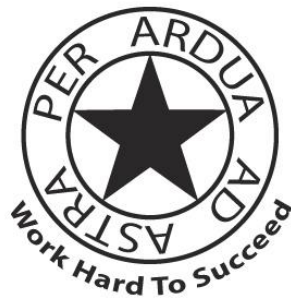


GARDEN SUBURB JUNIOR SCHOOL



Home Learning Policy 2020-21

Policy date: September 2020

Review date: October 2020

GSJS Home learning Policy

Aims

The aim of this policy is to provide guidance to parents/carers, staff and pupils in the event that lessons are unable to be delivered 'face-to-face' as normal, remote learning is required. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Scope

- Pupils and staff unable to attend school due to a period of advised self-isolation but who otherwise remain well
- Staff unable to attend school due to a period of advised self-isolation and who are unwell
- An extended period of school closure.

This policy **does not apply** in situations such as:

- A pupil who is not at school without prior authorisation from the school e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England and the UK Government.

Contents

1) Aims

2) Scope

Section A

Roles and Responsibilities

Staff

Parents

Pupils

Section B

In the event of individual children learning from home

3) Online safety & safeguarding

4) Key worker school/full lockdown

Section A

In the event of a whole class, whole year group or whole school closure, section A will apply.

Roles and responsibilities

The Head teacher and Deputy Head teacher are responsible for:

- Ensuring that the relevant risk assessments are carried out.
- Ensuring safeguarding systems are robust and followed by all staff.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR and that the school is compliant with the Data Protection Act 2018.
- Ensuring that pupils identified as being 'vulnerable' are provided with necessary information and instruction, as required, and that communication between class teachers and the DSL occurs when necessary.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Recording and uploading two assemblies per week for all year groups.
- Sending out weekly newsletters detailing important information regarding home learning.
- Communicating important information with parents using 'parent mail'.

- Monitoring the wellbeing of all staff through liaison with team leaders.
- Overseeing the quality of teaching and learning across all year groups.
- Liaising with the ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Communicating with staff members when remote staff meetings will take place and facilitating these.
- Setting up a 'key worker school', in the event of a whole school closure.

Class teachers are responsible for:

- Reporting any safeguarding incidents to the DSL using 'MyConcern'.
- Creating a timetable for the children to follow each week.
- Creating and uploading:
 - English: Five lessons per week (1 for each day).
 - Maths: Five lessons per week (1 for each day).
 - Geography/History: One lesson per week.
 - Science: Two lessons per week.
 - PE: Two lessons per week.
 - Art/DT: One lesson per week.
 - Computing: One lesson per week.
 - RE/PSHE: One lesson per week.
- Using a video platform and Integris to register/catch up with their classes and explaining the morning's learning ahead.

In order to avoid difficulties with registration due to pupils having to share devices and parents having children in more than one year group, registration times will be staggered.

 - Year 3 – 8:30am – 8:45am
 - Year 4 – 8:45am – 9:00am
 - Year 5 – 9:00am – 9:15am
 - Year 6 – 9:15am – 9:30am
- Using a video platform and Integris to catch up with their classes and read to their class if appropriate.
 - Year 3 – 2:30pm – 2:45pm
 - Year 4 – 2:45pm – 3:00pm
 - Year 5 – 3:00pm – 3:15pm
 - Year 6 – 3:15pm – 3:30pm
- Recording and uploading five recorded maths lessons.
- Recording and uploading five recorded English lessons.
- Recording other lessons where appropriate.
- Identifying which lessons that week require formal written feedback by the class teacher and sharing this with the parents and children - ensuring that marking is done in accordance with the school's marking policy.
- Returning marked work to the pupil, by an agreed date.
- Contacting parents/carers via parentmail/email/phone that same week where, in exceptional circumstances a child is not completing their schoolwork or their standard of work has drastically decreased.
- Monitoring the needs of each pupil including pupils with SEND/EAL and discussing additional support or provision with the SENDCO.
- Monitoring the needs and outcomes of pupils identified as 'vulnerable' and making contact via parentmail/email/phone where necessary that same week.
- Attending remote staff meetings.

Specialist teachers are responsible for:

- Creating and uploading:
 - Music: one recorded lesson per week
 - Spanish: one recorded lesson per week
- Providing feedback, ensuring that marking is done in accordance with the school's marking policy.
- Returning marked work to the pupil, by an agreed date.
- Informing the class teacher where a child is not completing their schoolwork or their standard of work has drastically decreased.
- Monitoring the needs of each pupil including pupils with SEND and informing class teacher.
- Monitoring the needs and outcomes of pupils identified as 'vulnerable' and informing the class teacher.
- Attending remote staff meetings.

In the event of the school operating a 'key worker school', specialist teachers may be required to supervise the running of this on the school site.

The Governing Body is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Providing support to the Leadership team.
- Supporting the school in communicating effectively with parents/carers.

The SENDCO is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the class teacher and other staff/organisations to make any alternate arrangements for pupils with EHC plans and ILPs.
- Supporting the class teacher/LSA in order to provide required interventions.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Making weekly contact via phone or email with parents whose children have EHCPs/CPs to ensure that they are supported in being able to engage fully with home learning and communicating this to class teachers.
- Attending remote staff meetings.

In the event of the school operating a 'key worker school', the SENDCO may be required to supervise the running of this on the school site.

The Welfare Assistant is responsible for:

- Providing assistance to parents/carers via the school phone and email address.
- Reviewing daily integris registers submitted by class teachers.
- Adding absence codes to the daily class registers.
- Contacting families on the same day of absence to ascertain why their child is absent from home learning – then logging this on Integris.
- Informing class teachers as to reasons of absence.
- Liaising with EWO and Head teacher regarding monitoring attendance.

In the event of the school operating a 'key worker school', the Welfare Assistant will be required to over-see the registering of pupils learning on site and remotely and will be expected to carry out all above duties with both the 'key worker school' pupils and those learning remotely.

The Business Manager is responsible for:

- Continuing to manage the daily business/financial management of the school.
- Continuing to ensure that cyclical maintenance of the school site is up to date where possible.
- Supporting the Head teacher in maintaining communication with parents through parent mail.
- Processing any data returns the DfE require.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Managing systems to support pupils with FSM e.g. voucher scheme.
- Continuing to support class teachers with generating address labels for the posting of home learning.

The Caretakers are responsible for:

- Maintaining the school grounds and premises if they are able to access the school site.

In the event of the school operating a 'key worker school', they will be required to open and close the school site and over-see all visitors/deliveries as well as continuing to sanitise/clean all agreed areas.

The Kitchen Staff are responsible for:

Providing pupils and staff with a packed/school lunch in the event of the school operating a 'key worker school'.

The LSAs are responsible for:

- Making weekly contact via phone or email with parents of the children with SEND that they directly work to ensure that they are supported in being able to engage fully with home learning and communicating this with class teachers.
- Supporting class teachers to create resources for pupils with SEND.
- Attending remote staff meetings.

In the event of the school operating a 'key worker school', LSAs may be required to supervise the running of this on the school site.

In the event that a member of staff is not well enough to work, or their personal circumstances prevent them from working and they are therefore not able to fulfil their outlined responsibilities, the school will endeavour to cover the member of staff's responsibilities as much as is reasonably possible. The school will assess each situation which arises on an individual basis and staff will work flexibly in order to minimise disruption and maximise learning for pupils.

Parents are responsible for:

- Ensuring their child registers on Showbie every school day and assisting where necessary.
- Informing their child's teacher via email or the school office no later than 8:30am if their child is unwell or unable to participate in home learning.
- Taking an active interest in their child's learning.
- Supporting their child to follow the weekly timetable set by their child's class teacher.
- Monitoring their child's communication and online activity.
- Recognising, rewarding and celebrating their child's effort and achievement.
- Communicating with their child's class teacher via phone or class email if their child is struggling to access the home learning.
- Overseeing their child's use of 'Showbie' – ensuring that they complete all relevant work on time and to the best of their ability and submitting it to their child's class teacher by the agreed deadlines in order for the work to be marked.
- Reporting any technical issues to the school as soon as possible.
- Providing school uniform for their child to wear each day that they learn from home.

Pupils are responsible for:

- Wearing school uniform.
- Eating breakfast and being prepared to learn before school starts.
- Following the Online Safety Policy at all times.
- Ensuring they attend daily meetings with their class teacher.
- Following the timetable set by their class teacher.
- Completing all home learning set by their class teacher through Showbie, on time and to the best of their ability.
- Reporting any technical issues or issues regarding their home learning activity to their responsible adult and if possible, their teacher, through 'Showbie'.

Section B

In the event of individual pupils self-isolating in line with government and Public Health England guidance, but the remainder of the school remaining open, section B will apply.

Scope:

- Awaiting a negative result
- Being told to isolate before surgery
- Being contacted by track and trace

When the child is well enough the family will be

- Contacted by a member of staff by phone regularly to discuss home learning
- Directed to activities on 'Showbie' where possible (see above)

If a child does not have access to technology at home

- They will be contacted by a member of staff by phone regularly to discuss home learning
- Text books (Collins/Key comprehension) will be provided
- Activities that would have been uploaded to Showbie will be printed and posted instead

Online Safety and Safeguarding

This section of the home learning policy needs to be read in conjunction with the Online Safety Policy.

Staff are responsible for:

- Following the Online Safety Policy.
- Following the school dress code and staff code of conduct.
- Being situated in a suitable area within the home with an appropriate background.
- Not recording, storing, or distributing uploaded material without permission.
- Risk assessing the technology used for remote learning prior to use and ensuring that privacy issues and scope for inappropriate use are minimised.
- The school will ensure that all school-owned equipment and technology used for remote learning contains no sensitive data, has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- Encouraging parents to set age-appropriate parental controls on devices and internet filters to block malicious content.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Parents are responsible for:

- Following the Online Safety Policy
- Ensuring members of their household behave in an appropriate way on camera/audio.
- Situating their child in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication. Where parents cannot facilitate this, their child's camera must be switched off.
- Not recording, storing, or distributing uploaded material without permission.
- Setting age-appropriate parental controls on devices and internet filters to block malicious content.

Pupils are responsible for:

- Following the Online Safety Policy.
- Wearing appropriate clothing – their full school uniform.
- Sitting in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication. Where they cannot do this, they must switch off their camera.
- Following the school's behaviour policy and class rules.
- Using the necessary equipment and computer programs as intended.
- Not recording, storing, or distributing uploaded material without permission.

Safeguarding

During any period of school closure, the Child Protection and Safeguarding policies apply.