# Appleton Academy
# Remote Learning Plan_Primary Offer
## January 2021

*Together with our community, we achieve extraordinary things.*

## Minimum Offer

As an all through school, the amount of remote learning and the approach will vary depending on the age of the child or young person, their IT confidence and competence along with the ability of families to access and support online activity.

The remote learning plan will ensure a minimum learning expectation for pupils as follows;

Children in Early Years and Key Stage 1: 3 hours learning per day
Children in Key Stage 2: 4 hours learning per day

Planned learning will provide at least this amount and additional extension activities will support this further. There will be children and young people who are unable to complete this amount of work and it is advised that wellbeing is a priority and this should not be forced.

## Safeguarding & Remote Learning:

During any period of remote learning, whether due to full 'lockdown', bubble closure or isolation the following expectations are in place to ensure the safeguarding of our pupils and families:

- All children and young people are allocated a 'key contact' and this member of staff will call at least weekly to speak to families about their learning and well being
- A secure register of vulnerable pupils is available to the Inclusion Safeguarding Team of DSL and Deputy DSLs which names the key contact for each child or young person.
- The key contact for each vulnerable child will be a member of the Inclusion Safeguarding Team and if not attending or absent, pupila will receive either a daily or weekly phone call home, dependant on need, from the key contact.
- A home visit will take place for all vulnerable pupils not attending in school and the frequency of visit will be dependent on the level of need.
- If key contacts are unable to make contact, despite numerous attempts, the Inclusion Safeguarding Team will visit the family home and escalate the concerns should this be necessary.
- The Inclusion Safeguarding Team will make weekly contact with social workers allocated to pupils.

## Online and Remote Learning Code of Conduct

The safety of both children and staff when using technology is paramount and we will be following relevant advice from Microsoft Teams, the Children's Commissioner, and the NSPCC.

In order to protect both children and staff during online live lessons, we require that parents / carers agree to the following:

- An appropriate adult must remain in the same room as the pupil or nearby during video or conference calls to monitor and ensure they are safe and using it appropriately.
- Children must take part in the meet-up in a suitable communal environment (not a bedroom) and be appropriately dressed. Although uniform isn't necessary, children must be out of bed and fully dressed for the day in clothing that covers the top and bottom half of the body.

- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Adults should avoid calling out answers to questions or talking loudly when a child is listening or speaking to a member of staff or the other children in the lesson. It is a good idea to mute the device when your child is listening so that background noise does not interrupt the lesson
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices
- Screenshots, photos or recordings of Microsoft Teams meetings must not be made, and the links must not be shared with others.

We will ensure that:
- No staff member will contact you or your child using Microsoft Teams outside of any pre-arranged meetings and if they do need to contact you, they will arrange over the phone.
- Teachers will ensure appropriate security settings are in place for the meeting
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Microsoft Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed
- Teachers will stay in the meeting until everyone has 'logged off'
- Teachers and any other adults on the call (or in the background) will use appropriate language/ behaviour throughout the call.
- Staff training is provided to ensure that the necessary security measures for the use of Microsoft Teams are in place

The following settings are in place to ensure the security of the meeting:
- Waiting room feature
- Locking the meeting so once it's started no-one else can join
- Controlled screen sharing - so pupils can't share their screen
- Locked down chat so children cannot privately message others outside of school hours
- Removal of a participant if someone is there who shouldn't be
- All lessons will be recorded. Staff will let their class know that they are about to record and parents will be informed that copies of all lessons are saved.
- Lessons will be delivered from a quiet room or area. When broadcasting a lesson or making a recording, staff must consider what will be in the background.
- Staff must not arrange one to one meetings, only group lessons should take place.
- Staff must ensure that language is professional and appropriate.
- Children and children must have the basic expectations explained to them e.g., ensuing they log on at the right time, muting when they are not talking, logging on in an appropriate space - not a bedroom.
- Links to live lessons will be shared with Senior Leaders as part of the Team set up

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Support for e-safety safety can be found of the school website however parents are advised to check online safety regularly and report any concerns via info@appletonacademy.co.uk or by calling the main office on 01274 600550.

Within all plans, teachers will set appropriate work in line with our current curriculum. This will be set out as a fortnightly plan with hyperlinked documents. See Annex A (primary example) and Annex B (secondary example). The remote learning offer will be further enhanced via Microsoft Teams, and will include resources to support learning across the curriculum.

There will be a range of approaches to lessons from Class Teacher led inputs, videos and worksheets and links to online learning platforms such as White Rose Maths.

## Remote Learning Plan: Primary

| Resources that will be used: |
| --- |
| <ul><li>School website ([www.appletonacademy.co.uk](www.appletonacademy.co.uk))</li><li>Microsoft Teams – all year groups have their own Team and class channels within the Team</li><li>Oak National Academy</li><li>White Rose Maths including premium resources (Rec- Y6)</li><li>Purple Mash</li><li>BBC Bitesize</li><li>Evidence Me (EYFS)</li><li>Times Table Rock Stars (Yrs2-6)</li><li>Numberblocks (EYFS and Yr1)</li><li>My Mini Maths</li><li>Letters and Sounds</li><li>Children's Poetry Archive</li><li>Oxford Owl</li><li>Pobble365</li><li>Other website and resources will be used where appropriate including Phonics Play, Draw with Rob and PE with Joe and bespoke resources created by SportsUK who deliver our PE lessons</li></ul> |
| **Provision for individual young people off school for a short time (awaiting test results, etc.)** |
| <u>Within 24 hours of notification</u><ul><li>A workpack will be sent or delivered to the home. This will have a focus on basic skills and will link, where possible, to the current learning in the class.</li><li>Any online learning resources that are closely linked to the current learning will be included in the pack. For example, White Rose Maths worksheets, worksheets to support phonic phases.</li></ul> |
| **Provision for whole or part bubble closures and pupils self-isolating as they have been identified as close contacts** |

Within 24 hours of notification
- A workpack will be sent or delivered to the home. This will have a focus on basic skills and will link, where possible, to the current learning in the class.
- Any online learning resources that are closely linked to the current learning will be included in the pack. For example White Rose Maths worksheets, worksheets to support phonic phases.

Within 48 hours of notification
- A 10 day remote learning plan for each year group will be completed and uploaded to the school website. This will identify the subjects being taught for each day and the learning within each subject. It will also include links to necessary websites and videos and some clarification of the content of lessons. When this has been uploaded a text message will be sent to parents informing them that it is available.
- A pack of worksheets needed to support the learning identified in the plan will be sent or delivered to the home.

The day 10 learning plan will be used as the principal method for supporting remote learning. Microsoft Teams will be used so ensure there is face-to face contact with children during the period of absence from school. Purple Mash will be used as an online platform for submitting work for assessment.
This will ensure:
- Remote learning is linked to the objectives being taught in school
- The delivery of a structured curriculum with progressive teaching sequences takes place
- Regular contact will be made with home and school. This will include face-to-face teaching sessions using Teams and additional individual phone calls to families
- Feedback on learning can be provided with the whole class, individual pupils and parents
- Interventions can be held with specific groups or individuals

## Provision in the event of a national or local lockdown (school only open to vulnerable children and those who are key workers

- A 10 day remote learning plan will be completed and put on the website. This will identify the learning for each day, including links to necessary websites and videos and some clarification of the content of lessons. This will be uploaded to the school website and a text message will be sent to parents informing them that it is available
- A pack of worksheets needed to support the learning identified in the plan will be sent or delivered to the home
- Each child will be given a pack of resources including writing materials and exercise books
- Each child will access a minimum of 2 live teaching sessions per week with other children from their class, led by the teacher. These will focus on English and maths learning
- A weekly phone call to parents/ carers will be made by the class teacher
- A weekly 10 minute 1:1 meeting with the class teacher will be made available for all parents/ carers to sign up for using the School Cloud system
- Purple Mash will be used as an online platform for children to complete '2Dos' set by the teacher and to receive feedback on their learning

## Provision when a class teacher is self-isolating but the class are in school

Depending on the class and the staff available, one of the following will be used:

- The class will be taught by either the Primary Cover Supervisor/ AHT for Primary/ Primary SENCo. If the teacher is well enough they will plan the learning and provide all resources. Teams will be used for the class teacher to teach and have contact with the class remotely across the week. The children in class will continue to be supported by the teaching assistant
- If the class teacher is unwell the Primary Cover Supervisor/ AHT for Primary/ Primary SENCo will teach the class. The work will be provided by using resources and planning from the parallel class teacher

If staffing is such that sufficient cover cannot be provided in school then the bubble will be taught remotely

## Expectations regarding 'Learning from Home'

- If a child is ill there are no expectations that they will complete the work set
- If a child has been asked to self-isolate but has no symptoms then it is expected that they complete the remote learning that is on the plan. If a child is struggling to complete the work or if a parent/ carer needs support please contact the child's class teacher.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that each 'school day' maintains structure however we are aware that many parents/ carers will also be completing work from home. The plan does provide flexibility to work around any issues this may cause
- Please try to find a suitable space for your child to complete their work that means they can work with little distraction

## How are young people and their families being prepared and supported to be able to access their remote learning?

- Familiar websites and resources have been selected for remote learning so that children are able to access things easily. For example, Purple Mash , Times Table Rock Stars and Letters and Sounds
- Parents of children in EYFS have been using Evidence Me from the start of the year
- Instructions on how to use Teams are available on the school website and a phone call home has been made to ensure all parents/ carers are confident in accessing this
- Weekly phone calls and online meetings with parents ensure that any issues with accessing remote learning are addressed swiftly
- Parents/ carers completed an online form in September to inform school if their child would have access to a device to access online learning. This was updated in November.

### Explanation of chosen remote learning resources and information on how to access them from home.

In preparation for home-learning, parents and children need to receive logins and passwords for some of the resources. These will be sent home with each child and a phone call will be made to parents/ carers to check you have all the information needed.Please let the school know of any access issues as soon as you can so that technical issues can be resolved.

| Learning Resources | Purpose/ Subject Focus | Link to access | Login details |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Teams | Teams will be used for teachers to communicate with children through live teaching sessions.<br>Teachers will be able to assess and give feedback to pupils during these sessions. | Either through Office365 or by downloading the Teams app. | All parents have been contacted by phone and login details shared. Please contact your child's teacher by email if you are having any problems. |
| The Oak National Academy | These resources and online lessons have been selected to ensure they are closely matched to the objectives that the children would be covering in class. The content provides structured, systematic teaching sequences taught by specialist teachers. | https://www.thenational.academy/<br><br>Worksheets needed to support the online lessons will be provided by school. | No login needed. |
| White Rose Maths | The primary maths curriculum follows the scheme of learning devised by White Rose Maths. Lesson content, resources and teaching techniques are in line with school policies. The children are familiar with the resources and representations that are used.<br>The lessons are taught by specialist teachers and teaching sequences are progressive and high quality. | www.whiterosemaths.com/homelearning/<br><br>Worksheets needed to support online lessons will be provided by school. | No login needed. |
| TT Rockstars | To support with the acquisition and retention of times tables. | https://play.ttrockstars.com/auth/school/student | Login sent home with children and confirmed by phone call. |
| BBC Bitesize | Used for video resources to support learning across the curriculum. | https://www.bbc.co.uk/bitesize | No login needed. |
| Purple Mash | Used to support learning across the curriculum and to provide an online platform for children to submit work and for teachers to give feedback. | https://www.purplemash.com/login/ | Login sent home with children and confirmed by phone call. |

| Evidence Me | An observation and assessment tool for Nursery and Reception for school and parents to use. This enables teachers and parents to share information on their child's progress through observations, photographs and uploading work. | https://2simple.com/evidenceme/ | Login details are shared with parents when their child starts school in the EYFS. These will be sent home with children and confirmed by phone call. |
|---|---|---|---|
| Oxford Owl | This provides free e-books for parents that are banded in line with the book bands that used in school. | https://www.oxfordowl.co.uk/ | No login needed. |
| Letters and Sounds | This supports the teaching and learning of phonics. It follows the systematic Letters and Sounds scheme that is used in school. | https://lettersandsounds.org.uk/ | No login needed. |
| Pobble365 | This supports the teaching and learning of creative writing. | https://www.pobble365.com/ | No login needed. |
| Number Blocks | This supports the stages of early number. It is recognised by the National Centre for Excellence for the Teaching of Maths as a quality teaching resource. | https://www.bbc.co.uk/cbeebies/shows/numberblocks | No login needed |
| My Mini Maths | This provides additional resources to secure mathematical knowledge. | https://myminimaths.co.uk/ | No login needed. |

## Remote Learning

The initial response to any isolation will be to provide children with home learning materials. In the case of whole class/school isolation, resources will be uploaded to Teams and priority children will have packs delivered. This measure will afford teachers a short time to prepare their remote learning resources.

| Scenario 1: A Pupil needs to isolate whilst waiting for a Test Result outcome | |
|---|---|
| Ongoing Support | Safeguarding/ SEND |
| Learning Offer: How will pupils be taught?<br>• Lesson resources provided in a workpack<br><br>Provision of resources – including (work packs and laptops) | • Attendance team to contact parents to ensure a test has been taken and to make sure that parents know who to communication test results to. |

| | |
|---|---|
| • A workpack will be sent or delivered to the home. This will have a focus on basic skills but with links to the current learning in the class.<br>• Any online learning resources that are closely linked to the current learning will be included in the pack. For example, White Rose Maths videos and resources, Letters and Sounds online videos<br>• Laptops will be delivered to houses or collected from school for families without devices<br><br>Communication<br>• Phone call from PIO to check that they have been able to access the remote learning pack. Follow-up call from class teacher if there are any issues.<br><br>Support<br>• From class teacher or phase leader as appropriate<br><br>Engagement and Feedback<br>• Through use of Purple Mash – 2Dos are set for the teacher to feedback on<br><br>Assessment<br>• Child to complete 2Dos set on Purple Mash<br>• Work returned to school | • A Covid response text will be sent by the school office that explains the next steps for parents/ carers and the child with reference to who to notify and what actions to take if a child develops symptoms during the isolation period. This will include a link to the school website.<br>• If child is entitled to benefit-related FSM this will be provided by Wonde vouchers once the family have provided confirmation of a test result either positive or negative or notification to self isolate.<br>• If the family are involved with external agencies the SSW will ensure that the appropriate agencies are notified and arrange for regular well being checks to be made.<br>• If the child does not engage in learning the class teacher will call the parents/ carers to discuss obstacles and support. |

| Scenario 2: A Pupil is having to self-isolate for 10 days | |
|---|---|
| Ongoing Support | Safeguarding/ SEND |
| Learning Offer : How will pupils be taught?<br>• The children will receive a 10 day remote learning plan which includes a combination of online lessons with follow-up tasks and activities<br><br>Provision of resources – including (work packs and laptops)<br><u>Within 24 hours of notification of absence</u> | • Attendance team to contact parents/ carers to find out test results if they haven't been notified.<br>• A Covid response text will be sent by the school office that explains the next steps for parents/ carers and the child with reference to who to notify and what actions to take if a child develops symptoms during the isolation period. This will include a link to the school website. |

- A 48 hour work pack with a focus on basic skills will be sent home or delivered to the home.
- Laptops will be allocated to families who have previously completed the online form stating they don't have a device to access online learning

Within 48 hours of notification of absence
- A 10 day remote learning plan will be completed and put on the website. This will identify the learning for each day, including links to necessary websites and videos and some clarification of the content of lessons. This will be put on the school website and a text message will be sent to parents informing them that it is available.
- A pack of worksheets needed to support the learning identified in the plan will be sent or delivered to the home.
- Laptops will have been either collected or distributed as appropriate

Communication
- Weekly conversation/ Teams meeting between teacher and parent/ carer and child. This will be increased if necessary.

Support
- From class teacher or PIO via phone call or online meeting

Engagement and Feedback
- Identified pieces of work emailed or uploaded to Purple Mash/ 2Dos completed and feedback given on these
- Teacher to monitor use of TTRS
- EYFS staff to use Evidence Me to check on engagement and provide Feedback

Assessment
- Identified pieces of work to be emailed/ uploaded to Purple Mash and assessed. Teacher provides written feedback
- Verbal feedback given during weekly feedback meeting with child

- If child is entitled to benefit-related FSM this will be provided by Wonde vouchers once the family have provided confirmation of a positive test or notification to self isolate.
- If the family are involved with external agencies the SSW will ensure that the appropriate agencies are notified. PIO or SSW to make weekly home visit.
- If a child does not engage with the learning the class teacher will conduct a meeting with parent and child using Teams to discuss this.
- Primary SENDCo to make weekly call to all parents/ carers of children at Range 4.
- Primary SENDCo to support teachers with preparation of appropriate resources and personalised work packs to meet SEND needs.

| Scenario 3: A whole class/school of children is isolating because of an outbreak of coronavirus except for the vulnerable children or the children of key workers | |
|---|---|
| Ongoing Support | Safeguarding/ SEND |
| Learning Offer : How will pupils be taught?<br>• A 10 day remote learning plan will be completed and put on the website. This will identify the learning for each day, including links to necessary websites and videos and some clarification of the content of lessons. This will be uploaded onto the school website and a text message will be sent to parents informing them that it is available.<br><br>Provision of resources – including (work packs and laptops)<br><u>Within 24 hours of notification of absence</u><br>• A 48 hour work pack with a focus on basic skills will be sent home or delivered to the home.<br>• Laptops will be allocated to families who have previously completed the online form stating they don't have a device to access online learning<br><br><u>Within 48 hours of notification of absence</u><br>• A 10 day remote learning plan will be completed and put on the website. This will identify the learning for each day, including links to necessary websites and videos and some clarification of the content of lessons. This will be put on the school website and a text message will be sent to parents informing them that it is available.<br>• A pack of worksheets needed to support the learning identified in the plan will be sent or delivered to the home.<br>• Each child will be given a pack of resources including writing materials and exercise books<br>• Laptops will have been either collected or distributed as appropriate<br><br>Communication | • A Covid response text will be sent by the school office that explains the next steps for parents/ carers and the child with reference to who to notify and what actions to take if a child develops symptoms during the isolation period. This will include a link to the school website.<br>• If child is entitled to benefit-related FSM this will be provided by Wonde vouchers<br>• If a family are involved with external agencies and are not attending school the SSW will ensure that the appropriate agencies are notified. PIO or SSW to make weekly home visit.<br>• SSW, PIO and Head of Primary to identify vulnerable children who are not attending school. PIO to conduct weekly welfare checks for these children.<br>• Teachers to update pupil contact sheet after each contact. SLT to monitor contact sheet and ensure that school has had contact with all families within a 14 day period. Referral to CME team if contact hasn't been made within a 14 day period.<br>• Teachers to complete register for each live session. Parents/ carers of children absent from sessions will be contacted after the session has finished.<br>• Primary SENDCo to make weekly call to all parents/ carers of children at Range 4.<br>• Primary SENDCo to support teachers with preparation of appropriate resources and personalised work packs to meet SEND needs |

- A weekly phone call to parents/ carers will be made by the class teacher
- A weekly 10 minute 1:1 meeting with the class teacher will be made available to all parents/ carers
- Purple Mash will be used as an online platform for children to complete '2Dos' set by the teacher and to receive feedback on their learning
- Each child will access a minimum of 2 live teaching sessions per week with other children from their class led by the teacher. These will focus on English and maths learning

Support
- Through contact with parent/ carer/ child twice a week – phone call/ meeting
- Through live teaching sessions

Engagement and Feedback
- Identified pieces of work emailed or uploaded to Purple Mash/ 2Dos completed and feedback given on these
- Feedback to be given during live sessions and through phone call and weekly 1:1 meeting
- Teacher to monitor use of TTRS
- EYFS staff to use Evidence Me to check on engagement and provide Feedback
- If a child does not engage with the learning the class teacher will conduct a meeting with parent and child using Teams to discuss this.

Assessment
- Through completion of 2Dos on Purple Mash
- Through discussion at weekly 10 minute meeting
- Through questioning and work completed during live sessions