This policy outlines how the school will return to home learning if another lockdown occurs and the expectations of whole class isolations and individual pupil isolations. The school is aiming to follow Governmental and union guidance and update this policy when necessary.

This policy will ensure a shared understanding and agreement of what Distance Learning will look like for children at St Helen’s Primary School

These are unprecedented times. Taking care of everyone’s physical and mental health is absolutely crucial at this time and our main priority.

1. **Aims of Policy**

* To ensure that the school communicates the expectations in relation to Distance Learning
* To provide balanced, supportive and achievable Distance Learning.
* Ensure consistency in the school’s approach to Distance Learning
* To ensure home learning activities are stimulating and challenging for pupil
* To ensure that all members of the school including staff, governors, parents, volunteers adhere to the principles of this policy in the best interests of the children
* Enable pupils to understand that independent learning is vital and is now part of a new way of life

1. **Roles and Responsibilities**

**2.1: Teachers during a whole school or whole class lockdown**

Teachers will be available between 8.30am and 3.30pm Monday to Friday. During this time they are expected to check work emails and seesaw. The normal curriculum and normal teaching activities have been suspended, although teachers will be supporting parents with Distance Learning.

**Teachers are responsible for:**

* Ensuring the work is planned and read
* Sending a daily message to the class on schoop
* Communicating tasks and deadlines clearly to pupils
* Providing feedback on work within 24 hours of the work being completed (during the working week)
* Responding to any emails from parents/pupils within 48 hours.
* Phoning pupils for a wellbeing call after every 2 week period
* Providing their class with login and passwords for the different accounts.
* Providing the DLL with the names of those who have not accessed home learning on a weekly basis

**Keeping in touch with pupils and parents:**

* Contacting parents/child as a catch up every 2 weeks, after the initial 2 week from a withheld number.
* Recording your contacts with parents. Contact should be polite and encouraging. Any concerns should be reported to SLT.
* Messages on Seesaw or emails should be replied to within 24 hours. (during the working week)

**2.2: Teachers when a child is self-isolating but the class are still in school**

**Teachers are responsible for:**

* Ensuring that the termly news is up to date and accessible on the school website
* Half termly homework is up to date an available on J2E
* Contacting parents/child as a catch up once within a 2 week period
* Recording your contacts with parents. Contact should be polite and encouraging. Any concerns should be reported to SLT.

**2.3: Teaching Assistants during a whole school or whole class lockdown**

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school.

**Teaching assistants are responsible for:**

* Attending virtual meeting with teachers
* Assist the teacher with Bug Club, or another medium that the teacher chooses
* Complete online courses if asked to
* Help with equipment collections and drop off facilities

**2.4 Safeguarding during a whole school or whole class lockdown**

* Safeguarding procedures remain in place.
* Please ensure that all concerns are logged in a timely fashion on ‘My Concern’.
* The Safeguarding Lead (Head teacher) will contact you directly, if needed.
* In the event of the HT not being available, the same procedure applies and a member of the Senior Leadership Team (SLT) will address the concern raised.

**2.5: Headteacher during a whole school or whole class lockdown**

**The Headteacher is responsible for:**

* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* Regular communication with parents via schoop
* Regular communication with staff
* Ensuring that all children who have not accessed online learning are contacted on a weekly basis

**2.6: Distance Learning Lead during a whole school or whole class lockdown**

**Alongside any teaching responsibilities, they are responsible for:**

* Co-ordinating the distance learning approach across the school
* Monitoring the effectiveness of distance learning – reviewing work set by teachers weekly, monitoring
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

**2.7: DCF Lead during a whole school or whole class lockdown**

**DCF Lead is responsible for:**

* Creating emails
* Advising staff and parents with issues in systems used to set and collect work

**2.8: Parents / Carers during a whole school or whole class lockdown**

**Parents / Carers are responsible for:**

* Creating an environment which supports time management, a quiet space and provides appropriate resources.
* Regularly review their child’s progress, reminding and prompting when appropriate.
* Engaging with the school website which includes latest news, resources and documents
* Contacting the school to seek further support or advice if needed.
* Alerting the class teacher about any problems with home learning
* Being respectful when making any complaints or concerns to staff.

We fully understand that not all of our pupils will be able to access all the learning due to technical difficulties or incompatible devices, other children in the household, illness, family and work commitments. Parents can only do as much as they can, given their own situation and the well-being of the family. The school appreciates that children will not work for their parents in the same way as they work in school. We do not expect parents to be teachers.

**2.9: Pupils**

**Staff can expect pupils to:**

* Be contactable during the hours of the school day 8.30am – 3.10pm – although they may not always be in front of a device the entire time.
* Complete the tasks set by the class teacher in their own time
* Practise and build on what they have learned in school
* Seek help if they need it, from teachers or teaching assistants
* Alert them if they’re not able to complete work
* Recognise the value of home learning in supporting their classroom learning and progression, making time to complete work to the highest standard possible.

1. **Applications**

**3.1 Hwb (Just2easy)**

Teachers will share teaching resources and PowerPoints with video/sound input into their classes’ shared files. Teachers are able to post feedback via J2e or ask for work to be submitted using Seesaw. Each child has an individual username and password for this website. J2e allows the children to collaborate as a class and share learning with their peers, as well as the class teacher.

**3.2 Seesaw**

Teachers will post resources, worksheets and PowerPoints to support learning. Teachers are able to post feedback relating to tasks to help motivate the children with their home-schooling tasks. Pupils are able to use their home learning codes to submit work back to their class teacher.

**3.3 Bug Club and Active Learn**

Teachers and teaching assistants will post Maths games, reading books and materials to be shared with the children. Reading books vary to suit the reading level of the individual child. Comprehension style questions and activities are also linked with each book. Maths games are interactive and upon completion children gain ‘coin rewards’ which can be used within their profile. Each child has an individual username and password for this website.

**3.4 Purple Mash**

Teachers will assign tasks for the children to complete. Early Years children will be signposted to the ‘’Mini Mash’ area for age appropriate tasks. Serial Mash can also be used to help children with online reading and comprehension activities. Children are sent tasks via the ‘2Dos’ section of the website. Each child has an individual username and password for this website.

**3.4 School Website**

This will keep you up to date with the latest news about the school. There is a Distance Learning tab which has access to a drop box where termly news is provided. There are a number of useful links that are available to extend the learning of every child.

This is a working document and as such, could be subject to change. It is dependent on advice and information received from WG, LA, teaching staff, parents and pupils. Please contact any member of the SLT if you have a query about anything written, or omitted, from this policy.