

## HOME LEARNING POLICY – UPDATED JAN 2021

### CLOSURE OF SCHOOLS – JANURAY 2021

This policy has been updated to reflect the government's announcement on 4<sup>th</sup> January 2021, that schools should close for all children, except those classed as vulnerable or the children of key workers. Please refer to Appendix A for specific arrangements for home learning during the latest closure.

### OVERVIEW

The covid-19 pandemic and school closure in March 2020, has resulted in large numbers of children being absent from school for a significant period of time. Due to the prevalence of Covid-19 within the community, there is a high probability that children will have periods where they must continue to study from home. At St. Philip's, we have this policy to ensure that the impact on the children, of any future closure, is limited and that children continue to receive continuity in their education.

### AIMS

*We can never recreate the approaches to learning in the classroom. However, we can ensure that we adopt an approach to remote learning which achieves the best outcomes for our children.*

Our aim is to ensure a continuity of education for the children when they are unable to attend school during any periods of self-isolation or quarantine. This policy is adaptable to many different situations and scenarios relating to the closure of school/bubbles. The key principles of the policy are:

- Access to High Quality Resources
- Oversight and Accountability
- Support and Guidance
- Clear and Frequent Communication

Successful outcomes are only achieved through a close working partnership between home and school. Below, we outline the part we all need to play to help deliver the aims of this policy.

#### Quality of Resources

**School** - Teachers will prepare carefully planned and sequenced lessons of work in line with National curriculum expectations. Children will work in their exercise books and will continue their learning from where they left off in school. When the children return to school, these lessons will not be revisited.

**Home** – We need parents to ensure that the necessary time is given for these lessons to be completed to a high standard. It is important that all children are at the same stage in a topic/unit when they return to school

#### Oversight and Accountability

**School** – Teachers will regularly check on the work being completed to ensure that pupils are producing a consistently high standard of work.

We will hold the children accountable for the quality of the work they have produced. We want children to be self-motivated and ensure that they produce work to the best of their ability.

When the children return to school, teachers will review the work completed at home. If required, we will reserve the right to ask children to repeat/complete aspects of their work, in their own time, if we feel this is necessary.

**Home** – Support the school in the judgements that we make. Feedback *is not* intended to be a judgement on a family, who are doing their best to juggle the demands of work whilst supporting home learning. As children get older, it will be beneficial if they learn to accept greater responsibility for the work they have produced.

### Support and Guidance

**School** - We will keep in regular contact with the children/parents. We will use virtual meetings to explain tasks/set work and also review outcomes. We will supplement these with forums/chats where children can share any concerns or seek clarity.

**Home** – We need families to facilitate an environment where learning can take place. Even with virtual technology, it is impossible for a teacher to maintain constant oversight of the work taking place at home. We need the support of our families and work together towards a shared goal.

### Communication

**School** – We will keep families updated throughout any school/bubble closure. This will be via text message or email. The school email system will be used to contact parents. Any questions relating to a child's work, can be addressed through the Google Classroom chats. Any specific or private concerns that parents may have, need to go through: [stphilips.rcprimaryschool@salford.gov.uk](mailto:stphilips.rcprimaryschool@salford.gov.uk) or 0161 792 4595 and not the personal email of staff. The office will ensure that messages are passed on promptly and ask the class teacher to contact you.

**Home** – Please inform us of any concerns or issues you may have. If your child is unwell, this must be reported as an absence through the school office. They will then be excused from the work that day. If there are any barriers to supporting home learning, please let us know and a solution will be found.

### WHEN WILL THIS POLICY BE FOLLOWED?

This policy will be followed in the following scenarios:

#### **1. Closure of a 'Bubble'**

Following government guidance, pupils and staff will continue to work in 'bubbles' during the Covid-19 pandemic. In the event of either a child or adult testing positive for Covid-19, a bubble will close and its related pupils and staff will self-isolate for 14 days. Home learning will begin on the day one of this isolation period. If day one of the isolation period falls on a weekend, school holiday or bank

holiday then home learning will commence on the first available day that the children should be in school.

## **2. An Individual Pupil Is Required To Self-Isolate**

There may be occasions where an individual pupil is unable to attend school due to a direction to isolate. This may follow instruction from 'NHS Track and Trace' or be due to a family member who has tested positive for Covid-19, or is showing symptoms.

This policy will be adaptable to the following situations, where a separate approach will be followed:

- 1. When a child is off school ill and waiting for a test/test result or  
When a child is well, but waiting for a test/test result for a family member.**
- 2. When a child is required to quarantine, following travel abroad, at a time when the government advises against all unnecessary travel or when the country in question is subject to quarantine arrangements at the point of travel.**

We recognise the disruption caused to a child's education by such events, but it is difficult for the teacher to interact in the same way, whilst continuing to teach a class within school.

In the scenarios listed above, where school is unable to provide the level of support you may require, all families will have access to a shared document drive which can be accessed through the Google Classroom. Teachers will direct the children/parents to the appropriate activities in both English and Mathematics.

## **IMPLEMENTATION**

If there is a need to close a class/year group bubble/s, parents will be informed and the following will take place:

Children will leave school with:

- All necessary exercise books.
- Their planner.
- Several school reading books / or ideally a class reader so all pupils have the same book.
- A Chromebook/laptop, if required (please see below).

Parents of the isolating pupils will receive an email containing an invite to a virtual meeting to be held on 'Zoom or Microsoft Teams', between the pupils and their teacher, **on the evening** that the bubble closed. Parents are encouraged to accompany their child, if they feel this would support their child's understanding of the meeting. Within the meeting, the teacher will clarify the following:

- How to access the weekly planning (which will continue to be presented in PowerPoint)
- Details about the work being set and how this is to be recorded.
- Clarify lines of communication, including email and Google Classroom.
- The date and time of the next meeting/s to be held between the teacher and the pupils

## **Daily Pieces of Work**

*We do not underestimate the impact that school closure has on a families. We recognise the challenges around childcare and know that arrangements will have to be organised at very short notice. We will never be able to develop an approach which suits every unique situation. However, we must aim to produce a policy and an approach to work which ensures consistency for the children.*

*What is outlined below, may exceed what some families feel they are able to provide, whilst not being enough for others. As a school, we have worked incredibly hard to achieve, what we feel, is the necessary balance.*

We recognise that families will have to build lessons around the challenges of childcare arrangements. When setting work, we have to be realistic about what can be achieved, but recognise that every situation will be different. However, we have to ensure that we cover all aspects of the curriculum each year, therefore we must set expectations of what must be completed at home. These are a daily:

- English lesson
- Mathematics lesson
- A reading/phonics lesson/task
- An additional lesson of either science, humanities or religion.

All lessons should be completed within pupils' exercise books and be dated, contain a success criteria and meet the usual school expectations of handwriting and presentation. This will all be explained by the teacher before hand. We also encourage parents to initial each piece, and for the children to self-edit as they would normally do within class.

### **Virtual Meetings**

The teacher will host separate meetings throughout the week to support the learning taking place at home, review progress and explain the next steps. These will be:

- Virtual meeting on Day 1 to explain tasks
- Virtual meeting on Day 3 to check on progress and explain forthcoming work.
- Virtual meeting on Day 5 to review outcomes for the week.
- Repeat of these meetings in week 2

### **Google Classroom (Y1 – Y6)**

We will encourage all parents to set up a google account and join their child's virtual classroom. This will allow older children (KS2) to seek support/ask questions to their teacher for anything relating to their work. For younger children (Y1 and Y2) parents will be able to ask questions and get a swift response. The instructions of how to join the classroom as are follows:

Please set your child up with a Gmail email address at [www.mail.google.com](http://www.mail.google.com). This takes only two minutes to complete. Please ensure that their username is your child's full name i.e. DAVE JONES so that your child is identifiable within the GOOGLE CLASSROOM. Only members of your child's class and their teachers will have access to the classroom.

Once your child has an email account set-up, please follow the instructions below to join the GOOGLE CLASSROOM.

1. Go to [www.classroom.google.com](https://www.classroom.google.com) and click SIGN IN. Sign in with your child's Google Account. For example: [dave.jones@gmail.com](mailto:dave.jones@gmail.com).
2. At the top, click **Add. Join class**.
3. Enter the **class** code your child's class teacher will give you and click **Join**. A **class** code consists of 6 or 7 letters or numbers.

### **Nursery and Reception**

The nature of the curriculum differs greatly for Nursery and Reception. Therefore, we will use the newly purchased 'Tapestry' app to communicate with families and share tasks. Foundation Stage staff will be in contact with parents about this app.

### **POSSIBLE CHALLENGES/SCENARIOS, WHICH COULD AFFECT THE SUPPORT OF HOMELEARNING**

#### **1. The Class Teacher becomes unwell**

In this circumstance, the Headteacher will direct an alternative member of staff to manage home-learning. We will ensure that parents receive the necessary resources and receive the support they require. We will do all we can to maintain the dialogue within Google classroom and via virtual meetings, but if resources become stretched still further, we will give priority to paper-based approaches above virtual meetings/chats.

#### **2. A Pupil is/becomes unwell during an isolation period**

If a child is unwell, this needs to be reported to the office in the normal way, regardless as to whether they are working from home or school. An unwell pupil is not expected to complete home learning. When a parent feels that their child is fit enough to resume work, they must then inform the school once again.

#### **3. A child is isolating but the rest of the class remains in school.**

We will do all we can to support such children in the ways outlined above. However, because the teacher is teaching full time, it will not always be possible to respond as swiftly to questions/ concerns. We will do all we can to provide access to the best resources possible.

### **CHROMEBOOK LOAN SCHEME / PAPER PACK**

The vast majority of parents have indicated to school that they have access to an electronic device, which allows a pupil to view or access the given daily lesson objectives or participate in *Google Classroom*. This may be a laptop, PC, tablet or a mobile telephone etc. However, if a family have indicated to school that they do not have access to any electronic device at home, then they may loan a Chromebook for the duration of the isolation period. Please contact the Headteacher on the first day of an isolation period if a loan is required.

If a family do not have the option to print given worksheets (only provided for certain tasks) then they should inform the class teacher on day one of the isolation period and arrange to collect a paper pack version of the pupils' work set. This must be collected from the school office on the first day of the isolation and subsequently on a weekly basis after that point.

## CONCLUSION

This policy will adapt and change as new resources/technology becomes available. However, the core aims will remain the same. We are determined to ensure that all pupils cover the entire curriculum content. We understand the pressures on family caused by the closure of bubbles/school, but have a legal duty to enforce the 14-day quarantine rule if a child/adult tests positive for covid-19. We are fortunate to enjoy the support of our families, and hope that this policy matches the aspirations they have for their child's education. In these unprecedented times, I hope we can continue to work together to give the children the very best start to the education.

## APPENDIX A – WIDER CLOSURE OF SCHOOL – JANUARY 2021

### RATIONAL FOR THE OFFER SCHOOL BASED LEARNING

School will give careful consideration to all government guidance before making decisions affecting pupils and staff. Our covid risk assessment will balance the demands for places against the availability of staff and the ability to offer a dual approach to home and school learning.

Large numbers of children will be unable to access provision in school, it is therefore important that qualified staff are available to support them on a daily basis. This, along with the need to reduce the number of possible contacts in the school, means that the Headteacher and governing body will determine the numbers of children who can safely access provision within the school.

Where the demand for places exceeds those which are available, school will consider all requests and may seek additional documentation to determine the working status of parents and their specific working arrangements. It is acknowledged that there may be less capacity in some areas of the school than others, it is therefore not possible to publish a definitive criteria as to how places will be offered. Priority will always be given to those children who are vulnerable.

### SCHOOL BASED LEARNING

Children in school will be taught in single age 'bubbles' wherever this is possible and will continue to have access to a full and balanced curriculum. Bubble sizes will be determined by demand, the amount of space available to ensure adequate social distancing, and the availability of staff. The normal operational hours of the school day will be maintained as normal.

### HOME BASED LEARNING

Wherever possible, home learners will be supported each day by a qualified teacher or HLTA. Nursery and Reception will use 'Tapestry' as the platform by which home learning is delivered. Y1-Y6 children will utilise Google Classroom. Zoom will be used for any interactive sessions between the teacher and pupils, and strict safeguarding controls will be adopted.

Children at home, will follow the same curriculum content as those children working in school. Parents will be encouraged to collect exercise books from school, in order to maintain a consistent approach.

### FLEXIBILITY

It is recognised that many parents are trying to balance the needs of their children with their own working arrangements. Therefore, although a structured weekly learning approach is available to all children, staff are encouraged to provide resources which can be accessed at different points within the day/week.

### ENGAGEMENT

The Department of Education (DFE) have stipulated that schools must provide a minimum quantity of work for the children. This equates to:

F.S./KS1 – 3 Hours

KS2 – 4 Hours

The DFE expects schools to monitor the engagement of children closely. We recognise that some parents may need to be more flexible in how they timetable home learning and that this may limit their involvement in live sessions and chat. However, teachers will be asked to make a judgement about the level of engagement by considering the following:

- Attendance at Zoom meetings
- Engagement in Google Classroom chats/Posts on Tapestry
- Submission of 'assignments' on Google Classroom/Posts on Tapestry
- Communication between the parents and teacher
- Log-on dates/times to learning apps such as Reading Planet, Maths/Spelling Shed.

#### WELFARE/COURTESY CALLS

Periodically, staff will try to contact families as a matter of courtesy. It will give the parent an opportunity to address any concerns, or for the child to speak with the member of staff.

Welfare calls will be made if it becomes apparent that children have not engaged in online learning (as measured above) over a three day period.

#### COMMUNICATION

The Headteacher will remain in weekly communication with all parents. Timetables/overviews of the week ahead will be shared with parents on a Sunday evening. Email addresses of teachers will be shared with parents, so that general queries/concerns can be answered.

#### LIVE VIRTUAL/PRE-RECORDED SESSIONS

The key to consistent home learning is the lessons prepared by the teacher. Virtual 'live' sessions and pre-recorded content are intended to enhance learning and encourage greater engagement/motivation on the part of the children. **Resources provided, should allow for effective home learning, even if a child is unable to access content 'live'.** There will be five main types of virtual content:

1. Pre-recorded sessions/useful explanatory videos
2. Live, short, large group 'check-up' sessions where the teacher checks that children know what is expected/monitors how they have coped with a task.
3. Live large group 'presentation' sessions, where a teacher shares a general explanation of a task/topic.
4. Live small group sessions with focussed question and answer work.
5. Live 'social' sessions between children at home and in school.





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RC Primary School

### Wider School Closure

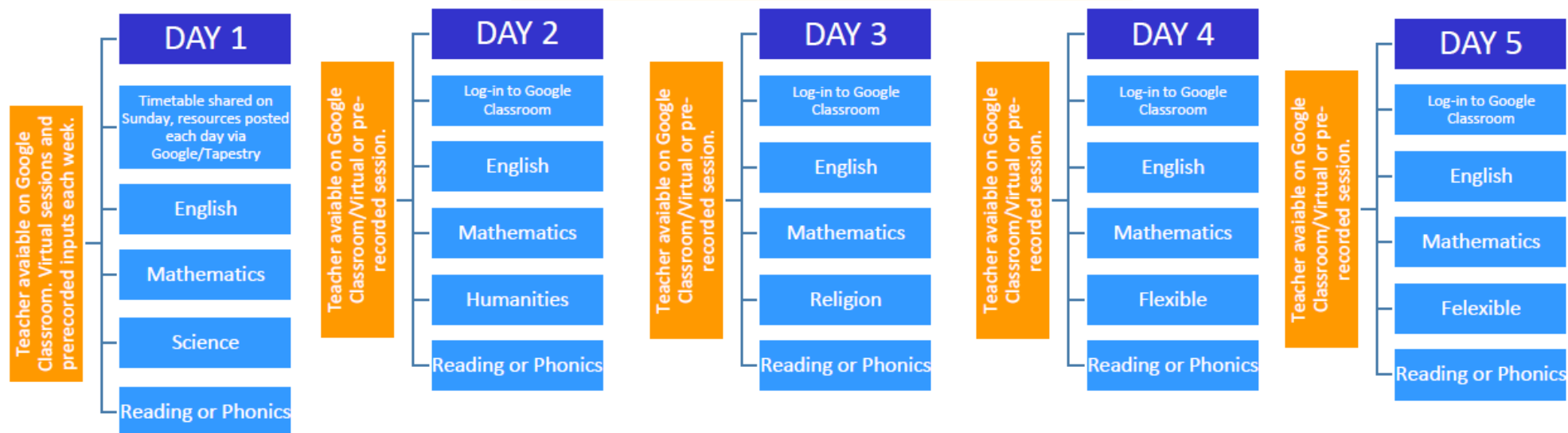
Government notification that schools should close fully/majority of pupils.

School will study any available guidance and revisit the Covid-19 risk assessment. Staffing capacity will be assessed and the views/status of working parents established.

Places will be allocated inline with the resources available to the school. Communication with all families via text and letters sent by email.

Teaching staff begin to set-up home learning resources and communicate plans with families.

### Example Weekly Overview



Teacher will remain contactable throughout via Google Classroom, their school email address, and the school office. The above is a guide of the minimum expectations that parents can expect. Teachers may decide to lead additional small group virtual meetings with children. Likewise, in the event of significant staff disruption, virtual sessions and 'live' support may be negatively affected.

Telephone: 0161 792 4595



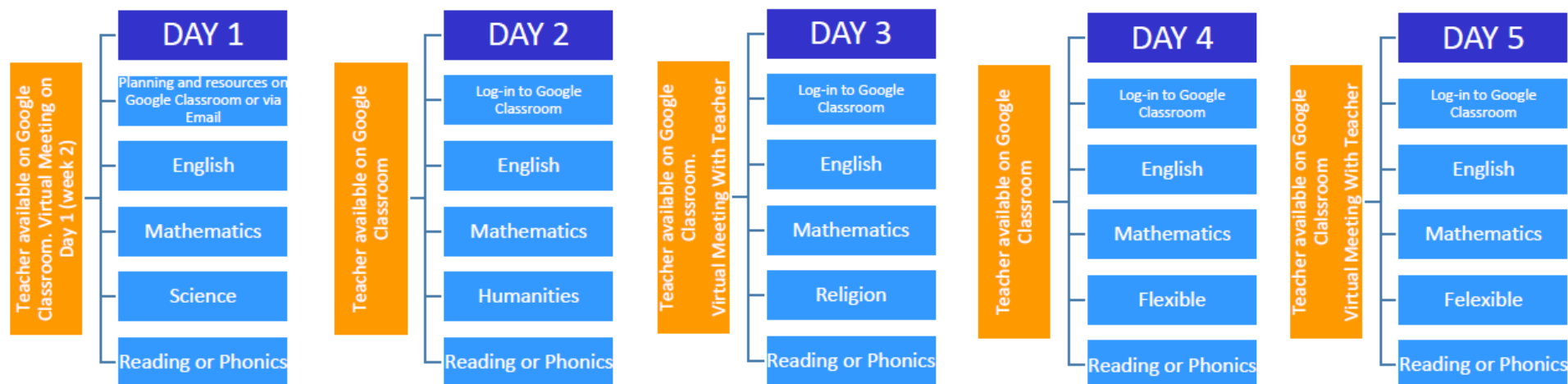
stphilips.rcprimaryschool@salford.gov.uk

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### Full Bubble Closure



### Weekly Overview



Teacher will remain contactable throughout via Google Classroom or via the school office (Phone or Email shown above)  
Teachers may decide to lead additional small group virtual meetings with children, or remain in telephone contact where needed.

Class: Mr. Cooper – Y6

Google Classroom Code: 6g5nzto

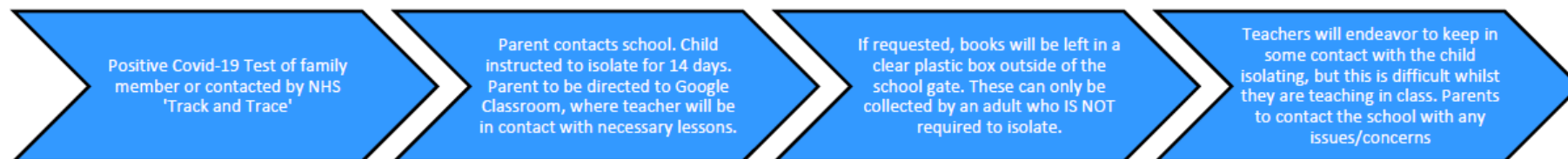
Telephone: 0161 792 4595



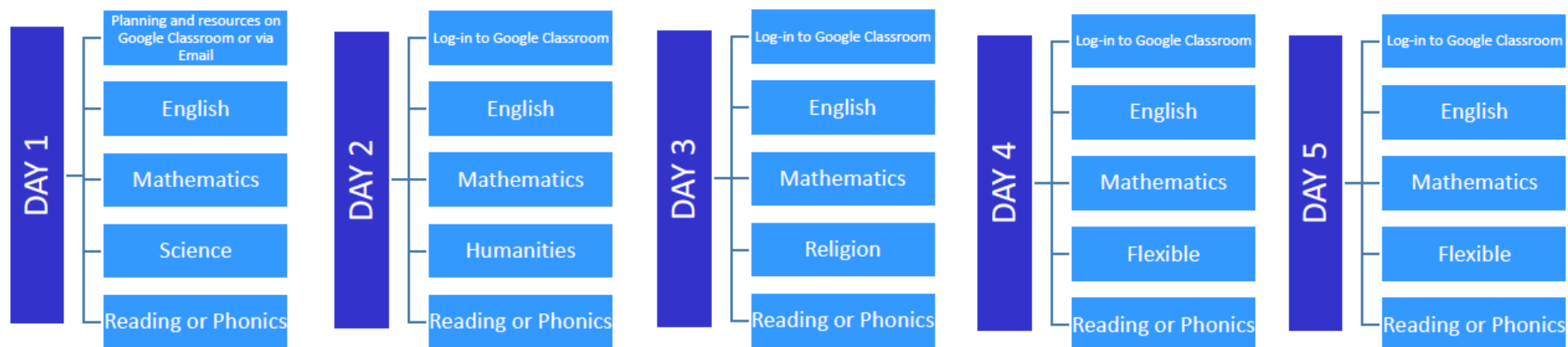
stphilips.rcprimaryschool@salford.gov.uk

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### Individual 14 Day Isolation



### Weekly Overview



Teacher will remain contactable throughout via Google Classroom or via the school office (Phone or Email shown above). Please remember that the teacher will have full class responsibility and it may take time for them to respond to any queries.

Class: Mr. Cooper – Y6

Google Classroom Code: 6g5nzto

Telephone: 0161 792 4595



stphilips.rcprimaryschool@salford.gov.uk

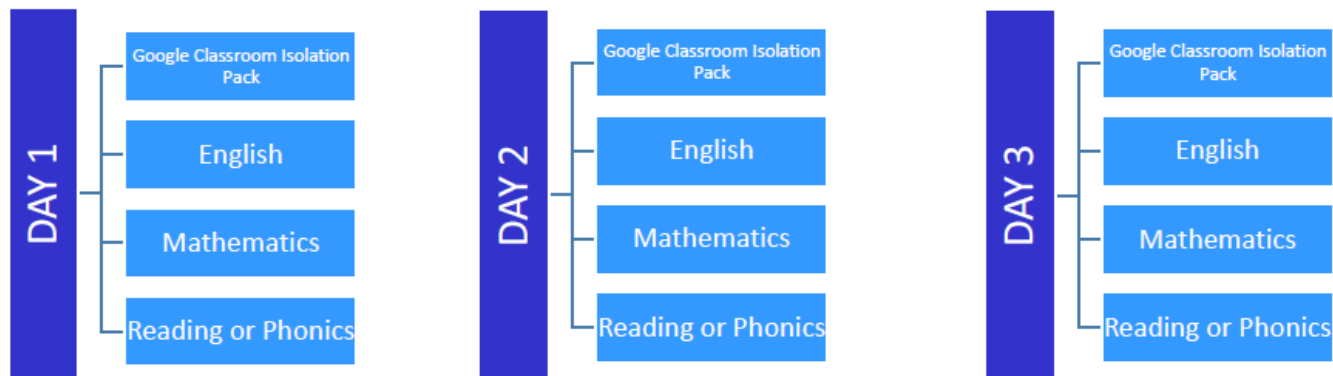
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### Individual Short –Term Isolation (e.g. awaiting test/result)

Contact the school office and provide details. They will advise families what is required.

Parents will be directed to an isolation pack of work in the 'Classwork' section of Google Classroom.

### Weekly Overview



Please keep the office informed of any updates and let us know if you are experiencing any problems accessing resources.

Class: Mr. Cooper – Y6

Google Classroom Code: 6g5nzto