

**Hillington Primary**

**Home & Distance Learning Policy**

At Hillington Primary we are committed to ensuring all that of our children continue to learn. This policy will support pupils, families and staff to understand the expectations and principles around home and blended learning. It has been developed to support our school community during any period of enforced school closure and/or self-isolation periods.

Relationships & Communication

During any closure or self-isolation period, relationships and the ability to connect with others is extremely important. At Hillington Primary we encourage a balance between work and play, allowing time for family, friends and learning. We want our pupils to maintain human interaction and communication with their teachers and their peers, to maintain a sense of belonging to the Hillington Primary School Community. Whilst learning is important we also want to ensure that the wellbeing of families is also considered. With that in mind we understand that work, illness, caring for the vulnerable individuals and other children within the home at times will take priority over learning. We will endeavour to support our learners during any period of distance or blended learning to ensure they continue to learn and grow.

What is Distance Learning?

Distance learning is where pupils cannot physically be present at school. As children cannot access school to learn, their learning will take place online. It is important that children complete the work set by their class teacher online. At Hillington Primary we use Microsoft Teams to share learning and teach online. In addition children will have access to other online learning sites including Sumdog and Language Nut. All children have been provided with usernames and logins for these platforms.

What is blended learning?

Blended learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. It requires the physical presence of both teacher and student. The timetabling of blended learning will be arranged by the school and families will be notified in advance of the days in which children are expected to attend school in person. As with distance learning online tasks will be set by class teachers and will be shared using Microsoft Teams. Pupils will still have access to other online learning sites including Sumdog and Language Nut. All children have been provided with usernames and logins for these platforms.

***We are unable to provide learning materials or learning tasks to children who are unwell or to families who are keeping their child off school voluntarily.***

Learning Activities

We will be focusing on Literacy, Numeracy, and Health & wellbeing, using the experiences and outcomes from Scotland’s Curriculum for Excellence to guide our planning. Lessons will be conducted in a variety of ways, including:

* Uploaded resources
* Pre-recorded lessons
* Live-streamed lessons
* Links to video clips and relevant websites
* Signposting to alternative resources
* Instructions for practical tasks
* Follow-up tasks

Please note we do not expect families to print out any resources. Worksheets and any other uploaded resources are there simply as a guide for presenting tasks. Recording work on paper will be sufficient.

Some activities will be completed online and teachers will be able to see it, for example, activities set on Sumdog and Language Nut. Sometimes a task might ask the child to carry out an experiment; growing seeds, organising tins and packets according to weight, or drawing or making a model. These could be photographed and shared on our school Twitter page if families wish to showcase any learning. Teachers will be able to monitor children’s engagement in activities through Microsoft Teams and while they will be unable to mark/correct work they will be able to check pupils understanding through daily class check-ins.

Learners will be provided with a suggested timetable for the week to ensure that they are given routines in order to learn at home. Children thrive off routine and structure so this may help when learning at home. Please note however that this is a suggested timetable. We understand that this cannot be followed at all times and may not at all in some instances.

What is expected of learners?

Each pupil is a member of two Teams on Microsoft Teams:

1. Home Learning Team, where the majority of work will be uploaded to.

2. Class Chat Team, where other tasks and activities will be set.

A suggested timetable of learning will be issued for each class. Each child will be issued with set work to complete each day. Activities will include live lessons, maths and literacy tasks, interdisciplinary learning, modern languages, physical education and weekly assemblies. Whilst we will endeavour to ensure that timetables are followed consistently changes may be required from time to time. Families will be notified of any changes.

Pupils are responsible for logging in to Microsoft Teams each day at 9am and checking the work posted by their class teacher for that day. They must ensure they understand what they are being to do and complete the tasks set in a timely manner. It is important that pupils understand the importance of maintaining learning and they are encouraged by adults responsible for their care to participate fully.

What is expected of teaching staff?

All teachers will provide work for children to complete at home. Teacher will try to match the work to pupils’ abilities wherever possible. Teachers will be working from 8.55am to 3pm Monday to Friday. Teachers and support staff may be scheduled to work in school to provide support to pupils identified as vulnerable or the children of key workers. Staff will also be completing professional learning tasks.

Suggested timetables outline an achievable amount of work each day for our learners. This is less than would be expected across a week at school and does not aim to replicate the school day. Explicit instructions from teachers will ensure that the learning in this reduced time is focused and essential. Learning will be reviewed at the end of each day.

What is expected of families?

Parents and carers are children’s first educator and like any form of learning parents and carers have a large role to play in each child’s learning journey. Whilst distance and blended learning can pose many challenges for families there are lots of ways that parents/carers can help to support learning at home.

* Consistent Routines – Routines are important. Class timetables suggest a structure to the week for learners that can be adapted to fit alongside their own family’s schedule and resources (e.g. shared technology and facilities). All learning outcomes, suggested timings and resources will be made explicit enabling pupils and teachers to track progress.
* Getting the Right Balance - Promoting a healthy balance between home learning and family time. Parents/carers know their family best and can make informed decisions on the routines that suit their family unit best.
* Learning Environment – Families do not need to replicate the classroom at home however providing an appropriate environment for home learning e.g. a comfortable workspace and blocks of uninterrupted time will help to support learning.
* Providing Support – Some support will be required for children working at Early to First level, P1 to P4. It is important to providing encouragement and appropriate support without doing the home learning for pupils. Helping to motivate them and coach them in time management and self-organisation skills when needed will help to keep them on track with learning.
* Time Management – It is important that pupils are encouraged to take regular breaks. This is to support wellbeing and rest periods as well as family and social time. Encouraging home learning to be undertaken where possible will help to establish clear routines but it is appreciated that some flexibility is required, especially where resources are shared as a family.

***The school is on hand to support families should their child be finding if challenging to engage in any aspect of distance or blended learning.***

Digital Inclusion

Safeguarding

Keeping pupils and teachers safe during remote education is essential. Live lessons will be included in suggested learning timetables. Teachers delivering such remote education online will adhere to the principles set out Glasgow City Councils Staff Code of Conduct Policy and Glasgow City Councils Video conferencing guidelines.

As part of our schools Acceptable Use of ICT Policy staff, pupils and families agree to the following -

* During live lessons pupils and teachers should be the only persons visible on screen
* Pupils and teachers will be suitably dressed for lessons e.g. no pyjamas
* Pupils and teachers will ensure they are in a quiet space for learning where they are unlikely to be disrupted
* Pupils and teachers will ensure that learning takes place in a suitable location where backgrounds are appropriate for a learning environment
* Pupils will conduct themselves in the same way they would in the classroom environment following both the whole school and class charter for promoting positive behaviour

***If at any time safeguarding becomes an issue during a live lesson lessons will be terminated immediately. If families have any concerns they should contact the school.***

**Distance and blended learning is a new approach for all of us and as such we may all make mistakes from time to time. Mistakes are all part of the learning process. It is important we work together respectfully to ensure we get it right for all pupils at Hillington Primary. We kindly ask for your patience and understanding as we all continue to work together to develop our digital skills**.

***If you have any questions about any aspect of distance or blended learning please contact us directly at the school on 0141 882 2144.***

***Miss Gillies – Head Teacher***

***Miss Davidson – Depute Head Teacher P1-P5/4***

***Mr Ramsay – Depute Head Teacher P5-P7***