Home Learning Guidance

At St John's CE Primary School we understand the need to continually deliver high quality education for all children including during times when remote learning is necessary. We are committed to ensuring that there is consistency in our approach to home learning and that all pupils have access to the resources and learning opportunities they require.

1. **Aims of this document**
    - Minimise disruption to pupils' education
    - Deliver high quality learning opportunities for all children
    - Ensure consistency in the school's approach to remote learning, setting out expectations for all members of the school community
    - Protect pupils from risks associated with using devices connected to the internet
    - Ensure robust safeguarding measures continue to be in effect during any period of home learning
    - Provide appropriate guidelines for data protection

2. **Roles and responsibilities**

    Governors are responsible for:
    - Ensuring the school has robust risk management procedures in place including secure systems for data protection and safeguarding
    - Monitoring the school's approach to remote learning and evaluating the effectiveness of the arrangements

    The headteacher and SLT are responsible for:
    - Communicating with parents and staff about remote learning arrangements as soon as possible
    - Reviewing the effectiveness of communication at least on a weekly basis and ensuring measures are in place to address gaps or weaknesses in communication
    - Ensuring that staff, parents and pupils adhere to relevant policies
    - Ensuring that there are arrangements in place for monitoring incidents associated with home learning
    - Overseeing that the school has the resources necessary to action the procedures in this policy
    - Communicating any changes to this policy to staff, parents and pupils
    - Arranging any additional training staff may require to support pupils during remote learning

- Conducting reviews of remote learning arrangements on a weekly basis to ensure pupils' education does not suffer
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection
- Ensuring all staff, parents and pupils are aware of data protection requirements

DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with ICT technicians to ensure that all technology used for remote learning is suitable for purpose and will protect pupils online
- Identifying vulnerable pupils who may be at risk if they are learning remotely
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the headteacher and other organisations to make alternative arrangements for pupils who are at high risk, where required
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place
- Liaising with relevant individuals to ensure that vulnerable pupils receive the support required during the period of remote learning, ensuring that all safeguarding incidents are adequately recorded and reported

School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home
- Ensuring value for money when arranging the procurement of equipment or technology
- Ensuring that the school has adequate insurance to cover all remote working arrangements

SENCO is responsible for:

- Liaising with ICT technician if necessary to ensure that technology used for remote learning is accessible for all pupils and reasonable adjustments made if required
- Ensuring that pupils with EHC plans continue to have their needs met while working remotely, and liaising with the headteacher and other organisations to make alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely

- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period

Teachers are responsible for:
Setting work:

- Ensuring that new children in their class receive a home learning pack when they start at St John's, informing the office immediately of any lack of resources
- Creating a weekly timetable of work for their year group to include subjects from across the curriculum
- Ensure that work set includes high quality modelling of teaching, demonstrating required strategies to support parents and pupils understanding
- Review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources
- Ensure that work is accessible and does not rely upon pupils having access to additional resources or printer
- Ensure that planning documents can be understood by parents
- Ensure that required permissions such as for copyright materials is obtained before any work relating to these materials is uploaded to the website
- Ensure that work is planned and uploaded to Google Classroom before 8am on the morning of teaching. Other work is to be scheduled and assigned to individuals or groups of children for access throughout the week.

Providing feedback on work:

- Teachers to provide feedback through Google Classroom and award badges through MME.
- Award badges for work received from those children receiving paper packs of work.
- Discussions with parents regarding an individual child's work may take place via the year group email if appropriate.

Keeping in touch with pupils and parents:

- Conduct a daily live registration on Google Classroom
- Emails in the year group email from parents and pupils are to be checked between 8.30am and 3pm, Monday to Friday. Emails should be replied to within 24 hours, during these times

- Any issues that arise through the class emails should be reported to a member of the leadership team
- SLT will keep in touch with families who are shielding via well-being calls
- Contact between staff and parents should remain professional and encouraging. Concerns should be reported to SLT who may choose to contact the parents directly
- No virtual meetings with parents should take place unless authorised by SLT

Teaching Assistants are responsible for:

- TAs must be available between 8.15am and 3pm, Monday to Friday. During this time they are expected to check work emails and respond to any requests to complete work to support teachers in their delivery of remote provision for pupils
- Attending virtual staff meetings as required

Subject Leaders when working remotely, in addition to their teacher roles

are responsible for:

- Supporting staff in the planning and delivery of their subject if required and monitoring work set by teachers in their subject
- Review own subject provision as a result of any periods of remote learning and address any issues or gaps in learning through subject action plans

All staff are responsible for:

- Following this and other staff policies
- Adhering to the Staff Code of Conduct at all times
- Following normal school guidelines on reporting sickness or any reason for being unable to carry out their duties during remote working

Pupils and parents:

Staff can expect pupils to:

- Be contactable during the hours of the school day, 8.30am to 3pm

- Seek help if they need it from teachers or teaching assistants
- Inform teachers if they are unable to complete their work
- Submit their work on line by the deadline given

Staff can expect parents to:

- Ensure their child is available to learn remotely for three to four hours per day
- Support their child in their home learning and to inform the school if any additional support is required
- Report any technical issues affecting learning to the school as soon as possible
- Report any sickness or reason why home learning cannot take place to the school
- Ensuring their child uses equipment and technology used for remote learning as intended, following the St John's device loan agreement if relevant to them
- Return completed paper work packs each week as a result of not having access to technology at home

Self-isolating:

If an individual pupil is required to self- isolate the expectation is that they will follow the time-table for their class and complete the work provided for remote learning. The class teacher should call the family of an isolating pupil at least once during the school week to discuss and support learning. Feedback may also be given during this conversation.

3. Who to contact during remote working:

- Issues with setting work should be directed to the subject leader, key stage AHT, SENCO or SAHT
- Issues with behaviour should be directed to key stage AHT or Head of Inclusion and Welfare
- Issues with IT should be directed initially to tech@stjohns-canterbury.kent.sch.uk and if necessary to the key stage AHT or SLT who can contact IT support if necessary
- Issues with own workload or wellbeing should be raised with SLT
- Concerns with data protection should be addressed to the headteacher or Business Manager
- Concerns about safeguarding should be directed to the DSLs (Head of Inclusion and Welfare or headteacher)

4. Resources

Learning Materials:

- Each child in Years R and above is provided with a resource pack containing suitable writing materials and a workbook which can be used to record their work. Additional support materials for year groups are provided within packs and additional workbooks can be collected from school if required.
- Educational websites and pre-recorded videos or audio lessons will be used to enhance learning and provide models of teaching skills and concepts. Teachers will also record videos for English, mathematics and other curriculum subjects.
- The school will keep up to date with the DfE's guidance on where educational resources to assist with the delivery of remote education can be sourced
- Where possible, additional in-person interactivity e.g. TTRS challenges with teachers or question/ answer sessions will be planned to aid motivation and academic progress
- Paper work packs will be available for those who do not have access to technology
- The arrangements for any 'live' classes or interactive sessions will be communicated no later than one day before they take place and be no longer than 30 minutes per session

5. Food provision

- School will signpost parents via email towards any additional support for ensuring their child continues to receive the food they need, e.g. food banks
- School will provide vouchers for pupils entitled to FSM

6. Costs and expenses

- St John's CE Primary will not contribute to any household expenses incurred while pupils learn remotely
- Any travelling costs between school and home will not be reimbursed
- No childcare costs will be reimbursed by the school
- If a pupil is provided with a school owned electronic device, the parent must agree to and sign the Remote Education IPAD/Laptop Acceptable Use Agreement for Carer/Parent prior to home learning commencing

7. Online Safety

This section of the policy will be enacted in conjunction with St John's Online Safety Policy, Acceptable Use Policies and Safeguarding Policy

All staff and pupils using any form of video or audio communication must:

- If video communication to pupils is required this must be in groups, no one-to-one sessions are permitted unless specifically authorised by SLT. Additionally, some audio one-to-one sessions may be required to support pupils with SEND and these will be authorised by SLT in collaboration with SENCO
- Wear suitable clothing- this extends to other people within a household
- Be situated in a 'public' living area within the home with an appropriate background. 'Private' areas such as bedrooms are not permitted during video communication
- Appropriate language must be used by all involved including others within the household
- Standards of behaviour expected in school must be adhered to
- Necessary equipment and computer programs will be used appropriately
- Not record, store or distribute video material without permission
- Ensure there is a stable connection to avoid disruption to lessons and that there is not background noise or any disturbance to learning
- Maintain the highest standards of professionalism remaining aware they can be seen and/ or heard

8. Safeguarding

This section of the policy to be enacted in conjunction with St John's Safeguarding Policy

- DSL and headteacher will identify 'vulnerable' pupils via risk assessment prior to period of remote learning
- DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning
- Where possible, phone calls made to vulnerable pupils will be made on school phones
- DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits arranged as required
- All contact with vulnerable pupils will be recorded on paper and stored appropriately
- DSL will keep in touch with vulnerable pupils' social workers or other care professionals during the period of remote working, as required
- All home visits will:
    - Have at least one suitably trained person present

  - Be undertaken by no fewer than two members of staff
  - Be suitably recorded on paper
  - Actively involve the pupil

- DSL will update relevant members of staff about safeguarding issues once per week
- All members of staff will report any safeguarding concerns to DSL immediately
- Pupils and parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. online incidents or bullying. School will signpost parents to the practical support available for reporting these concerns

9. Data Protection

To be read in conjunction with the Data Protection Policy

- All staff are responsible for adhering to GDPR requirements and will ensure the confidentiality and integrity of their devices at all times
- Staff are to ensure that confidential meetings take place in a location where the content cannot be overheard by anyone else
- Sensitive data will only be transferred between devices if it is necessary to do so for the purposes of remote teaching and learning
- Paper copies of contact details or confidential information should not be taken off the school premises
- Parent details are to be accessed via SIMS
- Staff will take appropriate steps to keep their devices secure, including keeping passwords protected and not sharing a school device with non-staff members

10. Health and Safety

To be read in conjunction with school Health and Safety Policy

- If possible, staff should show pupils how to correctly use devices and access learning prior to the period of remote learning
- Staff and pupils should take a 10 minute screen break every hour
- Staff and pupils should report any health and safety issues regarding remote learning to the school immediately

Monitoring Arrangements

This policy will be reviewed in accordance with government updates and current school procedures. Any changes to the policy will be communicated to all members of staff and the amended policy will be available to stakeholders.

Gather, Grow, Go - The Parable of the Mustard Seed (Matthew 13: 31-32)