<u>**Hemington Primary School**</u>

<u>**Remote Learning Provision Plan**</u>

Roles and Responsibilities

Scenario 1: All pupils and staff working from home

Teachers

When providing remote learning, teachers must be available between 9am and 3:30pm.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, you should report this using the normal absence procedure, by phoning the headteacher on the number provided in the staff handbook. This should be as soon as possible.

When providing remote learning, teachers are responsible for:

● Setting work:

For their own class on the days they work, and support the headteacher to set work for classes in the event of another teacher becoming unwell. Work should be set by 3pm the previous day (Friday for Monday) and should comprise of one English session, one Maths session and one Foundation subject per day as a minimum. Regular practice work e.g.: times tables, reading and spelling should also be set every week

Work will be uploaded onto Google Classroom and may redirect children to work set on Purple Mash or to nationally produced teaching vidoes e.g.: Read, Write Inc. daily phonics lessons.

Children with limited access to devices/internet connection should be provided with weekly packs of work emailed to parents. If needed, work can be posted to children if teachers have access to a printer.

● Providing feedback on work:

Children will be able to hand in work using Purple Mash and Google Classroom.

Teachers will share feedback with pupils using the blog and marking functions on Purple Mash and comments on Google Classroom.

● Keeping in touch with pupils who aren't in school and their parents:

Regular contact should be kept with pupils and their parents via email. During this time, children and parents may feel disconnected from school and each other. To ensure this does not happen, update emails to the whole class should be sent fortnightly. This could include pictures or work sent by children, as long as permission has been given by parents. Emails to parents can also be used to pick up children who are failing to hand in work. Please do not phone parents from your home phone.

Emails from parents should be answered in a timely fashion, but should only be answered within working hours. Any complaints or concerns shared by parents and pupils should be referred to the headteacher as should any safeguarding concerns. If you believe a child is in immediate danger contact Somerset Direct on 0300 123 2224 before contacting the headteacher. All concerns should be logged on My Concern.

You should not check work emails outside of working hours for your own wellbeing.

- Attending virtual meetings with staff, parents and pupils:

When teaching virtually from home, teachers must ensure they are in a quiet, undisturbed part of the house. You should wear professional clothes (such as you would wear in school) and ensure your location is free from inapproriate pictures or items etc. This must not be a bedroom.

In the event of an extended lockdown, virtual parents meetings may be necessary. These should only take place within the working day and should follow the above guidance.

Virtual staff meetings will be held with teaching staff every week in the event of a total lockdown. This will be to keep in touch with any successes or areas for support and updates on guidance.

2.2 Teaching assistants and Nursery staff

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, they should report this using the normal absence procedure, by phoning the headteacher on the number provided in the staff handbook. This should be as soon as possible.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:

TA's will support children they work with on a 1:1 basis. This could be via virtual meeting daily (e.g. individual phonics input, listening to children read) or providing additional materials to support the child's learning if they do not have access to an online device.

Nursery staff should ensure parents and children are updated with ideas and activities on a weekly basis. See guidance for teachers on answering emails from parents.

- Attending virtual meetings with teachers, parents and pupils:
- When teaching virtually from home, TA's must ensure they are in a quiet, undisturbed part of the house. You should wear professional clothes (such as you would wear in school) and ensure your location is free from inapproriate pictures or items etc. This must not be a bedroom.

TA's should have a weekly update meeting with the teacher they work with and all staff will be invited to the weekly staff meeting as required.

2.3 Subject leads including SENCo

Alongside their teaching responsibilities, subject leads are responsible for:

Monitoring remote work being set by all teachers is appropriate and consistent. This will be done as part of a weekly planning meeting where work set will be discussed along with any issues arising. Problem solving, such as finding appropriate resources, can be worked on.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- The headteacher will co-ordinate the remote learning approach across the school and monitor the effectiveness of remote learning. This will be achieved through regular meetings with teachers, reviewing work set and obtaining feedback from pupils and parents.
- The headteacher and lead teacher will monitor the security of remote learning systems, including data protection and safeguarding considerations

Roles and Responsibilities

Scenario 2: Key Worker and Vulnerable Children in school with staff

Teachers

At Hemington School, with multi-year classes, all teachers will be responsible for teaching children at school every day. Therefore, work will be set online for more than one day at a time.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, they should report this using the normal absence procedure, by phoning the headteacher on the number provided in the staff handbook. This should be as soon as possible.

When providing remote learning, teachers are responsible for:

- Setting work:

For their own class twice a week and support the headteacher to set work for classes in the event of another teacher becoming unwell. Work should comprise of one English session, one Maths session and one Foundation subject per day as a minimum. Regular practice work e.g.: times tables, reading and spelling should also be set every week

Work will be uploaded onto Google Classroom and may redirect children to work set on Purple Mash or to nationally produced teaching vidoes e.g.: Read, Write Inc. daily phonics lessons.

Children with limited access to devices/internet connection should be provided with weekly packs of work emailed to parents. Packs of work may also be mailed or delivered to families.

- Providing feedback on work:

Children will be able to hand in work using Purple Mash and Google Classroom.

Teachers will share feedback with pupils using the blog and marking functions on Purple Mash and comments on Google Classroom.

- Keeping in touch with pupils who aren't in school and their parents:

Regular contact should be kept with pupils not at school and their parents via Purple Mash blog, email and phone calls made from school. Any complaints or concerns shared by parents and pupils should be referred to the headteacher (DSL) or Lead teacher (deputy DSL) as should any safeguarding concerns. All concerns should be logged on My Concern.

You should not check work emails outside of working hours for your own wellbeing.

- Attending virtual meetings with parents and pupils:

    Virtual meetings in this scenario should only be made from school. In the event of an extended lockdown, virtual parents meetings may be necessary. These should only take place within the working day from school.

    Socially distanced staff meetings will be held with teaching staff every week.

2.2 Teaching assistants and Nursery staff

Teaching assistants and Nursery staff must attend school for their normal working hours. They may be required to support in classes or to virtually support designated children at home.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent who is ill, they should report this using the normal absence procedure, by phoning the headteacher on the number provided in the staff handbook. This should be as soon as possible.

When assisting in school, teaching assistants are responsible for:

- Supporting individuals or groups of pupils with learning on-site

- Supporting individuals who aren't in school with learning remotely:-

  TA's will support children on a 1:1 basis. This could be via virtual meeting daily (e.g. individual phonics input, listening to children read) or providing additional materials to support the child's learning if they do not have access to an online device.

  Nursery staff may be asked to support with individuals or groups of pupils on site. This could be in main school if there are no nursery pupils on site.

  Nursery staff will also be given time to ensure parents and children are updated with ideas and activities on a weekly basis. See guidance for teachers on answering emails from parents.

- Attending virtual meetings with teachers, parents and pupils:

  When teaching virtually from school, TA's must ensure they are in a quiet, undisturbed part of the school. They should wear professional clothes and ensure the location is free from inappropriate pictures or items etc.

TA's should have a weekly update meeting with the teacher they work with and all staff will be invited to the weekly staff meeting as required.

2.3 Subject leads including SENCo

Alongside their teaching responsibilities, subject leads are responsible for:

Monitoring work being set by all teachers, both remote and on site, is appropriate and consistent. This will be done as part of a weekly planning meeting where work set will be discussed along with any issues arising. Problem solving, such as finding appropriate resources, can be worked on.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- The headteacher will co-ordinate the remote and on-site learning approach across the school and monitor the effectiveness of learning. This will be achieved through regular meetings with teachers, reviewing work set and obtaining feedback from pupils and parents.

- The headteacher and lead teacher will monitor the security of remote learning systems, including data protection and safeguarding considerations

Daily expectations for using Google classroom

we will:

- **Assign lesson activities to pupils to complete each day** (in the 'Classwork' section), for:
- **Phonics,** using links to video lessons with a daily expectation of reading and spelling practice in Yrs R-3. The lessons will follow the sequence and structure of our catch up plan for Read, Write Inc.
- **Reading,** with the expectation that pupils will read a text each day and answer comprehension questions. These questions will be fed back on and pupils need to action improvements . The expectations will be based on our long term progression plan for reading, focusing on the key skills pupils need to become effective readers, and involve a range of text types.
- **Spelling, punctuation and grammar, using Purple Mash**
- **Mathematics- using our revised learning sequence based on White Rose Hub materials.** New learning will be introduced with a video tutorial and work set will be reviewed by a teacher, with improvements to be actioned. Prior learning and understanding may be checked by setting quizzes using Google Classroom
- **A Daily Foundation subject.** We will use our revised long term plans and make sure that learning is sequenced and builds on what pupils already know. We will focus on critical " threshold" concepts which pupils return to again and again. Understanding will be checked with quizzes and new knowledge introduced usually by video links, such as to BBC Bitesize and Purple Mash**.** Pupils may be asked to show their understanding by producing a more detailed piece of work, such as a piece of writing
- **PE** links to online P.E. resources e.g. Go Noodle and The Kids Coach will be provided for daily activity input.

Expectations of pupils:

- **When we set pupils questions to answer** Pupils tick 'Hand in' or 'Done' when they have completed an activity, and the teacher gets a notification
- **Schedule work for pupils in advance**, to appear in the 'Classwork' section on a specific date, so pupils don't finish all their work too quickly. The schools expect pupils to log in daily, and complete their directed learning during the timetabled lesson time
- **Pupils will be expected to attend 1 live-streamed session for each year group. (This will only occur in the case of total lockdown –Scenario 1)**
- **We may also mentor pupils individually where necessary :** TA's hold 1-to-1 or group video calls during the afternoon to chat through children's learning and support them individually. The teacher may take over this role if the pupil is not engaging.

Guide for beginners

Step 1:

Login to Gmail (which can be found through the search engine Google). When you have logged in to your emails you may have an email about joining a 'Year 6 Cohort 19-20 Google Classroom'. Click that email open and click the 'join' tab.
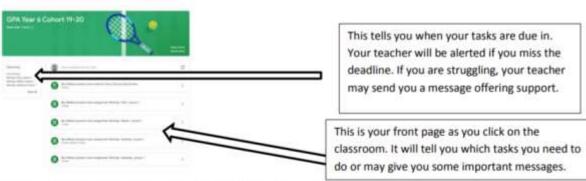
Click on the waffle (the nine dots) on the top, right hand side of the screen:

When you have done that, click the Google Classroom option:

Step 2:

This tells you when your tasks are due in. Your teacher will be alerted if you miss the deadline. If you are struggling, your teacher may send you a message offering support.

This is your front page as you click on the classroom. It will tell you which tasks you need to do or may give you some important messages.
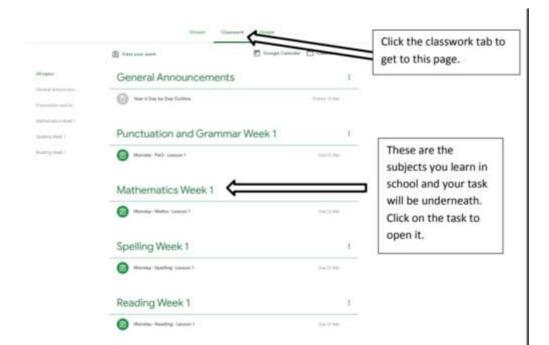
Your assignments will show on the overview page titled 'stream'.

On the left of the screen will be your outstanding tasks and the deadline in which they are due.

Step 3:

Click on 'classwork' and you'll see several folders appear based on the subjects you do in school. The task that needs to be done will appear in there.

Click the classwork tab to get to this page.

General Announcements

Punctuation and Grammar Week 1

These are the subjects you learn in school and your task will be underneath. Click on the task to open it.

Mathematics Week 1

Spelling Week 1

Reading Week 1

Step 4:

When you click on one of the tasks underneath the subject, it will take you to a page which tells you what you need to do.

Monday- Reading- Lesson 1

Your work

ue date for the work be done.

Comment from the teacher.

These are the resources and activities that you need to complete. Some will require typing onto a Google Doc and some will direct you to a website.

Click the 'hand in' button when work has been completed then your teacher will be alerted and will mark it.