



# King's Oak Primary School and Nursery Class

## Remote Learning Policy



'Even remotely, From Tiny Acorns, Mighty Oaks Grow'

### **Rationale:**

In December 2020 the First Minister announced that schools should provide remote learning from January 2021. This policy sets out to share expectations and establish a collective understanding of what remote learning means for our school community for this period of school closure and/or further closures.

### **Aim:**

This remote learning policy aims to:

- set out the expectations for all members of our school and ELC community with regards to remote learning/ playing and learning at home (Nursery)
- ensure consistency in the approach to remote learning/ playing and learning at home (nursery) for pupils that supports continuity of learning
- establish how we will implement and quality assure our remote learning/ learning at home offer
- provide clarity as to how our school's and ELC's approach remote learning/ playing and learning at home and links to guidelines from both the council and Education Scotland

### **What is remote learning?**

*'Remote learning is learning that is **directed** by practitioners and **undertaken** by children and young people who are not physically with the practitioner while instruction is taking place.'*

*Education Scotland January 2021*

### **What will remote learning look like for learners?**

*"Learners should not engage in online learning for the entirety of the school day. Learning may include activities such as research tasks, project work, practical opportunities, discussions and other activities that can be carried out away from a digital device."*

*Education Scotland January 21*

### **In King's Oak Primary School learners can expect:**

A paper learning pack will be available on a weekly basis. This is the same pack that is uploaded onto Microsoft Teams on a weekly basis. Across a week, five literacy and numeracy tasks will be set. Health and wellbeing tasks are also a focus. Tasks in these paper and online packs have the intended learning shared along with parental instructions and relevant prompts.

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Periodic reviews of remote learning will be undertaken to consistently gather views of parent and carers on what is working well and our next steps. These will be in the form of brief online questionnaires.

Whilst on Teams and during live sessions the role of parents will be to support their child with technical elements if required. Parents/ Carers should also ensure their child is following Internet Safety Guidelines. Simple ways to do this can be to: Ensure children are appropriately dressed for live sessions, ensure nobody is filming sessions as permission has not been granted for this and to be aware of background surroundings as homes are busy places. Try to keep what is shown on camera as a wall space that nobody else is passing by.

If a parent/ carer has questions or concerns over any additional support needs of their child, please contact the Depute Head Teacher Mrs Wilson via the school office.

### **What is the role of pupils?**

Pupils are expected to try their best with learning tasks. Many of the tasks use methodologies applied in class and are familiar for children.

When online children should be using school values as a baseline for their behaviour, particularly showing responsible and respectful choices. Expectations around dress code, background and respect to staff have been shared with families.

Children who can access technology independently should engage on a daily basis Monday – Friday.

Pupils know their first port of call if they have issues is the adult within their home, followed by making contact with their class teacher. Children from P4-P7 have been shown how to make contact with their teacher using their glow mail

### **What is the role of staff?**

*‘Class teacher retains responsibility for planning and organising children’s and young people’s learning, with learning supported by parents and carers’*

*Education Scotland January 2021*

Teachers will plan, resource and assess lessons. This will include any accompanying worksheets/ slides/ physical resources. Alternatives may be given for home based resources to support planned learning.

Tracking of online engagement on Teams, live check-ins and Sumdog will happen on a weekly basis. This is compiled on a Friday and will shape next steps to support some learners by the School Leadership Team.

All teaching staff will have some time within the King’s Oak hub across a week. When teachers are hub committed another school adult resumes responsibility for their class Teams page. If a teacher is in the hub during their live class check in another adult (normally the RCCT teacher for the class) will deliver the check in. This will ensure continuity of relationship for children with key adults from their class.

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Each hub bubble within King's Oak is supported by at least one member of support staff on a rota basis. Staff remain within one bubble. Support staff also have a large number of 'at home' learning that should be worked on when not in school. On a Thursday one member of support staff is deployed to assist with the preparation of paper packs for the following week. Clerical staff also support this key role. Support staff can attend check in for their class if they choose to.

Teaching staff have agreed in January 2021 to have a weekly business meeting to keep lines of communication open and to ensure consistency in approach across the establishment. Nursery staff are also having a minimum of one weekly online meeting with the Senior EYECO for similar purposes.

### **What will happen if pupils are not engaging?**

It is important that we track pupils' engagement in remote learning to identify families who may need additional support to access the remote learning provision. As well as this, tracking engagement in remote learning will be a key function of our safeguarding responsibilities to children as well as supporting pupil and family well-being.

Engagement is tracked by class teachers on a daily basis through attendance at check-ins plus the use of 'insights' on Teams. This is shared regularly with SLT as well as who was not reached by our weekly pastoral telephone calls.

Parents will be involved via email through Groupcall Messenger about non-engagement. This will happen on a weekly basis. If engagement does not improve, families will be contacted by SLT through telephone calls or doorstep visits. The purpose of these visits and calls will be to discuss possible supports that may assist the child and family.

Should a child be ill and unable to learn remotely, parents and carers should contact the school office on 01475 714680, as per protocol on a regular school day to inform clerical staff of this. This information will be passed to class teachers and SLT. SEEMIS codes will be amended to show child illness.

### **How will we ensure quality?**

Ensuring quality is a job for all staff who are responsible for communicating as a team to support learners.

All members of the SLT are owners on each team and all content is visible to them.

The Head Teacher will liaise with the Chairperson of the Parent Circle or the Wider Core Group on a regular basis, looking for feedback and to continue partnership working throughout.

Regular feedback will be sought by stakeholders to ensure the best outcomes for learners.

An overview of remote learning will be included in the 2020-2021 Standards and Quality report written in June 2021.

The Head Teacher will continue to liaise regularly with the School Education Officer to provide feedback on remote learning data and improvements.

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**Further reading / related documents:**

- Inverclyde's Remote Learning Guidance, January 2021
- Inverclyde digital safeguarding guidance, revised January 2021
- [Education Scotland Remote Learning](#)
- Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021

## **King's Oak Nursery Class**

Learning at Home should continue to be based on the pedagogy of play and offer a range of opportunities that can be undertaken both indoors and out. It should reflect the curriculum offer that would be available within the setting.

### **In King's Oak Nursery Class learners can expect:**

A weekly pastoral care telephone call from a member of staff

A Play and Learning at Home pack available weekly from the school office from a Friday (late morning). These packs include all resources for given activities. These cover a variety of curriculum areas

Regular Social Media Updates from nursery

A pre-recorded weekly Story from EYECO Miss McAlister

Following ELC training, the nursery class will introduce pre-recorded content to assist with learning concepts.

### Parents/ Carers can:

- Ensure consistency of already established routines to keep your child's life as balanced as normal periods.
- Continue to promote oral health through the use of tooth brushing equipment given or available within the family home.
- Call the nursery with any questions, concerns or to seek support or guidance (Mon – Fri 9-3)
- Find the nursery number and the contact email for Miss Love on our weekly Play and Learn at home packs.

### Staff Roles:

- Practitioners will plan, resource and guide on at home play opportunities. This will include any accompanying resources.
- Staff will track engagement of telephone calls, social media and learning packs.
- Almost all staff will have some time within the King's Oak hub across a week. When staff are hub committed another adult resumes responsibility for their key group (Miss Love).
- All practitioners also have a large number of 'at home' learning resources that should be worked on when not in nursery.
- Attend virtually a weekly staff meeting to share professional learning undertaken.

### **How will we encourage engagement?**

It is important that we track families' engagement in learning at home to identify families who may need additional support to access the learning at home provision. As well as this tracking engagement in learning at home this will be a key function of our safeguarding responsibilities to children as well as supporting family well-being.

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Engagement is tracked by practitioners on a weekly basis through telephone calls, emails, social media and collection of learning packs. This is shared regularly with SLT as well as who was not reached by our weekly pastoral telephone calls.

How will we ensure quality?

Ensuring quality is a job for all staff who are responsible for communicating as a team to support children.

The Head Teacher will liaise with the Chairperson of the Parent Circle or the Wider Core Group on a regular basis, looking for feedback and to continue partnership working throughout.

Regular feedback will be sought by stakeholders to ensure the best outcomes for children and families.

An overview of remote learning will be included in the 2020-2021 Standards and Quality report written in June 2021.

The Head Teacher will continue to liaise regularly with the School Education Officer to provide feedback on playing and learning at home data and improvements.

#### **Further reading / related documents:**

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- Inverclyde digital safeguarding guidance, revised January 2021
- [Education Scotland Remote Learning](#)
- Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021
- [Learning at Home](#) – Parentzone Scotland resources
- [Read, Write, Count](#) - a national initiative which aims to improve the literacy and numeracy skills of Scotland's children.
- [PlayTalkRead](#) - encourages parents and families to include easy and fun reading, writing and counting activities in their everyday lives.