



Highworth Combined School & Nursery

Remote Learning Policy

This policy was written/updated by: Clare Pankhania

This policy was reviewed by the **Curriculum Committee**

This policy was adopted/ratified on: February 2021

This policy is to be reviewed by: February 2024

Aims and Objectives

Highworth Combined School is committed to ensuring that all pupils are able to make progress with learning during periods of enforced school closure due to measures required to deal with the Coronavirus Pandemic. In addition, we will ensure that regular contact with pupils learning from home is provided to support parents in their responsibilities for the wellbeing of their children whilst unable to attend school.

Our Approach to Best Practice

Remote learning is new to us all and consequently little is known about what constitutes Best Practice. During the research phase of our work on developing this policy, we referred to Government guidance on expectations published in October 2020 and the following document from the Education Endowment Foundation:

https://educationendowmentfoundation.org.uk/public/files/Remote_Learning_Rapid_Evidence_Assessment.pdf

Rationale for our approach

During July and September, the senior leadership team of the school worked extensively on developing our Remote Learning offer. We joined the Government's EdTech Demonstrator support scheme, which led to work with Reach Academy. A survey of parents was completed to identify internet access and availability of devices, as we knew that lack of access to technology had been an issue for many families during the previous period of enforced absence. We also conducted research into different options for remote learning that we knew to be available.

Barriers to successful Remote Learning at Highworth:

- A significant proportion of families cannot provide one device for each school age child (20% of 59 responses in our survey)
- 95% of families who responded had one device that could be shared between 2 children
- 50% of our class teachers have primary aged children; when there is universal restricted attendance, teachers will be managing their own work load alongside care and home school for their own children
- As a primary school, the majority of our pupils will need considerable input from adults within the household
- The DFE provided 32 devices for distribution to families. We purchased a further 10 devices with PTA funds. This has enabled us to support families with no access to devices, but not those sharing 1 between 2
- For many adults supporting remote learning, English is not their first language

To overcome these barriers and provide the best possible offer for our community, our solution must take account of the following:

- Be aligned to the school curriculum
- Be inclusive of all: web based, with paper based options for those without access to a device
- Enable children to take turns with shared devices, whilst ensuring that all learning set for children in the household can be completed within the 6 hours of the school day
- Recorded video teaching content, not live, to allow sharing of devices
- Enable families to access remote learning at times that can fit around their other commitments
- Be simple and easy to access for families where the adult supporting remote learning has limited knowledge of English
- Manageable workload for teachers with flexibility in when during the day hours are worked
- Manageable workload for parents to take account of capacity when juggling many different commitments
- Daily opportunity for feedback from teachers
- Regular contact with school staff
- Support for problem solving by phone and email
- Translation support for families where needed
- Additional pastoral support by phone for children known to, or referred to, the inclusion team
- Wherever possible be consistent for 'bubble closure' and wider school closures
- 'Check in' video conferencing contact for children with their teachers
- Create data base of families without access to a device to whom we will supply paper based learning

Remote Learning offer:

See protocols and letters produced to specify for staff and teachers the process at Highworth:

1. Protocol for Year group closure or wider school restricted attendance:

Highworth Combined School and Nursery

Remote Learning protocol for pupils self-isolating due to closure of a 'bubble'

At each point, Remote Learning Log to be completed

All resources in REMOTE LEARNING folder

| Action | Time Scale | Responsibility |
|--|-----------------------------------|---|
| School notified that 'bubble' needs to close and staff and pupils are sent home | Day 1 | Clare P (Clare D/ Caroline in absence) |
| Class teachers leave with laptop and info on how to work remotely | Day 1 | Class teachers |
| KS2 Pupils leave school with all relevant Reach Out booklets, all others with exercise books and additional paper based tasks | Day 1 | Class teachers |
| For Yr R to Yr 6: Appropriate lessons for next day are identified from Oak National Academy and recorded on log: 3 lessons a day: English, Maths and one other rotating between: Science, RE, History or Geography, PSHCE and Music Reach Out booklet lessons can be set instead of Oak National lessons where relevant and appropriate | Day 2 | Class teachers |
| To set and send web based learning complete: <u>Template for Eschools Message to set web based Remote Learning</u> Email this document as per instructions for sending to parents via Eschools | Day 2 | Class teachers |
| Document sent via Eschools and posted on website | Day 2 | Karen B/DHT/HT |
| If paper based alternative required, identify work to be sent and complete document: <u>Request for Paper Based Learning</u> Email this document to Maria: office@highworthcombined.co.uk for printing and posting | Identified Day 2 and posted day 3 | Class teachers/Maria |
| Where necessary, differentiation achieved by selecting work from a previous year group for a very small number of children, probably those with EHCP. Refer to EHCP Remote Learning document | Day 2 | Class teachers |
| Work completed by families and emailed to Year group email address. All work logged | Day 3 | Children and families |
| Feedback given and logged. This must be brief and in the format of '2 stars and wish' | Day 3 | Class teachers |
| Process continued each day | On-going for duration of closure | Class teachers/HT/DHT |
| Submission of work monitored for 2 days, and followed up with a 'problem solving' telephone | Day 5 | Class Teachers/support staff |

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| call to home if expectations not met. TO be completed by designated member of support team. See document: <u>Support team allocations</u> | | |
| Advise HT/DHT if any difficulties identified so that support calls can be escalated | Day 3 and ongoing | Class teachers |
| For Nursery: 2 'home learning' activities to be identified and shared with families via Eschools. Option to email for feedback, but no requirement to follow up where nothing submitted | Day 2 and on-going | Class teachers |

2. Protocol for individual absence due to self-isolation:

Highworth Combined School and Nursery

Remote Learning protocol for individual pupils who are unable to attend school

At each point, Remote Learning Log to be completed

| Action | Time Scale | Responsibility |
|---|------------|------------------------------|
| School notified that a child is unable to come to school because they need to self-isolate or because they are shielding. Clare P or Clare D advised by email with explanation and likely length of absence | Day 1 | Karen B |
| Child's name, reason for absence | Day 1 | Karen B |
| Likely period of absence entered onto Remote Learning Log, appropriate year group work identified for child, taking account of the needs of ARP and EHCP children, and recorded on log | Day 1 | Karen B |
| Access phone numbers through SIMs Access Remote Learning Log in 'cloud' Any additional information received from parents | Day 1 | Remote Learning Practitioner |
| Appropriate Oak National lessons identified and logged for the child Each day: English, Maths and one of: Science; Geography; History; RE; RHE (PSHE) | Day 1 | Remote Learning practitioner |
| Phone call made to parent to discuss (with outcome recorded on log): 1. Remote Learning options: <ul style="list-style-type: none"> Paper based resources for 5 days at a time On line access Use register to identify what method of Remote Learning needed 2. Expectations: <ol style="list-style-type: none"> 3 lessons a day Submission of work Feedback on work Follow up in event of no work Problem solving | Day 2 | Remote Learning practitioner |
| Appropriate information/resources sent to parent | Day 2 | Remote Learning practitioner |

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|--|---|------------------------------|
| Feedback provided for work submitted | Day 3 and ongoing for period of absence | Remote Learning practitioner |
| Submission of work monitored for 2 days, and followed up with a 'problem solving' telephone call to home if expectations not met | Day 4 and ongoing | Remote Learning practitioner |
| Advise Clare P or Clare D if any difficulties identified | Day 3 and ongoing | Remote Learning practitioner |

3. Information to parents Year R to Year 6:

BUCKINGHAMSHIRE COUNCIL
Education Department

Highworth Combined School & Nursery

HIGHWORTH CLOSE HIGH WYCOMBE BUCKS. HP13 7PH

Tel. (01494) 525534

Email office@highworthcombined.co.uk



Headteacher: Mrs. C. Pankhania

28th September

Dear all

As promised, this letter gives further information about the Remote Learning to be provided by Highworth Combined School in the event of any partial or full closure. It will be sent again to parents in relevant year groups whenever a closure is announced. It is also available on the School Website

You will know that closure of schools to most from March to July had a worrying impact upon many children across the country. As a result, the Government have made it very clear that schools must provide, and follow up on, rigorous remote learning. Therefore, we will now expect every child to complete some remote learning every day.

Instructions for using Highworth Remote Learning:

- Day 1: School notifies relevant parents and staff of closure and, if necessary, children are sent home with relevant materials for Remote Learning:
 - An exercise book for recording
 - Some paper based tasks relevant to children in a year group
 - For Years 3-6 Reach Out booklets for some lessons
- Day 2: No remote learning available as teachers will be preparing for following days
- Day 3:
 - Paper based learning posted to relevant families OR;
 - Parents sent an Eschools message with links to 3 video lessons on the website for Oak National Academy. Please do the following:
 - Click the link to access the lessons, helping your child to follow the instructions on the screen and in the video
 - For paper based (from Day 4/5) or web based learning, record work in the exercise book sent home on day 1
 - Photograph and then email completed work to relevant year group addresses as follows:
yearr@highworthcombined.co.uk (Reception); year1@highworthcombined.co.uk;
year2@highworthcombined.co.uk; year3@highworthcombined.co.uk;
year4@highworthcombined.co.uk; year5@highworthcombined.co.uk;
year6@highworthcombined.co.uk
- Day 4 onwards:
 - Email sent by teachers to families with brief feedback on each piece of work submitted. Feedback will be: 2 things that have been done well and one thing that could be improved for next time
 - A further Eschools message will be sent with links to the 3 lessons for the current day and the process for Day 3 repeats
 - Log of work received kept by teachers, with calls made to families where no work has been submitted
 - Telephone calls made by school staff to help to solve problems

4. Information to parents in Nursery:

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You will know that closure of schools to most from March to July had a worrying impact upon many children across the country. As a result, the Government have made it very clear that schools must provide, and follow up on, rigorous remote learning. Therefore, we will now expect every child to complete some remote learning every day.

Instructions for using Highworth Remote Learning:

- Day 1: School notifies relevant parents and staff of closure
- Day 2: No remote learning available as teachers will be preparing for following days
- Day 3:
 - Parents sent an Eschools message with links to the school website
 - Click the link to access 2 suggestions for fun activities for your child
 - If you wish to, you may send a relevant photograph to: yearn@highworthcombined.co.uk
- Day 4 onwards:
 - Email sent by teachers to families with feedback on photographs emailed to us
 - Process continues with 2 new activities sent each day

As ever, if you have any questions, please do not hesitate to contact me.

Clare Pankhania

Equal Opportunities

This policy has been written in accordance with and meets the requirements of the Equality Act 2010.

