

# Whinhill Primary School

## Remote Learning Policy



Remote learning: vision for continuity of learning' statement

### 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 community with regards to remote learning
- ensure consistency in the approach to remote learning for pupils that supports continuity of learning
- establish how we will implement and quality assure our remote learning offer
- provide clarity as to how our school's approach to remote learning 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."*

*Educations Scotland January 2*

### Introduction

During this period of lockdown, staff at Whinhill Primary School will continue to provide education and support to our children using remote learning. All learning will be conducted using Microsoft Teams on Glow. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will 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. In all communications, we will prioritise the wellbeing of our children.

### **In Whinhill Primary School learners can expect:**

- A curriculum that continues to develop literacy, numeracy and health and wellbeing and other curriculum areas within a Broad General Education.
- Learning experiences that are planned showing the learning for each day of the week. These plans will be posted on Teams and will also be emailed to parents on the preceding Friday.
- Daily live check-ins – this will happen at different times of the day for different classes and notification of the time will be placed on Teams. It can take the form of face-to-face Teams meetings for a class or group or live availability for responding to written posts on Teams. Staff will be available during the school day (9am – 3pm).
- Remote learning which can consist of pre-recorded lessons for literacy and numeracy with follow up activities posted on teams. A variety of learning activities for the broad general education to encompass all other curricular areas.
- Lessons which can consist of a combination of teacher pre-recorded content and uploaded recorded content from a bank of resources recommended by Education Scotland and Inverclyde Education department such as Clickview, E-sgoil, Oak National Academy and the West Partnership.
- Live lessons may be provided to support learning and also where another suitable resource is not available.
- Opportunities to continue to develop skills for learning, life and work through encouraging independent learning either through online work or associated activities.
- Process for submitting work – pupils can upload work through assignments, class notebook, their channel or uploaded in to the pupil’s private folder. Each class teacher will guide children as to which format will be used for their task. Due dates will be identified and work should be uploaded by the deadline identified by the teacher.
  - Feedback on pupil learning - feedback will be shared through assignments, in class notebook, Teams channels and in pupil’s private folder.
- Opportunities for engagement with other pupils – all Teams have a ‘chat channel’ which is monitored by staff to ensure that Inverclyde Digital Safeguarding in Education Policy is adhered to. Additional interaction will take place through live check-ins with a pastoral focus.
- To engage in ‘Wellbeing Wednesday’ afternoon where pupils will be encouraged to participate in mental health, wellbeing and active activities. We will continue to use the Paths programme to support our children’s wellbeing.

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

*“Parents and carers want the very best for their children. It is important to stress that, in a period of remote learning, parents and carers are not expected to be teachers and we understand that many will be juggling work and childcare.”*

*Education Scotland January 2021*

- Parents will be encouraged to continue to access all help guides and videos to support access to online learning which can be found on the school website.
- Parents will be signposted to the ‘Inverclyde Digital Safeguarding Policy’ to ensure
- Parents can support their child to participate in remote learning in a variety of ways – encourage the importance of routines while at home which make children feel more secure and organised, engage in literacy and numeracy learning in the morning, and other curricular

areas in the afternoons. The experience at home will be very different from in school. Continue to support and motivate pupils to engage in remote learning and reinforcing and celebrating their successes.

- Weekly learning plans will be emailed to parents on a Friday afternoon for the next week. The learning plan will also be uploaded to Teams alongside supplementary activities.
- Parents can support their child's learning on a weekly basis by reviewing the planning for the week and supporting their child to organise their learning tasks. Where possible support them in uploading their completed work to Teams. Please note children are not expected to be online from 9am – 3pm nor are parents expected to be supporting their child for the whole of the day.
- Health and wellbeing is extremely important and we encourage parents to support their children in accessing a variety of physical activities and experiences to promote positive mental health. Suggestions will be included in weekly planning.
- Parents should be aware that while teachers are working remotely supporting children on Teams they are also required to complete other tasks which include, planning future learning experiences, attending meetings, collaborative professional discussions and supporting children's learning in the hub. Therefore while they will respond timeously it may not be immediately.
- If your child is unwell and therefore unable to engage in remote learning contact should be made with the school in the usual way before 9.30am. This will be updated on the school system.
- Communication will continue through the usual channels – email, school app, website, newsletter and twitter. In addition regular questionnaires will be used to monitor remote learning and other aspects of concern which allow us to review and adapt. These will also be used to monitor what is going well. Parents are encouraged to contact the school with any concerns re remote learning through telephone (01475 715749) or by emailing the school at [inwhinhill@glowscotlandonmicrosoft.com](mailto:inwhinhill@glowscotlandonmicrosoft.com). Staff will respond promptly by email or phone call.
- Further support for parents can be found as follows
  - <https://www.parentclub.scot/>
  - school website
  - school and class Twitter
  - Education Scotland
  - Microsoft Glow supports websites.

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

- At all times when online pupils should demonstrate our school values and be courteous and respectful to other users in Teams.
- Pupils should engage in daily learning whether online or through packs if no online available.
- Pupils should where possible access Teams daily to facilitate engagement in lessons, access tasks and assignments, interact with the teacher and to communicate with their classmates.
- Pupils should communicate any issues with learning direct to their teacher in Teams, email the class teacher or via their parent through phone call or email to school.
- To reflect upon their learning with the support of the teacher to ensure progress.

## What is the role 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 and deliver interesting, appropriate lessons which support progression in children's learning. Clear expectations will be shared for each day to ensure children understand what is expected of them.
- Teachers will post weekly planning on Teams which will include an overview of the week with details of each day's tasks. This will include literacy, numeracy, health and wellbeing and other curricular areas.
- Teachers will be available on teams to support learning activities and provide feedback from 9am – 3pm.
- Teachers will track engagement in online learning through insights within Teams, Sumdog and Education city.
- All classes will engage in 'Wellbeing Wednesday' afternoon where children will be encouraged to focus on physical activities and experiences to support positive mental health. Please note teachers will not be available on Teams from 11.45 am to 3pm as they will be involved in planning future learning experiences, attending meetings and participating in collaborative professional discussions.
- Class teachers will support remote learning in the Hub. On days they are committed in school the class Team will be monitored and supported by another teacher.
- Support staff will engage with classes on Teams and support remote learning at the Hub.
- Teachers will continue to participate in professional learning sessions which support their professional development.

## 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.

- Staff will monitor attendance / engagement on a daily basis. This will be done through Insights on Teams and class teacher recording engagement in sumdog/education city
- School based staff will monitor the uplift of paper learning packs.
- SEEMiS (where we record attendance daily in school) will continue to be used to record attendance. This includes illness and notification of a positive covid test and record when pupils cannot engage in remote learning.
- If engagement in learning is hampered by difficulties with IT we will provide phone call support to help resolve problems.
- All information on pupil engagement in learning will be collated twice per week. SMT will make contact with those families where children have low or no engagement and offer support.
- What to do if your child is sick? Parents should be asked to let the school know when their child isn't able to learn at home due to illness in the same way that they would if they were not able to attend school.

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

- SMT will engage with all Inverclyde Council Education Services staff through online meetings focussing on remote learning.
- SMT are members of all teams and will review the content, structure and use of class Teams.
- SMT will review all planning to ensure quality and consistency of remote learning offer
- SMT will ensure ongoing engagement with Parent Councils to consult on remote learning offer.
- Staff will work with stage partners to discuss planning and to ensure the quality and consistency of online offer and learning packs.
- Questionnaires to gather feedback from pupils, staff, and parents will be issued on a regular basis.
- Engagement with the council's Education Services team including focused meetings about remote learning
- SMT will use audit tools provided by the council's Education Services team to support quality in remote learning.
- Evaluation of the remote learning experience will be included within the annual Standards and Quality Report.

### **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