

**Whitgreave Primary**  
**School**

**Remote Learning Policy**



**January 2021**  
**Mrs Redfern - Head Teacher**

## Remote Learning Policy 2020 - 2021

### **Introduction:**

The information in this plan is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education if restrictions require entire cohorts or bubbles to remain at home, or there is a whole school closure.

### **Curriculum:**

Whitgreave Primary School is committed to ensuring that all pupils receive a quality education. Therefore, the school is committed to ensuring that any remote learning is aligned to the curriculum. This ensures the school community maintains cohesion and that pupils are collectively enthused and motivated by their learning. However, there may be some adaptations in some subjects. For example, whereby particular resources are required within a particular subject, such as Science.

There may also be times when parents/carers are signposted to additional online learning platforms, which can be found on the school's website, which further support teaching and learning within school.

### **Teaching and Learning Time:**

As a school, we expect that pupils will be learning for approximately the same number of hours per day as they do when in school, although we appreciate that there needs to be some flexibility, particularly with reference to the age of the pupil. Lessons commence at 9 am and finish at 3 pm, Class Teachers are available during these times. There are dedicated break and lunch times within these daily schedules.

### **Year Group Timetables:**

#### **Time for Twos & Nursery:**



	Daily Focus Activity	Weekly Activities
Monday	Literacy Story Time	Speech and Language Playful Learning Choices
Tuesday	Maths Story Time	
Wednesday	Phonics Story Time	
Thursday	Topic Story Time	
Friday	Basic Skills Story Time	

## Reception:

	9.00 - 9.15	9.15 - 9.45	9.45 - 10:15	10:15- 10:45	10.45 - 11.00	11.00 - 11.30	11:30- 12:00	12.00 - 1:00	1-1:30	1:30- 2:00	2:00- 2:15	2:15- 2:45	2:45- 3:00
Monday	Days of the week	Phonics	Literacy and Story time	Choosing time	Snack time ALPHA BLOCKS	Maths	Choosing time	LUNCH	Topic	Choosing time	Name writing	Speech and language	Story
Tuesday	PE					Maths	Choosing time		Phonics/Literacy	Choosing time	Number formation	Speech and language	Story
Wednesday	Days of the week	Phonics	Literacy and Story time	Choosing time	Snack time KIT AND PIP SCIENCE	Maths	Choosing time		Forest School/Outdoor Learning				Story
Thursday	Days of the week	Phonics	Literacy and Story time	Choosing time	Snack time NUMBER BLOCKS	Maths	Choosing time		Basic Skills	Choosing time	Name writing	Speech and language	Story
Friday	Days of the week	Phonics	Literacy and Story time	Choosing time	Snack time ALPHABLOCKS	Maths	Choosing time		Basic Skills	Choosing time	Number formation	Speech and language	Story

## Year 1:

	9.00	9.05-10.20	10.20- 10.40	10.40- 11.40	11.40- 12.30	12.30	12.35 - 1.00	1.00-3.00
<b>Monday</b>	Register	9.00-9.20- 1:1 Reading	Break	Maths	Lunch	Register	Phonics	Topic/Science
<b>Tuesday</b>		9.20-10.20 Literacy		Maths			Phonics	PE
<b>Wednesday</b>		Literacy		Maths			Phonics	Topic/Science
<b>Thursday</b>		Literacy		Maths			Phonics	Topic/Science
<b>Friday</b>		9.05-9.20 - Personal Development		Maths			Phonics	Topic/Science
		9.20-10.20- Literacy						

## Year 2:

	9.00	9.05-10.20	10.20-10.40	10.40-11.40	11.40-12.30	12.30	12.35-1.00	1.00 - 1.30	1:00-1:10	1.00-3.00
<b>Monday</b>	Register	Literacy	Break	Maths	Lunch	Register	Phonics	SPAG	Class Novel	Topic
<b>Tuesday</b>		Literacy		Maths			Phonic	SPAG		Topic
<b>Wednesday</b>		Literacy		Maths			Phonics	PE		
<b>Thursday</b>		Literacy		Maths			Phonics	Comp	Science	
<b>Friday</b>		Personal development (9:05 - 9:20) Literacy		Maths			Phonics	Comp	Science	

## Year 3:

	9.00	9.05-10.40	10.40-10.55	10.55-11.40	11.40-12.30	12.30	12.35-1.00	1:00-1:10	1.00-3.00
<b>Monday</b>	Register	Literacy	Break	Maths	Lunch	Register	Phonics/SPAG	Reading	Science/Topic
<b>Tuesday</b>		Maths		Literacy			Phonics/SPAG		Science/Topic
<b>Wednesday</b>		Maths		Literacy			Phonics/SPAG		Science/Topic
<b>Thursday</b>		Literacy		Maths			Phonics/SPAG		Science/Topic
<b>Friday</b>		Personal development (9:05 - 9:30) Literacy		Maths			Phonics/SPAG		PE

### Year 4:



	9:00-9:15	Lesson 1 9:15-9:45	Lesson 2 9:45-11:00	11:00 - 11:15	Lesson 3 11:15-12:30	12:30-1:20	1:20-1:30	Lesson 4 1:30-2:40	Lesson 5 2:40 - 3:00	
Monday	<i>Morning Registration - Reading for Pleasure / Mindfulness</i>	Spellings	Literacy	<i>Break</i>	Maths	<i>Lunch</i>	<i>Afternoon Registration - Reading for Pleasure</i>	Science		
Tuesday		Comprehension	Literacy		Maths			Science		
Wednesday		PE			Reading			Literacy	Maths	Personal Development
Thursday		SPAG	Literacy		Maths			Topic		
Friday		Handwriting	Literacy		Maths			Topic		

### Year 5:



	9:00-9:15	Lesson 1 9:15-9:45	Lesson 2 9:45-11:00	11:00 - 11:15	Lesson 3 11:15-12:30	12:30-1:20	1:20-1:30	Lesson 4 1:30-2:40	Lesson 5 2:40 - 3:00
Monday	<i>Morning Registration - Reading for Pleasure / Mindfulness</i>	Spellings	Literacy	<i>Break</i>	Maths	<i>Lunch</i>	<i>Afternoon Registration - Reading for Pleasure</i>	PE	
Tuesday		Comprehension	Literacy		Maths			Topic	
Wednesday		Comprehension	Literacy		Maths			Reading Activities/ Timetables Practise	Personal Development
Thursday		SPAG	Literacy		Maths			Science	
Friday		Handwriting	Literacy		Maths			Science/Topic	

## Year 6:



	9:00-9:15	Lesson 1 9:15-9:45	Lesson 2 9:45-11:00	11:00 - 11:15	Lesson 3 11:15-12:30	12:30-1:20	1:20-1:30	Lesson 4 1:30-2:40	Lesson 5 2:40 - 3:00
Monday	Morning Registration - Reading for Pleasure / Mindfulness	Handwriting - words will also be this week's Spelling Test	Literacy	Break	Maths	Lunch	Afternoon Registration - Reading for Pleasure	Science	
Tuesday		SPaG	Literacy		Maths			Science	Personal Development
Wednesday		Comprehension	Literacy		Maths			Topic	
Thursday		Comprehension	Literacy		Maths			P.E.	
Friday		Spelling Test - based on the words from Monday's Handwriting Practise	Literacy		Maths			Topic	

School has developed systems to monitor engagement through pupil online attendance and also through telephone check-ins. School will target families with low engagement, so that they can be supported to engage with remote learning.

### Accessing Remote Education:

Remote education will be delivered through Tapestry, for the Early Years and Google Classroom, for Years 1 to 6, for all pupils including the Critical Worker/EHCP/Vulnerable Key Group, in order to ensure cohesion.

We recognise that some pupils may not have suitable online access at home. Where this is the case, we will:

- ✓ Contact parents/carers to ascertain what devices are available within the home.
- ✓ Issue and lend laptops to pupils, whereby parents/carers will sign a User Agreement.
- ✓ Provide support in addressing issues with data. For example, apply for additional data for parents/carers, whereby certain criteria is met.
- ✓ Develop pupil work packs, which will be printed and distributed where there are issues with technology that cannot be addressed.
- ✓ Ensure that pupils have a choice regarding how to submit their learning. For example, pupils can submit their learning online or pupils can record their learning within the work packs provided.

**Teaching quality is more important than how lessons are delivered.** However, lessons will be delivered by a variety of methods including:

- ✓ Powerpoint Presentations, whereby Class Teachers develop and deliver their lessons utilising voice overs.
- ✓ Online learning activities.

- ✓ Videos.
- ✓ Commercially available websites which support the teaching and learning of specific subjects or curriculum areas.
- ✓ Printed work packs.
- ✓ Project-based learning activities.

#### **Assessment and Feedback:**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked via digital platforms, individual feedback provided to individual pupils, via the chat facility on Tapestry/Google Classroom, or written feedback on learning that has been recorded within the pupil work packs. All learning will be valued and pupils will be rewarded for their efforts.

School will deliver pupil work packs to all pupils, so that pupils are able to record their learning appropriately, which negates the need for parents/carers to have to print any resources. These work packs will be collected in on a two-weekly cycle, to allow for Class Teachers to assess and value the home learning that has taken place.

#### **Pupils with Additional Needs:**

As a school, we recognise that some pupils may not be able to access remote education without additional support or scaffolding. Therefore, Class Teachers/Teaching Assistants will ensure that work provided for these pupils is differentiated. In addition, school will carry out a weekly telephone check-in with all pupils who have an EHCP, in order to provide additional support and guidance. Vulnerable families will also receive a daily/weekly/fortnightly check-in, depending upon need.

#### **Safeguarding:**

At Whitgreave Primary School, safeguarding is our utmost priority. Any safeguarding issues are to be immediately reported to the Designated Safeguarding Lead as stated in the school's Safeguarding Policy. During remote learning, safeguarding will continue to be a priority for all staff members.

## Online Classroom Standards and Expectations

- ✓ Be ready to begin your learning at the correct time.
- ✓ Make sure that you register for the morning session and the afternoon session.
- ✓ Please remember that you are in an online classroom, please behave sensibly and responsibly.
- ✓ Just like in the classroom, please listen carefully to the teacher, so that you know what you are learning and what you need to do.
- ✓ Make sure that you record the date, title and/or the Learning Objective in your work book. This expectation will differ, depending upon your Year Group. Your Class Teacher will advise you.
- ✓ Just like in the classroom, the standard of presentation of your work is very important.
- ✓ Please think about what you are writing in the comments, as these comments can be seen by others online. Make sure you only respond to the teacher thread.
- ✓ Remember to be respectful to others.
- ✓ Just like in the classroom, you will be rewarded for the achievement of your learning.



# Device loan agreement for pupils

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## Device loan agreement for pupils

### 1. This agreement is between:

1) Whitgreave Primary School, Goodyear Avenue, Low Hill, Wolverhampton, WV10 9JP. ("the school")

2)

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\_\_\_\_\_ ("the parent" and "I")

And governs the use and care of devices assigned to the parent's child ( the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a laptop ("the equipment") for the purpose of doing schoolwork from home.
2. This agreement sets the conditions for taking a Whitgreave Primary School laptop ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

### 2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

If the equipment is damaged, lost or stolen, I will immediately inform Mrs Parker or Mrs Guest, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

### 3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above **at any time**.

#### **4. Personal use**

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

#### **5. Data protection**

I agree to take the following measures to keep the data on the device protected.

- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

#### **6. Return date**

I will return the device in its original condition to the Main Office within 2 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

#### **7. Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME

PARENT'S FULL NAME

PARENT'S SIGNATURE

# Equipment loan form for pupils

To be filled out by staff signing out the equipment.

DETAILS OF PUPIL	
NAME	
CLASS	
YEAR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
EQUIPMENT DETAILS	
TYPE	
MAKE	
MODEL	
SERIAL NUMBER	
ASSET NUMBER	
EQUIPMENT CONDITION	
ACCESSORY DETAILS	
DESCRIPTION	QUANTITY

## Google Classroom:

In light of government guidelines, in the event of a 'bubble' or school closure, schools must now provide effective home learning in keeping with children's natural progression of learning that would normally take place in school.

As a result, we will be going live with Google Classroom. This is a platform where children can access all of their home learning along with supporting material such as videos and web links. We appreciate the need to be able to access this easily and by using this platform, parents/carers will be able to use a laptop or mobile app as a tool to provide high quality education at home, for example, it can be used on a mobile phone.

### Getting started

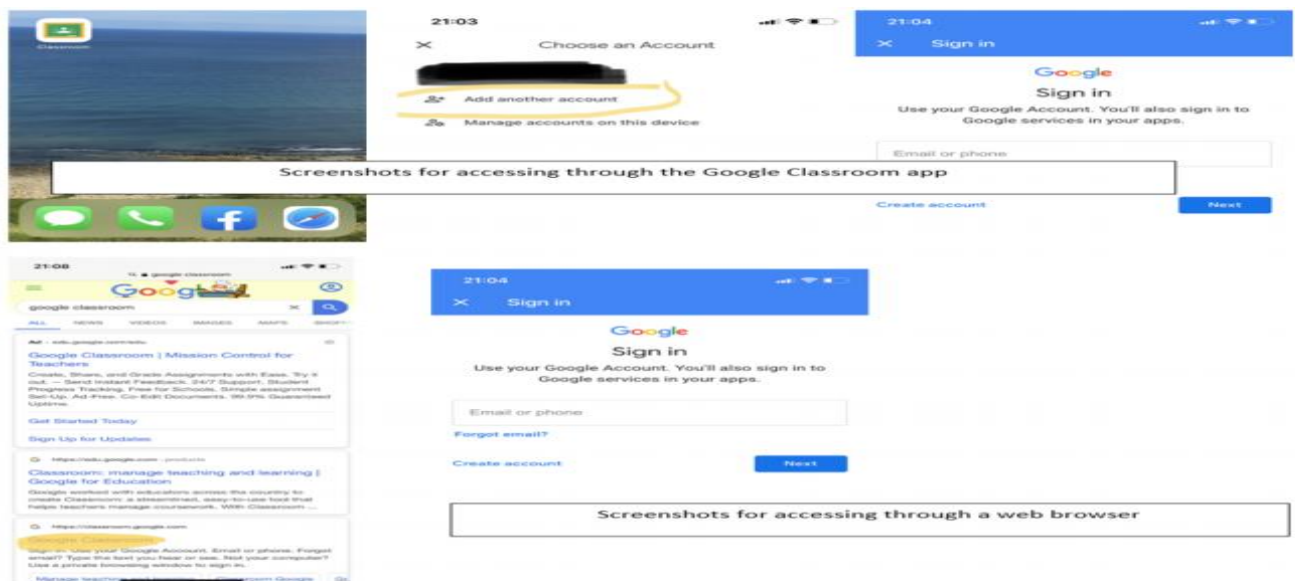
It is important that you are using the username and password provided. Although the username looks like an email address, the email facility within Google Classroom has been disabled.

Child:

Username:

Password:

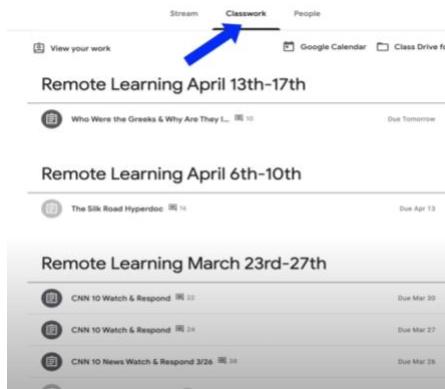
When you first log in, you will need to accept the T&Cs. Once logged in, you should be able to access your app or account without the need for further log ons, meaning your child can access the work easily.



For further information, you can watch the following tutorial on how to use Google Classroom effectively [https://www.youtube.com/watch?v=xfgqtCi7hdo&ab\\_channel=Mr.Vacca](https://www.youtube.com/watch?v=xfgqtCi7hdo&ab_channel=Mr.Vacca)

### Timetable

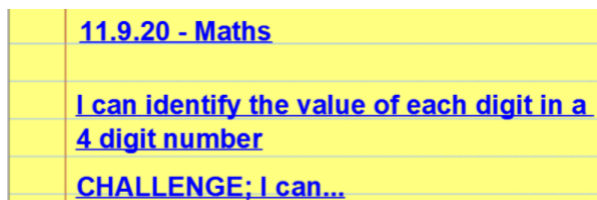
When you log on, the work will be broken down into days of the week. The teacher will set a time for the child to complete the work. This will be under the 'classwork' link at the top of the screen.



Here the labels will be set up as Monday, Tuesday, Wednesday...

### Completing the work

We will be using this platform in a way that avoids the need for printing sheets and the understanding of downloading and uploading work. School will provide children with a workbook to record their learning. Teachers will be adapting work in a way that recording in a text book is easier. Simply record the date, subject and learning objective for the work being completed, as the children would normally do in class.



In workbooks record each piece of work like this.

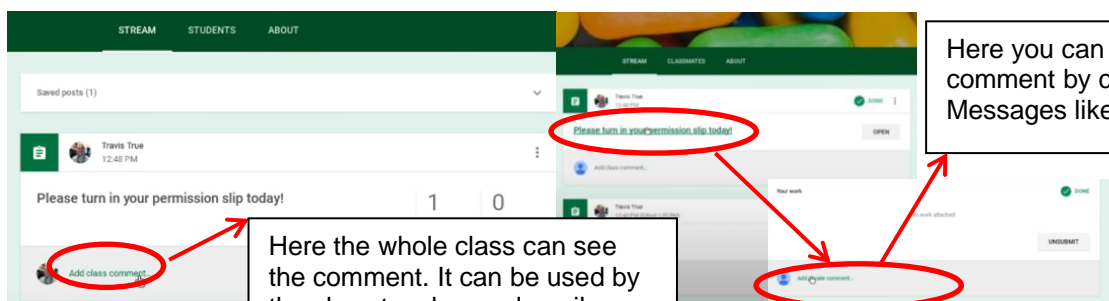
If you have the capacity, you are more than welcome to print off sheets for children if it makes it easier for you. This can also be glued in workbooks.

### Teacher communication

In the event that your child's year group bubble is instructed to self-isolate for two weeks, or a school closure, Google Classroom has the capacity for parents/carers to communicate with the class teacher. Class teachers will also be under self-isolation, but will be logged on from 9:00 – 3:00 to answer any questions about the work set, or support you if you are struggling with the content.

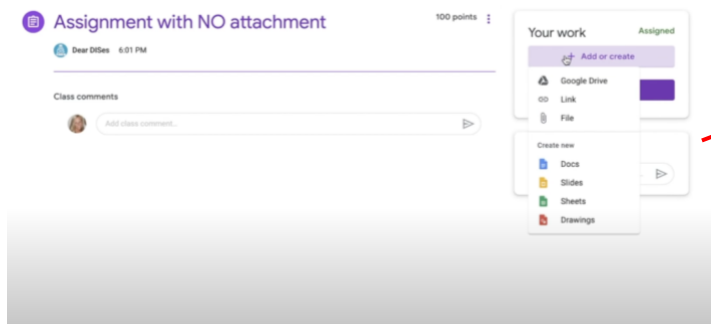
### Assignment Questions -

*Teacher comments for assignments* – Teachers can send general comments for individual assignments. You can respond to these privately or generally (everyone in the class can see).



### Uploading work

If your child has completed work that you wish to share with a teacher, you can take a photo on your phone and upload it. The teacher will then be able to view this and provide you with feedback. This is very useful if you are unsure whether a task has been completed correctly or if you want guidance on how further support your child. This is done through "stream". Click the link at the top.



When you click on an assignment you can view it to complete work. If you want the teacher to see it, take a picture on your phone. You can then attach it by clicking the 'Add or create' button on the app.

### Reward

Class teachers can award points to children for completing work (remember to click the completed button). This will be used in the same way that team points are used in school. Once your child returns to school, class teachers will print off the points gained and exchange them for team point tokens. Extra team points can be earned for uploading work that shows children going above and beyond their learning. Teachers will also put the children that complete all of the work set into a raffle. Three of these names will then be drawn to select a 'Top Prize' from the hall.

### Questions

This is a brand new system being introduced and we understand that this may cause stress for both the school and parents/carers whilst we explore this new way of learning. Please be assured that we have done everything we can to create an online system of working that causes as little stress for parents/carers as possible. In the initial stages there may be some issues that we will work hard to address. During this time, we ask you to be patient and bear with us. If you have any questions or queries, please feel free to message the class teacher.

Many Thanks.

## **Tapestry:**

In light of government guidelines, in the event of a 'bubble' closure, or school closure, schools must now provide effective home learning in keeping with children's natural progression of learning that would normally take place in school. As a result, we will be going live with Tapestry Online Learning Journal, if your child's bubble needs to close. This is the platform where children can access all of their home learning, along with supporting material such as videos and web links.

Tapestry is the online system that Whitgreave's Little Wonders, Nursery and Reception already use to share observations of your children. Have a further read here <https://tapestry.info/parents-carers.html> We appreciate the need to be able to access this easily and by using this platform, parents/carers will be able to use a laptop or mobile app as a tool to provide high quality education at home, for example, it can be used on a mobile phone.

### Getting started

It is important that you are using the username and password provided for your Tapestry account, when your child joined Whitgreave. If you aren't able to log in, we recommend that you contact the office immediately to resolve the issue.

On a day to day basis, the staff will be adding observations on this system regularly, which we'd really like you to engage with.

Once logged in you should be able to access your app or account without the need for further log ons meaning your child can access the work easily.

### Timetable

When you log on, your child's timetable will be broken down into days of the week. If you are using the app, a notification should alert you to complete it, if you enable this setting on your device.

Due to the nature of the Early Years curriculum, we will be providing lots of storytelling opportunities, practical maths activities and suggesting ideas for focussed 'play' sessions. Please feed back to us as much as possible about how your child has responded to their learning tasks.

As always, we recommend as much speaking and listening, singing and reading as possible on a daily basis.

### Completing the work

We will be using this platform in a way that avoids the need for printing sheets and the understanding of downloading and uploading work. School will provide children with a workbook to record their learning. Teachers will be adapting work in a way that recording in a text book is easier.

On behalf of your child, simply record the date, subject and learning objective for the work being completed and then your child can complete the activities set. It may be, due to the nature of the Early Years Curriculum, that some lessons won't need your child to record something, but you may need to write a quick note about their learning. Alternatively, you could take a photo and add it as an observation on Tapestry.

11.9.20

I can use full stops in my writing.

**Challenge:** I can use capital letters in my writing.

In workbooks, record each piece of work like this.

If you have the capacity, you are more than welcome to print off sheets for children if it makes it easier for you. This can also be glued in workbooks.

### Teacher communication

In the event that your child's year group bubble is instructed to self-isolate for two weeks, or a school closure, Tapestry has the capacity for parents/carers to communicate with the class teacher. Class teachers will also be under self-isolation but will be logged on from 9:00 – 3:00 to answer any questions about the work set or support you if you are struggling with the content.

You can add observations to your child's profile too. Support on how to do this can be found at <https://www.youtube.com/watch?v=espJ96TJHV8>

#### Reward

Class teachers can award points to children for completing work (remember to upload photos and videos). This will be used in the same way that team points are used in school. Once your child returns to school, class teachers will print off the points gained and exchange them for team point tokens.

Extra team points can be earned for uploading work that shows children going above and beyond their learning. Teachers will also put the children that complete all of the work set into a raffle. Three of these names will then be drawn to select a 'Top Prize' from the hall.

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This is a brand new system being introduced and we understand that this may cause stress for both the school and parents/carers whilst we explore this new way of learning. Please be assured that we have done everything we can to create an online system of working that causes as little stress for parents/carers as possible. In the initial stages there may be some issues that we will work hard to address. During this time, we ask you to be patient and bear with us. If you have any questions or queries, please feel free to message the class teacher.

There is an online FAQ section on Tapestry's website - <https://eyfs.info/forums/topic/46927-full-contents-page/> or, alternatively, they do have a YouTube channel too - <https://www.youtube.com/channel/UCKWS5eB4fZL5HVJNNDXKIPw>

Many Thanks.