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|  | Kettleshulme St James’ CE (VA) Primary School  Remote Education Policy |
| **Date: January 2021**Policy effective from: January 2021Review date: When guidelines changePolicy Writers: Alicia Bellshaw, Hazel Hindle**Achievement, Standards & Provision** | |

**The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.**

The direction requires that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home as a result of coronavirus, schools are expected to provide immediate access to remote education.

In this school we will aim to:

* Use a well-planned curriculum sequence that allows access to high-quality online and offline resources, LIVE lessons and teaching videos, linked to the school’s curriculum expectations.
* Select consistent online tools to allow interaction, assessment & feedback
* Provide printed resources for pupils who do not have online access.
* Provide additional electronic devices where there is a need
* Provide assignments that are meaningful and ambitious that include adjustments for pace.
* Provide daily contact with teachers
* Provide the equivalent of 4 hours of work per day

Our expectations of remote education are as follows:

* Children will engage with a weekly timetable of learning covering the full breadth of the primary curriculum
* Teachers will deliver a minimum of one LIVE lesson covering a core subject on a daily basis using Microsoft TEAMS.
* There will be weekly opportunities for collective worship
* Lessons will be a combination of LIVE teaching, video teaching through resources such as Oak Academy and BBC Bite Size.
* Individual feedback on assignments submitted will be given on a daily basis using the Microsoft TEAMS feedback tools.
* Ongoing assessment will continue and teachers will use their assessments from LIVE lessons and submitted assignments to amend, update, add or adapt future work
* Children will follow the same programme of learning whether they are in school or in another location.
* Remote education will not be provided where a family is on holiday, authorised or unauthorised.

**Safeguarding, Child Protection and Safety**

For children to be able to access the LIVE remote learning sessions, consent is gained from parents. To ensure Safeguarding and Child Protection during all LIVE remote sessions, parents are required to ensure that:

* Children have access to adult supervision.
* Children are appropriately dressed.
* Children are not located in their bedrooms.

We proactively share information with parents about children accessing any online platforms safely.

**Accessing remote education**

We recognise that some pupils may not have suitable online access at home. We take the following actions to support those pupils in accessing remote learning:

* We have a limited number of devices that we can lend out. Parents are asked to contact school to let us know of any access problems in order for school to discuss issues and offer appropriate support.
* We can offer support by phone where help is needed to use the online platforms.
* We can offer support to parents eligible to access the government’s mobile data fund.
* We are able to print materials where parents do not have online access.
* Where pupils do not have online access, work can be submitted by photographing or scanning the work and sending it to school admin or to teachers’ email addresses.

**Engaging with LIVE sessions**

* We encourage children to attend all of the LIVE sessions as it is really beneficial for each child's connection with their peers and the school staff.
* Each class maintains a register of those pupils engaging with the daily core curriculum sessions and where engagement is low or lapses, the school will contact families to explore the reasons why this is not happening and to support engagement.

**Additional support for pupils with additional needs**

We recognise that some pupils, for example pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties that this may place on families, and we will work with parents and carers to support these pupils in the following way:

* We will contact you to discuss the plan for remote education if your child is staying at home.
* The class teachers will adapt the learning tasks uploaded to Microsoft TEAMS where necessary.
* In some cases, paper resources or manipulatives will be sent home.
* In some cases, online intervention programmes, for example Nessy, will be used instead of the learning tasks shared on Microsoft Teams.
* Temporary Provision Plans and Risk Assessments will be written for pupils with Education and Health Care Plans (EHCP) who are not in school.
* In-school provision will be discussed and offered if appropriate.

**Daily Schedule**

* We are offering a minimum of three LIVE sessions per day as we hope this will take some of the burden of remote learning off working parents.
* Assignments are designed to be editable therefore reducing the need to print out worksheets.
* A minimum of three hours of learning per day for Rec/Year 1/ Year 2 and a minimum of four hours of learning per day for Year 3/Year 4/Year 5/Year 6.
* The timetable is prescriptive in timings to support pupils and parents with structuring their day in a routine fashion.
* Online engagement is generally completed by 1:30pm each day to offer parents support in organising their day should they want to spend time together as a family in the afternoon, however there are some exceptions to this, such as guitar lessons and additional PE sessions.
* Parents have been emailed a list of additional resources to use should their child require further challenge or more learning activities.

**Schedule of Learning**

Our current weekly programme of learning for each class is summarized below:

**CLASS 1 SCHEDULE – Please note EYFS refers to Reception and KS1 refers to Year 1 and Year 2**

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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 9:00am–9:30am | LIVE Team Active | LIVE Team Active | LIVE Team Active | LIVE Team Active | LIVE Team Active |
| 9:30am–9:45am | BREAK | | | | |
| 9:45am–10:15am | LIVE Phonics EYFS ONLY | LIVE Maths EYFS ONLY | LIVE Phonics EYFS ONLY | LIVE Maths EYFS ONLY | LIVE Story for EYFS and KS1 |
| 10:15am–10:45am | Maths Task | Maths Task | Maths Task | Maths Task | Maths Task |
| 10:45am–11:00am | BREAK | | | | |
| 11:00am–11:30am | LIVE Phonics KS1 ONLY | LIVE Maths KS1 ONLY | LIVE Phonics  KS1 ONLY | LIVE Maths  KS1 ONLY | LIVE Fun on the Farm |
| 11:30am–12:00pm | Phonics Task | Phonics Task | Phonics Task | Phonics Task |
| 12:00pm–1:00pm | LUNCH BREAK | | | | |
| 1:00pm–1:20pm | LIVE Assembly | LIVE Story | LIVE Story | LIVE Story | LIVE Assembly |
| 1:20pm–2:00pm | Foundation subject task | Foundation subject task | Foundation subject task | Foundation subject task | Foundation subject task |

**CLASS 2 and CLASS 3 SCHEDULE**

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| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 9:00am–9:30am | LIVE Team Active | LIVE Team Active | LIVE Team Active | LIVE Team Active | LIVE Team Active |
| 9:30am–9:45am | BREAK | | | | |
| 9:45am–10:30am | LIVE Maths or Literacy followed by task | LIVE Maths or Literacy followed by task | LIVE Maths or Literacy followed by task | LIVE Maths or Literacy followed by task | LIVE Maths or Literacy followed by task |
| 10:30am–11:00am | BREAK | | | | |
| 11:00am–12:00pm | Independent Maths or Literacy task | Independent Maths or Literacy task | LIVE Healthy Lifestyles | Independent Maths or Literacy task | Independent Maths or Literacy task |
| 12:00pm–1:00pm | LUNCH BREAK | | | | |
| 1:00pm–1:20pm | LIVE Assembly | LIVE Story | LIVE Story | LIVE Story | LIVE Assembly |
| 1:20pm–2:00pm | Foundation subject task | Foundation subject task | Foundation subject task | Foundation subject task | Foundation subject task |

**Message to parents**

We recognise that everyone's households will be different and we know many of you are working from home and managing remote learning, in some cases with multiple siblings from across the primary and secondary range. If an assignment cannot be completed at the time it is placed on TEAMS then please do not worry. If it is completed a couple of hours later, that is fine and can still be submitted.  Many of our teaching staff are parents as well so we understand things from your perspective too, and the current juggling act which we are all managing is not at all easy. We are all in this together and we are here to support you. Please do not hesitate to call us or email us if you need any help.