on demand in the same condition. I will not leave the equipment unsupervised in unsecured areas at any time.

This agreement sets the conditions for a pupil taking the equipment home. I confirm that I have read the terms and conditions set out in the agreement and my signature at the end confirms I agree to these terms.

Using the device at home

• I will only use the device which the school has given me permission to use for educational purposes.

• I will only use the approved email account that has been provided to me by the IT Lead.

• I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to the IT Lead.

• I will delete any chain letters, spam, and other emails from unknown senders without opening them.

• I will ensure that I get permission from my teacher before accessing learning materials, e.g. source documents, from unapproved sources.

• I will only use the internet for personal use.

• I will not share my passwords, e.g. to my school email address, with anyone.

• I will not install any software onto school ICT systems unless instructed to do so by my teacher.

• I will adhere to the e-safety guidelines I have been taught.

• I will only use the device supplied to me by the school to: - Complete homework and coursework, and to prepare for lessons and exams.

Undertake revision and research.

• I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:

- Illegal material

- Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school

-Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age - Online gambling

- Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false

 - Any sexually explicit content

- Any personal data or information

Social media

 • I will not use the school owned device to access personal social networking platforms.

• I will not communicate or attempt to communicate with any staff members over personal social networking platforms.

 • I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.

• I will ensure that I apply the necessary privacy settings to any social networking sites.

• I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.

• I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.

• I will not post any material online that:

• Is offensive

 • Is private or sensitive

• Infringes copyright laws

• Damages the school's reputation

• Is an image or video of any staff, parent or nonconsenting pupil Reporting misuse

• I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the Head Teacher.

• I understand that as I am using this device at home and therefore, there will be limited or no filtering in place as I will be using my home broadband not the schools, so I will follow the above rules.

• I understand that the Head Teacher may decide to take action against me in accordance with the school's policies if I breach this agreement. I acknowledge that I have read and understood this agreement, and ensure that I will abide by each principle.

Name of Parent/Carer:	
Signed:	
Name of Pupil	
Date:	
Staff:	
Signed:	
Date:	

When returning the item:

Date Returned	
Signed by staff member	
Make and Model	
Serial Number	