



# Remote Learning Plan

### **Introduction**

The Department for Education expects schools to have the capacity to offer “immediate remote education” should a group of pupils need to self-isolate, or if their whole premises needs to close temporarily because of a spike in cases. In these instances, schools are expected to set work and deliver lessons remotely, “so that pupils have meaningful and ambitious work each day in a number of different subjects”.

In the uncertain times that we are currently living in, it is important that Heltwate School is fully prepared for the possibility that we may have to have a full or partial closure of school depending on the local Covid-19 situation. There will also be instances where individual children will be self-isolating due to coming into contact with a positive case of Covid 19.

As a school we are producing detailed plans for remote education so that children will have access to a high quality education at home.

### **Aims**

- To outline our approach for pupils who will not be attending school, as a result of government guidance or the closure of a class bubble
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, assessing and planning for pupils.

### **Who is this plan applicable to:**

Every child has been expected to attend school, following lockdown, since September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

This plan outlines expectations for class bubble or partial school closure, rather than individual cases. Individual pupils who are isolating due to health issues, (based on government advice), and choose not return to school will be supported on a case by case basis, primarily with the use of ‘paper packs’ which mirror the work being taught to the rest of the class in school in addition to online learning resources where possible.

### **Remote learning for pupils**

We will provide links to appropriate remote learning for pupils who are not able to attend school so that no-one need fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

When implementing strategies to support pupils' remote learning, or supporting parents to do this, key things to consider include:

- Teaching quality is more important than how lessons are delivered
- Ensuring access to technology is key, especially for disadvantaged pupils
- Peer interactions can provide motivation and improve learning outcomes
- Supporting pupils to work independently can improve learning outcomes
- Different approaches to remote learning suit different types of content and pupils

### **Curriculum**

Heltwate School knows that there has been much disruption to children's education, therefore, is committed to ensuring that all children continue to receive a quality education should the need for remote learning arise. Our approach includes a blend of paper resources, online learning including through use of Class Dojo, and resources available through online learning platforms such as:

- Purple Mash
- Education City
- Oak National Academy
- BBC Bitesize

Our main method of lesson delivery for the majority of our students will be via tasks set on Class Dojo. Where possible, we expect all students to be making use of Class Dojo's 'Portfolio' capabilities and teachers will record lesson introductions to play to your child to explain their learning for each session.

The remote learning set for children will be in line with the learning that would take place in the classroom so the teachers will provide resources that deliver the main aspects of the curriculum plan, including target sessions where your child will require 1:1 support to work on their EHCP targets and academic targets. This will need to be delivered by a parent/carer or other responsible adult. The remote learning set by the teachers will follow the long-term curriculum plan for their class so that children can continue to access the relevant curriculum for their year and keep up. The governors and senior leadership team at Heltwate School are fully aware that these are exceptional times and each family is unique, because of this will approach remote learning in way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Levels/Entry Level accreditation

### **Teacher expectations**

Teachers will plan lessons that link directly to the curriculum focus for their class and will provide resources to support tasks for home learners. Should remote learning need to be set for a class or bubble, the work for the week will be shared with learners via their class page on Class Dojo. The information will contain:

- all website links needed to access home learning resources, along with video introductions to explain the learning expectations within each lesson.

- Lessons set, wherever possible, will mirror the usual class timetable and aim to deliver the same content that would be taught in school. In some instances, this may not be possible, (eg a lesson requiring beebots which students will not have access to), in this instance, an alternative activity will be provided by the class teacher.
- Worksheets to accompany lessons will be available to download and print if necessary, however most tasks will rely on digital responses or photographs shared with teachers to demonstrate completed work.

Staff will add these resources to their Class Dojo page electronically and it will be the responsibility of families to print/use these resources at home, (or contact the school to ask for a 'paper pack' if necessary). Teachers will respond promptly, within reason, to requests for support from families at home. Contact should be made via Class Dojo and within the school day. New staff members will receive training and guidance so that they are confident in using the remote learning resources. This approach was developed and used in Heltwate School, during the school closure between March and July. Therefore, there is a high level of confidence when using the various learning platforms previously listed within this document. Further training will be taking place during Heltwate School's October training day, in order to upskill staff in using the portfolio section of Class Dojo to set work.

Teachers will make sure all children and parents have access to logins by sending them home via Class Dojo message to parents. Physical printed copies of log in details, (Class Dojo, Education City and Purple Mash) will also be sent home with students, wherever possible.

#### **Family (pupil/parent/carers):**

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Heltwate School recommends that each 'school day' maintains structure. A suggested timetable will be made available on your child's Class Dojo page as a guide. This includes regular bedtimes and daily reading for pleasure.

- Should anything be unclear in the work that is set, parents can communicate with class teachers via Class Dojo messages.
- We encourage parents to support their children's work, by viewing the work set together and then making appropriate plans to complete the work. This can include finding an suitable place to work and, to the best of their ability, supporting pupils with work, encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the class teacher via Class Dojo, but should this not be possible, (eg lack of internet access), please contact the school office. Alternative solutions will be made available (e.g. paper copies of work, loan of laptops etc.) wherever possible, to ensure that no student misses out on their education. These scenarios will be discussed on case-to-case basis.

To establish which families may need further support or access to IT equipment, Heltwate School will survey parents so that any potential barriers to children accessing online learning can be addressed as soon as possible. To help parents to feel confident when helping their child to access remote learning, video tutorials and pdf guides will be shared with all parents and carers via the school website and Class Dojo.

#### **Remote teaching for staff who are self-isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or self-isolate and have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- It is expected that staff get tested. Should a staff member be tested, they are expected to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, teaching staff are expected to fulfil their teaching obligations
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is line with whole school improvement priorities or asked to support with the online learning provision for their class groups. These projects will be communicated by the Deputy Headteacher or Headteacher and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of learning activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

#### **Access to school devices**

The Department for Education (DfE) is providing laptops and tablets to schools to help children and families access remote education during coronavirus (COVID-19). We're also helping disadvantaged children who need an internet connection to get internet access.

#### **Who can get laptops and tablets**

Heltwate School will be able to order an allocation of devices for:

- disadvantaged children in years 3 to 11 who do not have access to a device and whose face-to-face education is disrupted
- disadvantaged children in any year group who have been advised to shield because they (or someone they live with) are clinically extremely vulnerable
- disadvantaged children in any year group attending a hospital school

Disadvantaged children with special educational needs and disabilities (SEND) are included within this offer. However, if specialist support and equipment is required help is available through the Family Fund.

Young people from disadvantaged households in years 12 and 13 are not included within this scheme. These students may be eligible for support through the 16 to 19 Bursary Fund.

Parents, carers and pupils cannot apply for digital devices or internet access through this scheme themselves. They should contact the School Business Manager to discuss requirements for accessing remote education.

#### **How device allocations will be decided**

Heltwate school will receive an allocation of devices to be used to support disadvantaged children who are otherwise unable to access remote education.

Examples of this include disadvantaged children:

- with no digital devices in their household
- whose only available device is a smartphone
- with a single device in their household that's being shared with more than one other family member

However, the exact number and type of devices available are subject to stock availability and will be allocated on a needs basis as identified in the parental survey.

When devices are allocated, parents will be asked to sign a 'Device loan agreement for pupils' (see appendix 1)

### **Device software**

Windows laptops will come pre-installed with the DfE restricted settings prior to being delivered to Heltwate School

Windows laptops will be pre-configured with DfE restricted settings and software as detailed below

#### **Operating System**

- Windows 10 Education

#### **Security and antivirus**

- Windows information Protection
- Windows Defender Credential/System Guard
- Windows Defender Exploit Guard
- Windows Defender Anti-virus

#### **Content filtering**

- Cisco Umbrella (parents to contact [ictsupport@heltwate.net](mailto:ictsupport@heltwate.net) with issues accessing any sites required for remote learning)

No other software will be installed. Access to the Microsoft Office packages will be through the Office 365 online. (Username and password will accompany the device)

### **IT Support**

Parents/teachers will be able to contact our IT support by emailing [ictsupport@heltwate.net](mailto:ictsupport@heltwate.net)

## Appendix 1

### Device loan agreement for pupils

#### 1. This agreement is between:

- 1) Heltwate School (“the school”)
- 2) [Name of parent and their address] (“the parent” and “I”)

And governs the use and care of devices assigned to the parent’s child ( the “pupil”). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school’s policies.

1. The school is lending the pupil [a laptop/tablet, etc] (“the equipment”) for the purpose of [doing schoolwork from home/special project, etc]
2. This agreement sets the conditions for taking a Heltwate School [laptop/tablet (“the equipment”)] home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

#### 2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school’s property or not.

If the equipment is [damaged, lost or stolen], I will immediately inform Mike Nelson, the School Business Manager, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

**If you’re providing devices to pupils who are eligible for the pupil premium insert:**

If the equipment is [damaged, lost or stolen], and your child is eligible for the pupil premium, contact [insert name of staff member].

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don’t leave the device in a car or on show at home
- Don’t eat or drink around the device

- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

### 3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy/online safety policy, if the pupil engages in any of the above **at any time**.

### 4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

### 5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact **James Cunnington** on the email [ictsupport@heltwate.net](mailto:ictsupport@heltwate.net).

### 6. Return date

I will return the device in its original condition to the school office within 3 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

### 7. Consent



If parents are collecting the equipment, request a signed copy of this form and insert:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

Or, if you cannot get a signed physical copy, insert:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Please sign by typing your name and your child's name.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	