



In the knowledge that
we are loved, we are rooted
by our Christian values.

Brill Church of England School

Remote Learning Policy

Policy Reviewed	Sept 2023
Policy Owner	L.White
Signed Headteacher	L.White
Review date	Sept 2024

Aims

Remote learning is provided for children who are not able to attend school for an extended period for reasons of health, personal circumstance discussed and agreed with the Headteacher or due to a national pandemic situation.

Our remote learning provision aims to ensure that:

- Children across the school benefit from a well-planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practised in each subject each day.
- Lessons and activities are set so that pupils have meaningful and ambitious work each day in several different subjects.
- Lessons include provision of frequent, clear explanations of new content.
- Teachers can gauge how well pupils are progressing through the curriculum using tasks set and work submitted for feedback.
- Teachers can adjust the pace or difficulty of what is being taught in response to work submitted and contact with children.
- Teachers plan a programme that is of equivalent length to the core teaching pupils would receive in school.

Microsoft Teams

In most situations, remote learning is communicated and managed via Microsoft Teams, our school website and the Learn platform.

During normal operation, Microsoft Teams is used to communicate homework tasks and some pupil reminders. This ensures that pupils are thoroughly familiar with the platform if it needs to be used at short notice.

If remote learning is required for whole classes or the school, we will use Microsoft Teams.

This will allow staff to stay connected in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed, and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Flexibility of Learning

In our planning and expectations, we are aware of the need for flexibility from all sides: parents may be trying to work from home so access to technology as a family may be limited;

parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;

teachers may be trying to manage their home situation and the learning of their own children;

systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Communication between home and school when school is open

Parents can send direct emails to their child's class teacher about work set if they require support or are struggling with the work set.

Parents/children should respond to questions asked by the teacher publicly as the answers they provide can help everyone with the learning set.

All other email communication must come through the school office.

Communication between home to school during isolation/ lockdown

Parents can send direct emails to their child's teacher about work set if they require support or are struggling with the work set.

Parents/children should respond to questions asked by the teacher publicly as the answers they provide can help everyone with the learning set.

All other email communication must come through the school office.

If appropriate or required, due to specific circumstances, staff may phone some families. Families where there is a safeguarding concern, or recognised as requiring support, will be regularly contacted by a member of the Senior staff by phone.

Teaching Staff will:

- Share teaching and activities with their class through Microsoft Teams.

- Continue teaching in line with current, extensive planning that is already in place throughout the school.

- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this.

- Keep in contact with children through Microsoft Teams.

- Reply to messages, set work, and give feedback on activities following guidance as set out in this policy.

- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in several ways.

- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g., Policy Development.

- If unwell themselves, be covered by another staff member where possible. Response to emails during a time of absence may well be disrupted. If you require support, please email the school office too, so that we are aware of your query.

Children will:

- Be assured that their wellbeing is at the forefront of our thoughts and they need to take regular breaks, to get fresh air and exercise and to maintain a reasonable balance between online engagement and offline activities.

- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them.

- Only access the material shared by their teacher and ask for parental permission to use technology.

- Read daily, either independently or with an adult.

- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:

- Support their child's learning to the best of their ability.

- Encourage their child to access and engage with the Microsoft Teams posts from their teacher.

- Not record, screenshot, or copy any information, messages, or posts to share on social media or any other platform outside of Microsoft Teams.

- Know they can continue to contact their class teacher via email if they require support.

- Check their child's completed work each day and encourage the progress that is being made.

- Be mindful of mental wellbeing of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air, and relax.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents must note that some resources are for viewing online only. These must not be printed, photocopied, or distributed. The school will not take responsibility for any breach of Copyright Law. These resources will be labelled as such.

Parents should read our Privacy Policy, Data Protection Statement and related addendums regarding GDPR (General Data Protection Regulation) legislation.

Our Approach

Over this academic year the school's learning offer will follow the tiered approach as set out below. There may be times when individuals, small groups, whole year groups or the whole school must self-isolate or go into lockdown.

Stage	Action
All schools fully open. Individuals may need to self-isolate if testing positive for Covid-19.	Remote learning available on the school website ensuring the offer is as close as possible to the classroom offer. If a whole class is isolating, we will use Microsoft Teams following our guidance. Work and links to Teams will be on our school website.
Wider lockdown. School must follow local and government rulings.	Remote learning available on the school website Twice daily Microsoft Teams lessons delivered by class teachers.
Vulnerable and critical workers at school only.	Children at school will use our IT facilities to engage with the online learning.

Our school will follow all rulings and guidance from relevant bodies when and if required to do so.

The Learning Offer for a year group lockdown or complete lockdown of the school in the Autumn term:

Copies of the learning packs will be made available to all families who require a hard copy. These will be posted, delivered, or can be collected by prior arrangement.

Teachers will use Microsoft Teams to provide details regarding learning activities for children alongside videoed explanations and introductions, support materials and links.

Parents should continue to read with their children.

Parents can request support with set learning activities via email.

Parents/children can send in the selected pieces of work requested by the teacher so that they can provide feedback.

Songs, rhymes, and opportunities to talk will be maximised.

Practical activities such as baking, painting and craftwork will also be recommended.

Children will have access to the online programs we offer, these include Bug Club and TTRockstars.

Brill Church of England School Remote Learning Contingency Plan

Action	Responsible	Supported by	Timeframe
In the event of whole year groups isolating:			
Whole School			
Maths workbook and blank exercise book sent home	Class Teacher	LW	Last day of school
Weekly Learning timetable uploaded onto TEAMS	Class Teacher	LW	Every Friday for the following week
EYFS-All Learning will sit on the school website			
Daily recorded phonics session to be uploaded onto Learn	Class Teacher	LW	Daily
Weekly White Rose maths and activity ideas.	Class Teacher	LW	Daily
Weekly Science experiments.	Class Teacher	LW	Weekly

Support with resources packs.	Class Teacher	LW	Daily
Disco/Activity-wake and shake, movement, yoga etc on Learn	Class Teacher/TA	LW	Daily
Mindfulness/reflection/well-being activity.	Class Teacher/TA	LW	Daily
Daily recorded or live story time (TA (Teaching Assistant) to support with this)	Class Teacher/TA	LW	Daily
Parents to email teachers for communication.	Class Teacher	LW	Daily monitoring
KS1 (Key Stage 1) (Years 1 and 2)-Learning will all sit on TEAMS via the school website			
Weekly timetable of activities uploaded. Include movement breaks, outdoor activities, brain breaks and free play times.	Class Teacher	LW	Every Friday for the following week
9am morning registration and physical activity (Yoga/Wake & Shake/ABC sport skills) on TEAMS video call.	Class Teacher	LW	Daily
9:30 Live daily guided reading session on TEAMS with groups of approx. 6 pupils and then an opportunity for children to talk about their day, ask learning questions and teacher to give top tips for the day's learning.	Class Teacher	LW	Daily
Daily recorded phonics session	Class Teacher	LW	Daily
Daily live teaching or videos for Maths and Literacy to support tasks	Class Teacher	LW	Daily
KS1 Foundation subjects to be delivered using online resources such as BBC Daily Bitesize or Oak Academy, as appropriate, following the curriculum map. Links to be uploaded to TEAMS.	Class Teacher	Subject Co.	Uploaded by 7pm the night before
Daily mindfulness/reflection/well-being activity.	Class Teacher/TA	LW	Daily
Daily pre-recorded or live story time.	Class Teacher/TA	LW	Uploaded by 7pm the night before.
Parents to email teachers for communication.	Class Teacher	LW	Daily monitoring
MFL- Spanish Weekly MFL (Modern Foreign Languages) activity with worksheets to complete and share with Senora Tate for feedback.	ET	LW	Weekly
Weekly Forest School activity	Forest School Lead	LW	Weekly
KS2 (Key Stage 2) (Years 3,4,5 and 6) Learning will sit on TEAMS via the school website			
Weekly timetable of activities uploaded. Include movement breaks, outdoor activities, brain breaks and free play times.	Class Teacher	LW	Every Friday for the following week
9am-Morning registration on TEAMS video call.	Class teacher	LW	Send invites out for the duration of their isolation period.
9:30-Live daily guided reading session on TEAMS with groups of approx. 6 pupils and then an opportunity for children to talk about their day, ask learning questions	Class Teacher/TA	LW	Daily

and teachers to give top tips for the day's learning.			
Daily SPAG activity	Class Teacher	LW	Daily
KS2 daily live or pre-recorded videos for English and Maths uploaded to TEAMS/Learn as lesson starter (5-10 minutes)	Class Teacher	LW	Uploaded by 7pm the night before.
KS1 Foundation subjects to be delivered using online resources such as BBC Daily Bitesize or Oak Academy, as appropriate, following the curriculum map. Links to be uploaded to TEAMS	Class Teacher	Subject Co.	Uploaded by 7pm the night before
Daily mindfulness/reflection/well-being activity	Class Teacher/TA	LW	Daily
MFL- French Weekly French activity with worksheet to complete and share with Madam Tate for feedback.	ET	LW	Weekly
Weekly Forest Schools activity	Forest School Lead	LW	Weekly
Daily pre-recorded or live story time	Class Teacher/TA	LW	Uploaded by 7pm the night before.
Home learning tasks handed in via Learn and marked daily/weekly	Class Teacher	LW	Daily/Weekly
Parents to email teachers for communication	Class Teacher	LW	Daily monitoring
In the event of Whole Primary Phase closure or Tier 4 National Framework:			
All measures identified above in year group closure section above plus:			
Communicate final remote learning plan with parents	LW (Louise White)	LW	Last week of school
Rota implemented for supervision of key worker/vulnerable children. TAs (Teaching Assistant) to supervise key worker/vulnerable children enabling teaching staff to facilitate remote learning.	LW	LW	Last week of school
Weekly Microsoft Teams assembly for EYFS (Early Years Foundation Stage) & KS1 and KS2	LW	LW	Weekly
Reception live session through TEAMS (in small groups of up to 6) Each child has one weekly live session.	Class Teacher	LW	Weekly
Weekly wellbeing phone calls home to parents with children who have an EHCP/Social Worker/Pupil Premium	Pastoral Lead/SENCo/Class Teachers	LW	Weekly
Parent Rep meeting every 6 weeks	LW	Parent Council Chair	Every 6 weeks from the beginning of lockdown
Phone call home to all parents once every 6 weeks	Class teachers	LW	Every 6 weeks from the beginning of lockdown

This offer may change as the year progresses as would the teaching and learning if it were happening in class.

Access to technology

The school's remote learning provision relies on pupils' access to the internet. If families have limited access to technology, parents and carers are asked to contact the school. We support individual families in the most appropriate way to ensure their children can access their remote curriculum.

Timelines

The school has clear timelines for uploading and revealing of work, submitting any pupil tasks for feedback and receipt of that feedback from teachers. Timelines are made clear to parents, according to the situation. Parents and carers may, from time to time, email the teacher or send a message via Microsoft Teams regarding support with an activity or an aspect of their child's curriculum. Teachers will reply to any parent communications as soon as possible and always within 2 school days of receipt. Teachers will only communicate directly with parents during working hours (9am-5pm weekdays during term time).

Safeguarding

Whilst children are being educated at home during the COVID-19 outbreak, the safeguarding of pupils and teachers is paramount. Our Child Protection Policy is available [here](#) on the safeguarding page of our school website.

Teachers can refer to guidance from the following documents to ensure their safety and that of their pupils:

- Advice from the NSPCC (<https://learning.nspcc.org.uk/news/2020/march/undertaking-remoteteaching-safely>)
- Guidance from the UK Safer Internet Centre (<https://swgfl.org.uk/resources/safe-remote-learning/>) Emphasises the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on devices and use internet filters.

The following guidance is recommended to parents:

<https://www.saferinternet.org.uk/advicecentre/parents-and-carers>
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
<https://www.thinkuknow.co.uk/parents/>