



Remote Education Policy

Berkeley Primary School

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Aims

This policy will tell you about what you can expect from us should your child/family be isolating or in the event of a school closure.

The main aims of remote learning at Berkeley Primary are to:

- keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes
- maintain a regular and familiar routine and structure
- ensure regular contact with all children and families.
- ensure consistency in the approach to remote learning for pupils who aren't in school
- set out expectations for all members of the school community with regards to remote learning
- provide appropriate guidelines for data protection.

Who is the policy applicable to?

This policy is for any child who is self-isolating because of an illness (like Covid) or if there is a school closure.

Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines

Berkeley Primary School will provide remote learning (online) for pupils who are not able to attend school so that no-one falls too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. Berkeley Primary School are fully aware that these are exceptional times and would like to make it clear that the completion of work is only recommended and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs. We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects.

Our offer

Child or a family member has Covid-19 symptoms and are awaiting test results or a family member has a positive test and child is self-isolating (Reception to Year 6).	- If the child is poorly or family members are we recognise this may mean home learning will be the last thing on minds. Health should always be put first. Some pupils may be only off for 1-3 days awaiting results. - We will post a pack of learning activities that are relevant to the child, enough for 10 school days of learning. - If the child/family are well enough for home learning we ask they try to do these. Where possible we will try to match what is happening in the classroom. - The school website 'Home Learning' page (in Children section) also has links to online learning opportunities, including the Oak National Academy and BBC Bitesize. - Teachers will keep in touch by phone once a week.
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Berkeley Primary School Remote Education Policy



Nursery or reception child's bubble at school are isolating for 14 days or school is locked down. <i>Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</i>	- Comprehensive home learning will be available for children on Tapestry for the period they are isolating. - This will be provided for every school day and will include 3 lessons set a day balancing the Early Years curriculum across the week. - The school website 'Home Learning' page (in Children section) also has links to online learning opportunities, including the Oak National Academy and BBC Bitesize. - Teachers will keep in touch by phone once a week.
Year 1 to 6 child's bubble at school are isolating for 14 days or school is locked down. <i>Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority or lockdown following Government instruction.</i>	- Comprehensive home learning will be available for children on Google classroom for the period they are isolating. - This will be provided for every school day and tasks set each day will include: - an English lesson every school day - a Maths lesson every school day - 5 theme lessons a week (including science) a week - We will provide at least 3 hours learning for KS1 and 4 hours learning for KS2. - The school website 'Home Learning' page (in Children section) also has links to online learning opportunities, including the Oak National Academy and BBC Bitesize. - Teachers will keep in touch by phone once a week.

We have made our home learning technology based, following good practice guides from the Department for Education. This avoids the physical need for contact with school and to avoid printing lots of sheets.

For those pupils and families that do not have internet access, school must be informed so the class teacher can support the pupil. Where at all possible, within our resources, we will allocate school devices to home for those that have no device.

We will try and accommodate all students, including children with SEN or those who are more vulnerable, and take into account different levels of learning. Teachers are not expected to provide bespoke individual lessons for pupils.

For those families at home and completing learning who may need support, the Google classroom allows feedback and there is a help form on the school website. Teachers will give children feedback for work they have completed, at a time that is convenient and manageable. Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via Google classroom are also valid and effective methods, amongst many others.

Reading

We ask that whilst the children are not at school that an adult reads with their child every day. Children are allocated books on 'Bug Club', our online reading tool.



Flexibility of learning

Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation
- teachers may be trying to manage their home situation and the learning of their own children
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work and encouraging good levels of concentration. Bearing in mind the need for flexibility, no deadlines will be set. Children and parents should consider the arrangements as set out in this policy as highly recommended.

Taking care of our own physical and mental health as teachers is absolutely as crucial at this time as it is for our children and their carers. Teachers may be teaching in the class and planning for home learning for children who may not be in school. This plan supports the workload of our teaching staff so it is manageable for all parties.

When a teacher is off poorly the parallel class teacher or member of the leadership team will keep in touch and upload home learning to Google classroom. Teaching Assistants may also support with this.

Where can home learning be found?

All home learning is available on the school website: www.berkeleyprimary.co.uk in the Children's page, under Home Learning. The link to Google classroom is on here and the link to Tapestry.

Children and online safety

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding & Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school's code of conduct. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home. Because you will be using your home network for accessing the internet, it is carers' responsibility to ensure parental settings are enabled to prevent children accessing inappropriate websites or content.



Berkeley Primary School Remote Education Policy



When delivering virtual lessons, especially where webcams are involved, the following protocols must be adhered to by staff, children and parents:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers that staff use should be in appropriate areas, for example, not in bedrooms and have a plain background with no personal items in view.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- The staff member must be the first person to the lesson, admitting children and the last to leave, ensuring all children have left before them.
- Language must be professional and appropriate, including any family members in the background.
- If more than one child at home has a class at the same time and you have enough devices for this to happen, if possible please locate your children in different rooms.
- Staff must only use platforms provided by school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Parents should not speak during the lesson; the lesson is for children. Parents may sit with their child and support them during the lesson. This is not a forum for parents to discuss individual issues and this should be done at a different time.
- Parents and children must not screenshot or copy any information or messages to share on social media or any other platform. If parents have an issue they must contact the teacher or Headteacher.
- If a teacher feels a child or parent is behaving inappropriately or not following this policy, they will remove them from the lesson and follow this up with the Headteacher and parent.

Reporting concerns

Parents and carers can raise any safeguarding concerns in relation to remote online education to either the class teacher or Anna Cvijetic using the school telephone number or by emailing head.berkeleyprimary@northlincs.gov.uk.

If staff have concerns they should report it using the usual method to the Designated Safeguarding Lead, Anna Cvijetic, using CPOMs to record the concern.