

Bradleys Both Community Primary School  
**Remote Teaching & Learning Policy**

**Purpose**

This policy has been written to support the continued education of children attending Bradleys Both Community Primary School during the Covid 19 Pandemic. Through this policy our school intends to meet the Governments DfE expectations of providing improved education for children in the event they are unable to physically attend school due to school closure or due to having to self-isolate within their home.

**When is remote teaching and learning provided?**

- When school is informed by their parent that their child is self-isolating.
- When a class bubble is sent home
- In the instance our school has to close

**Absence from School for Self-Isolation**

Our remote learning offer will be provided for children who have to self-isolate due to being in contact with a positive case or due to receiving a positive case.

Provision by the Class teacher will be made within 24hours of receipt of the child's absence. This enables in the majority of cases for test results to be returned and children who are not affected to return to school without the excessive workload for staff to prepare unnecessary work. The Class teacher obviously requires time to prepare resources and send work home and will be teaching their class at the time of notification of absence.

**Communication between home and school**

Parent communication is always via the Class email address direct to the class teacher. Parents must understand that the Class teachers will have busy roles when working with children attending school and working remotely. Emails will be responded to within 48 hours and only during school hours, in line with the school's Email Policy.

Children's communication and engagement with their class teacher can be made either through the class email address, sending replies or questions to their teacher or via TEAMS 'post' or 'chat'. Engagement between home and school during a class lockdown or school closure is important and key. Parents are asked to encourage their children to engage with work sent home by supporting their child to complete the work and respond to the teacher's contact. This will ensure greater engagement and for school to identify how children are getting on with their learning.

## **Expectations**

- Daily greeting from class teacher
- Teacher encouragement / challenge / motivation for child
- Respond to any questions
- Either daily or two days' worth of tasks sent home at any one time

## **Content of remote learning**

Initial first day offer:

- Reading
- Class Spelling task
- Mental Maths
- English and / or Maths activity task

Subsequent days offer:

- Linked to learning in line with the classroom learning
- Reading
- Class Spelling task
- Mental Maths / Multiplication Tables
- English Task
- Maths Task
- Topic task

At times tasks may well be presented in a cross curricular way, as children would meet learning when in school. Signposting to additional activities, tasks and experiences will be provided at times to further extend opportunities.

## **Frequency of work and contact**

The Class teacher will aim to make contact with children working remotely daily. This will be to 'meet and greet' and encourage the children to complete learning tasks. Work and tasks will be set and posted by email or TEAMS every two days.

## **Safeguarding and Online Safety**

Online safety for our children is paramount when using technology. Classes have completed internet safety work within school. Online safety information has been shared with parents through our E-Safety Policy and links to CEOP and NSPCC.

Our school takes its safeguarding responsibilities extremely seriously. Addendums to the safeguarding policy will be made when appropriate to support school closure, lockdown or remote learning. The DSL (Designated Safeguarding Lead) and / or DDSL (Deputy Designated Safeguarding Lead) will always be contactable during school hours via the Office admin email address ([admin@bradleysboth.n-yorks.sch.uk](mailto:admin@bradleysboth.n-yorks.sch.uk)) should anyone need to raise a concern.

## **Vulnerable Children**

Vulnerable children have been identified and ongoing monitoring of their needs will continue in the event that they are not able to attend school. The DSL or DDSL will take responsibility for monitoring contact with any vulnerable children and their families during a period of remote learning. Class teachers will support this monitoring through their engagement with the children and family. In the event any safeguarding concerns are raised, safeguarding procedures will be duly followed.

Pupil Premium children in receipt of free school meals will also be reviewed during any school closure or period of remote learning and Government guidance adhered to, to support family needs as appropriate.

Alternative provision can be made for children without access to electronic devices. Our school will follow any Government initiative to support families requiring electronic devices to support individual children's needs at this time.

## **Procedures for using TEAMS**

Children will need to use an IT device at home and visit [portal.office.com](https://portal.office.com)

The children then enter their USERNAME followed by their unique PASSWORD

User names and passwords will be supplied to each child, but can also be obtained by emailing the class teacher using the class email address.

This access will enable a child to use either the 'POST' or 'CHAT' functions to receive daily messages from their class teacher and respond appropriately. The 'POST' is shared with the whole class group and all communication can be seen by everyone. The 'CHAT' is shared only with the individual and Class teacher.

The communication facility will enable children to ask questions about their work tasks, respond to questions asked and communicate with their class teacher while being unable to attend school.

The 'POST' and 'CHAT' facility's history provides a record of all communication between individuals and groups. Children and staff must understand that all communication should always be appropriate and that the facility history can be reviewed in the event of any concern being raised.

Assignments and work tasks will be set using either the Class email or posted via the TEAMS assignment facility. Tasks requiring children to return them to their teacher will be able to be emailed back to the teacher via the class email or once instruction has been provided, may be submitted back to the teacher via TEAMS.

## **Resources**

Class teachers will provide resources for children to use when working remotely. These may be sent

electronically to use on devices, be sent to be printed or may be online activities completed interactively through an app or website.

Class teachers may utilise short video messages to interact with the children or to demonstrate strategies to use or tasks to complete. Please understand that these videos are the property of the school and not to be shared or passed on to anyone outside the school community.

CGP workbooks have been purchased for all Year groups to provide the children with an alternative to electronic remote learning. The CGP resources will be sent home in the event of a whole school closure and direction given to children remotely for which activities to complete. Answers are included in these resources to support parents while at home. Parents are encouraged to seek support from school should they have any concerns about the work that is set remotely.

### **Face to Face Contact via TEAMS**

Currently, while provision for a face to face discussion or group activity is possible using TEAMS this provision will only be used as teaching staff feel it is appropriate to use this facility. This will be different for different age groups and children's needs. For example, it may be more appropriate for the younger children in school to receive a meet and greet message or have a story read to them remotely by their class teacher using this facility.

In the first instance Class teachers will utilise the messaging function of TEAMS to initiate engagement and then move to posting voice messages or short video messages to the children.

In all cases consideration of E-Safety and Safeguarding must be adhered to by children and members of staff. Appropriate dress, language and back drop to any virtual contact must be considered at all times. Other family members should not be seen during virtual contact and no personal information should be shared during any face to face contact.

Staff are required to report any inappropriate incidents immediately to the Headteacher.

### **Contact**

Parents should always be aware when their child is making remote contact with their Class teacher and / or school via the class email or TEAMS.

Parents are requested to continue to use the Class email address to make contact with their child's teacher about any teaching and learning aspects or queries. All other contact with school concerning other aspects of school should be made using the school Office admin email: [admin@bradleysboth.n-yorks.sch.uk](mailto:admin@bradleysboth.n-yorks.sch.uk)

Inappropriate communication between parents and staff or children and staff will not be tolerated. All conduct should follow expectations identified in the 'Bradleys Both Parent, Carer and Visitor

Behaviour Policy'. Our school community is asked to always follow our schools 'Email Communication Policy' with regards to etiquette and expectations.

**Thank you**

The Bradleys Both Staff team wish to thank our whole school community for taking the time to read and follow this policy. The decision to either a fully or partially close school will only be made in extreme cases and at these times everyone will understand the many challenges in switching to remote learning. Thank you for your patience during the initial stages of transferring to remote learning.