

# Walton Priory Middle School

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Middle School



## Teaching & Learning and Remote Education Policy Covid19

<b>Reviewed</b>	January 2021	<b>Next Review</b>	
<b>Approved by</b>	Governors	<b>Signed</b>	

## **Walton Priory Middle School**

### **Teaching and Learning and Remote Education Policy Covid-19**

#### **Aims:**

- To ensure consistency in the school's approach to remote education
- To establish expectations for all those in school regarding remote education
- To ensure effective safeguarding and data protection measures are in place

#### **Roles and responsibilities:**

The headteacher and deputy headteacher are responsible for this policy. The Microsoft Teams Champions are James Cayzer and Rhian McClarence.

#### **Context:**

On 1<sup>st</sup> September 2020, the school reopened in full compliance with the guidance published by the Department for Education. Contingency plans are in place to ensure that in the eventuality of another national or local lockdown, closure of classes or year group 'bubbles' (as directed by Public Health England), or extended periods of Covid-19 related self-isolation, pupils at Walton Priory do not miss out on their valuable education.

From 22<sup>nd</sup> October 2020, schools are required to provide remote education (in the circumstances outlined above) under the Coronavirus Act 2020.

#### **Continuity of education (home learning):**

Learning from home is very different from learning in school. Depending on the circumstances and length of time that learning from home may be necessary, the school will provide, and recommends the following support during these situations:

#### **Individual Periods of Covid-19 related self-isolation (for more than 2 days)**

Pupils will be sent home topic related work to complete for English, maths, science, history, geography and French which will last for the duration of the isolation period. The work set will be equivalent to at least four hours of learning per day for pupils in KS2 and five hours per day for pupils in KS3 to complete. Work set may either be paper based or through links to The Oak Academy which have been closely matched to our own schemes of work. If the work is paper based, as per parental request, it is either posted or delivered to their home.

In order to monitor and support pupils with their home learning, a member of staff will meet with pupils via Teams at least twice a week. This member of staff will be able to collate any subject specific questions that a pupil may have and feedback any comments from subject teachers. Toby Kemp is responsible for the setting and management of work for pupils who are self-isolating.

#### **Well-being**

Parents of pupils who are self-isolating for a week or more will receive a well-being/keeping in touch phone call once a week. A note of the time and date of the call will be recorded on MyConcern. Where no response is received by the school we may alert our Educational Welfare Officer to make a home visit under social distancing guidance.

#### **Lockdown (local or national) or Closure of Classes/Year Groups**

The school has chosen to deliver 'live' lessons via Microsoft Teams in order to provide continuity of our curriculum during extended periods of closure, or when classes or year group 'bubbles' have to learn from home for a period of 14 days.

Lessons in English, maths, science, history, geography and French will be delivered remotely in line with the pupils' existing timetables and will be taught by their subject teachers. In these subjects, we teach the same curriculum as we do in school. This approach will allow our high standards of teaching and learning to continue and will ensure that pupils receive regular feedback on the work they are producing, just as they would in the classroom.

In addition to this, pupils should complete project based work which is set on Teams for practical subjects such as art, STEM, music and PE. Where further additional work is required, pupils should follow The Oak Academy daily schedule for other foundation subjects. Deadlines are set and we expect these to be respected and the work completed.

We expect that remote education (including remote teaching and independent work) will take pupils broadly four hours per day in KS2 and five hours per day in KS3 as outlined by the Department for Education.

Supplementary material will be provided for those children who are eligible for the Pupil Premium, pupils with SEND or to children who require a different way of working. Any requests for support with online learning should be made through: [lah@waltonpriory.staffs.sch.uk](mailto:lah@waltonpriory.staffs.sch.uk)

Parents may request additional support from school if they have limited or no access to devices or to the internet. Requests will be prioritised in line with the guidance provided by the Department for Education. Any requests for support with digital or online access should be made through: [office@waltonpriory.staffs.sch.uk](mailto:office@waltonpriory.staffs.sch.uk)

At times, teachers may be required to attend meetings or training sessions which prevent them from delivering 'live' online lessons. Where absences are known in advance, teachers will notify pupils and set appropriate work to be completed in the 'Assignments' area of Microsoft Teams which pupils must submit for marking and feedback. If teachers delivering remote learning are absent from school due to ill-health, pupils will be set work on 'Assignments' which they should complete during the relevant subject's timetabled slot. We will endeavour to allocate another teacher to the class for their subject lessons and tutor 'check-ins,' where relevant.

#### **The use of Microsoft Teams:**

Microsoft Teams is one of two platforms approved by the DfE for distance learning during Covid-19. The school has carried out extensive technical and operational trialling of the platform for our school context in order to ensure safeguarding and GDPR compliance.

In both Key Stages, Microsoft Teams will be used to provide:

- Online 'live' lessons and tutor/class teacher 'check-ins'
- Submission of work by pupils for teacher feedback
- An opportunity for children to ask important questions if they are stuck and the matter cannot be resolved quickly

Online 'live' lessons will be held by a subject teacher for English, maths, science, history, geography and French. These will be held as a whole class. There will also be a weekly class check-in hosted by the form tutor or class teacher for wellbeing purposes. If the tutor normally teaches the class for one of the subjects mentioned above, the session may be combined with the subject lesson.

The purpose of online 'live' lessons is to teach, consolidate and embed learning and provide some feedback on learning activities.

**Engagement and feedback:**

At Walton Priory, we are committed to ensuring that pupils make the best progress they can during periods of remote education. As directed by the Department for Education, we will monitor engagement with remote education daily through the completion of registers of attendance to 'live' lessons and the submission of work.

We consider 'good' engagement to be a combination of:

- attendance and participation in online 'live' lessons
- completion and submission of work to Microsoft Teams which reflects an understanding of the content taught

Class teachers and form tutors will call home if they become concerned that a child is not engaging with their remote education. This will help us to understand any difficulties families may have in supporting the home learning of their children and provide us with an opportunity to offer any appropriate support.

Feedback on work submitted can take many forms and may not always mean extensive written comments are given for individual children. In line with our school policy, feedback remains a priority and may take the form of verbal or whole class feedback; quizzes, or work marked automatically via digital platforms are also valid and effective methods of providing feedback on pupils' work.

Feedback in English, maths, science, geography, history and French will be given at least once per week by the subject teacher.

**Well-being:**

Parents or carers of vulnerable children will receive a fortnightly well-being/keeping in touch phone call. Additionally, parents or carers who need additional support may also be called regularly. A note of the time and date of the call will be recorded on MyConcern. Where no response is received by the school we may alert our Educational Welfare Officer to make a home visit under social distancing guidance.

**Safeguarding and data protection:**

A register will be kept of attendance at online lessons.

Children can disclose concerns about their wellbeing to their form tutor through a Microsoft Teams or can use the Sharp System link on our website to report a concern. Any concern raised in whatever format regarding children's safety or wellbeing will be passed to the Designated Safeguarding Lead or Deputy DSL.

A list of children who are deemed vulnerable by the Department for Education and the school will be maintained by the Designated Safeguarding Lead and Deputy DSL and additional checks will be made on these children.

Staff must not share data online or use any platform to engage with children remotely by any means other than Microsoft Teams.

**Awards and recognition of distance learning:**

All teachers can award a 'Star of the week' based on children's work or attitude. Teachers will manage this and send out postcards.

Headteacher Awards will be sent out on a weekly basis. This does not have to be for 'school work', and could include helping a sibling, learning a new skill or demonstrating a new attribute (resilience, independence). Teachers can nominate children for these.

Children will also be recognised via Twitter or Instagram for improving their weekly word counts (checked via STAR/Accelerated Reader).

Certificates/postcards will also be sent to recognise the school's values-looking after the environment, working hard or 'being kind'.

Parents can forward photos of children or their work for inclusion on our Twitter or Instagram feeds to [lah@waltonpriory.staffs.sch.uk](mailto:lah@waltonpriory.staffs.sch.uk)

Other sources of learning material:

The school website has many links to apps that we subscribe to as well as materials linked to maths or English. Use of these materials is at parents' discretion and they should be considered as ways to extend and further develop the main curriculum provided by the Oak National Academy.

**Distance Learning Agreement - Expectations of parents and pupils:**

Parents are primarily responsible for ensuring that their children stay safe online.

Parents need to contact school if they are having problems with distance learning.

Be aware that if your child's teacher falls sick we will attempt to provide a different teacher.

Understand that staff have their own caring responsibilities and are entitled to manage their working time to ensure a balanced home life.

**Expectations of staff:**

Be available between 9 and 3 on the days you work.

Respond to reasonable amounts of communication from parents and children.

Alert the headteacher to any positive or negative trends in relation to distance learning that arise through communication with families.

Familiarise yourself with the week's content and longer term curriculum content relevant to your phase/subject.

This policy was first reviewed 11<sup>th</sup> May 2020 and will be reviewed fortnightly thereafter. Factors that may affect the provision of distance learning include staff illness, pressure on staff to provide emergency childcare for essential workers and Local Authority or DfE policy and guidance changes.

**Return to school:**

The school recognises that there will be concern from parents about their children's progress during any school 'closure'. We plan ahead and constantly consider how we might adapt the curriculum for children who may fall behind. We have some quick ways of assessing gaps in learning on any return to school using previous test results. Teaching Assistants have undergone recent training in order to be able to deliver additional catch up that may need to take place outside of timetabled lessons.