

# Victoria Dock Primary School

## Remote Learning Plan.



Most pupils returned to school full time at the start of the autumn term 2020. Despite this, there is still a risk of localised outbreaks of coronavirus (COVID-19) or of individuals or larger groups of pupils being unable to attend school. Therefore, schools need to plan for any disruption to schooling during the 2020 to 2021 academic year and to be able to provide remote learning if these circumstances arise.

The period since 23 March 2020 has been one of great innovation in remote education. A wide range of approaches has been developed, tested and refined. Despite the challenges, remote education has made a significant contribution to enabling students to continue to learn and progress, and to mitigating any widening of the attainment gap for the disadvantaged.

The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
  - application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

A range of approaches will be required to ensure the needs of all pupils are met, without creating any significant additional workload for staff.

Schools will need to keep an ongoing record of which pupils have access to the internet and a device to access any online learning. Schools will need to be aware that for many pupils, these devices may be shared with other members of the family or there may only be a smartphone available. Materials can be provided via the school website or through Microsoft TEAMS (Tapestry for EYFS) , although for some pupils, paper packs will need to be provided. The school will be able to provide devices to the most vulnerable pupils where possible.

As much as possible, any remote learning should cover the same content and objectives as classroom lessons, so that any pupils who have to miss periods of school will not fall behind.

In order to achieve this, a weekly set of lessons will be provided via the school website which match the objectives covered in class. These weekly overviews will contain links to video lessons via the national Oak Academy or the White Rose Maths materials as well as copies of sheets and activities used in class.

Pupils should complete this work at home and upload copies to their teachers or bring the work into school when they return. If pupils are unable to access this, a paper copy will be sent home. There is no expectation that any teacher will provide live lessons while they are still responsible for the day to day teaching of their class.

If a class or bubble has to be sent home, these weekly lessons should continue to be set for pupils via the website and TEAMS. In addition, staff may wish to deliver live lessons or pre-recorded demonstrations to pupils, although there is no requirement to do so. Any live lessons must be delivered in accordance with the enclosed safeguarding guidance.

This meets the expectations set out in the DfE guidance 'Remote Education Support'

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

## EYFS Overview

The weekly timetable will include activities linked to the theme of the week in school:

- Maths – daily lessons wherever possible
- Daily Reading – Using the Oxford Owl on line scheme and teacher led videos
- Daily Spelling/Phonics – RWI Phonics, letter formation activities
- At least 3 foundation subjects and PSHE-
- Fine motor – activities to develop your child’s fine motor skills and pencil control

Area of Learning	Theme: *****				
	Monday	Tuesday	Wednesday	Thursday	Friday
Phonics	Daily Speed Sounds lessons will be provided with a link to videos and resources.				
Reading	<b>‘Story of the week’ activity</b>	<b>‘Story of the week’ activity</b>	<b>‘Story of the week’ activity</b>	<b>‘Reading for Pleasure’</b> Reading books at home with your child is a vital part in a child’s journey when learning to read. <a href="https://home.oxfordowl.co.uk/reading/free-ebooks/">https://home.oxfordowl.co.uk/reading/free-ebooks/</a>	<b>Other reading Activities</b>
Maths	<b>Daily activity</b>	<b>Daily activity</b>	<b>Daily activity</b>	<b>Daily activity</b>	<b>Daily activity</b>
Fine Motor	<b>Letter formation practise</b>	<b>Letter formation practise</b>	<b>Letter formation practise</b>	<b>Letter formation practise</b>	<b>Letter formation practise</b>
Topic	<b>Lesson 1</b>		<b>Lesson 2</b>		<b>Lesson 3</b>
Jigsaw	Links and resources for our weekly Jigsaw PSHE lesson will be provided.				

## KS1 Overview

The weekly timetable will include:

- Daily Maths –White Rose Maths/X Tables Rockstars
- Daily Reading – Using the Oxford Owl on line scheme and any books from home. Some teacher led activities.
- Daily Writing – teacher planning and links based on classroom teaching, additional English writing via Pobble.
- Daily Phonics – RWI Phonics, spelling activities as appropriate
- At least 3 foundation subjects and PSHE per week- learning linked to the year group curriculum – Using the Oak National Academy/BBC Bitesize/teacher resources.

	Monday	Tuesday	Wednesday	Thursday	Friday
Maths	Daily	Daily	Daily	Daily	Daily
Reading/Phonics	Daily	Daily	Daily	Daily	Daily
Daily Speed Sounds lessons will be provided with a link to videos and resources.					
Writing	Daily	Daily	Daily	Daily	Daily
Topic	Lesson 1		Lesson 2	Lesson 3	
Jigsaw	1 lesson per week				

## KS2 Overview

The weekly timetable will include:

- Daily Maths –White Rose Maths/X Tables Rockstars
- Daily Reading – Using the Oxford Owl on line scheme, LoveReading4Kids, GetEpic, books from home and some teacher led activities
- Daily Writing – teacher planning and links based on classroom teaching, additional English writing via Pobble.
- Spelling –spelling activities as appropriate
- At least 3 foundation subjects and PSHE per week- learning linked to the year group curriculum – Using the Oak National Academy/BBC Bitesize/teacher resources.
- Where appropriate, some children may also be given phonics activities.

	Monday	Tuesday	Wednesday	Thursday	Friday
Maths	Daily	Daily	Daily	Daily	Daily
Reading	Daily	Daily	Daily	Daily	Daily
Writing/Spelling	Daily	Daily	Daily	Daily	Daily
Topic	Lesson 1		Lesson 2	Lesson 3	
Jigsaw	1 lesson per week				

### Further Information for KS1 and KS2:

SUBJECT	WEB LINK	DETAIL
MATHS	<a href="https://whiterosemaths.com/homelearning/">https://whiterosemaths.com/homelearning/</a>  <a href="https://trockstars.com/">https://trockstars.com/</a>	<p>Using White Rose maths, children will be guided to the appropriate year group they are in and to one of the topics available.</p> <p>They then select a lesson to complete; this includes a video and subsequent questions.</p> <p>Who will be the next Times Tables Grand Champion? Children have their own TTRockStars login details to practice and rehearse their times-tables at the appropriate level.</p>
READING	<a href="https://home.oxfordowl.co.uk/reading/free-ebooks/">https://home.oxfordowl.co.uk/reading/free-ebooks/</a>	<p>Teachers will provide weekly work based on the guided reading taking place in classrooms.</p> <p>Reading is everything. Read as much as you can at home in addition to any other work you may complete.</p> <p>Children are to read from their own reading book or download and read a free e-book from Oxford Owls.</p> <p>Children may also use LoveReading4Kids and GetEpic</p>
WRITING	<a href="https://www.pobble365.com/">https://www.pobble365.com/</a>	<p>Teachers will provide daily work based on the writing taking place in the classroom.</p> <p>Additional writing can be found here: A brilliant, fun and entertaining way to write. Click on PDF download for the 'picture of the day' eg, Darth's Dream Car- reading and writing activities are provided based on the picture provided.</p>

SPELLING		KS2 will provide spelling activities for the week where appropriate
PHONICS	<a href="https://home.oxfordowl.co.uk/reading/reading-schemes-oxford-levels/read-write-inc-phonics-guide/">https://home.oxfordowl.co.uk/reading/reading-schemes-oxford-levels/read-write-inc-phonics-guide/</a>	Daily phonic activities based on the RWI stage your child is working at. Teachers will advise which sounds are being taught which week.
FOUNDATION SUBJECTS and PSHE	<a href="https://www.bbc.co.uk/bitesize/this-terms-topics">https://www.bbc.co.uk/bitesize/this-terms-topics</a>  OR  <a href="https://classroom.thenational.academy/">https://classroom.thenational.academy/</a>	Your teacher may guide you whether to use BBC Bite Size OR the Oak Academy. Feel free to do extra.  Children can select their year group and subject (science, history or geography) then complete a relevant learning activity linked to their classroom learning.  Links and resources for our weekly Jigsaw PSHE lesson will be provided.

### **The Oak National Academy.**

Some teaching content will be provided to children through age appropriate video content on the DfE published list of educational resources site; Oak National Academy website. This provides the equivalent of 3 hours of lessons per day for primary school children. In their 'classroom' each lesson is an hour-long. The lessons are delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there's no login or password, and you can access the lessons on any device- pupils only need materials they can find at home.

#### **Maintaining contact with pupils who are unable to attend school:**

If a pupil has to isolate from school, there should be regular phone calls home to check on pupils' wellbeing and to discuss any issues with home learning if contact is not being made online. Any safeguarding concerns that arise must be reported via the usual safeguarding procedures in school. The school should maintain a record of vulnerable pupils and these should be contacted by a member of staff with responsibility for safeguarding members of the SLT.

A log of all calls should be maintained. A record of who is engaging with home learning should be maintained.



### **Pupils with SEND:**

Where possible, there should be some differentiation in the activities set so that pupils of all abilities can access home learning.  
For pupils unable to access to due SEND needs, separate work will be set via the SENCO especially for pupils with an EHCP.

### **Providing feedback**

Work should be submitted through Teams. If the teacher is working from home (and teaching remotely) then feedback will be available during the day.

Please note that if the teacher is still in school teaching, their responses will be limited to between 3.30pm and 5pm and you should expect a response within 48 hours.

The [teachers@victoriadock.hull.sch.uk](mailto:teachers@victoriadock.hull.sch.uk) e mail account is still active and teachers can be contacted via this address.

If you are unable to submit work online through teams, work completed on paper should be kept safe and returned to school when safe to do so. This work will be quarantined for 48 hours and then the teachers will look through the work that has been completed. Alternatively photos of work may be taken and uploaded.

### **Live Teaching/Teaching videos**

Where possible and appropriate, teachers will upload videos onto Teams if a bubble is closed. These videos will take different forms:

- Voiceovers to explain tasks
- Videos modelling tasks eg methods in Maths
  - Quizzes

## Safeguarding Guidance for Live Lessons

This guidance must be followed for ALL live or pre-recorded lessons.

When you are teaching via live video, please ensure that:

- **There are no one-to-one lessons.**

- The lesson is hosted on Microsoft TEAMS so only students, pupils and staff within the organisation can access this. Microsoft TEAMS has a lobby function which prevents pupils from accessing the lesson before a member of staff is present.
- Where pre-recorded lessons are used, these do not involve pupils. These allow pupils to access a lesson at a convenient time or revisit it. Please note, this video remains the property of the teacher and will not be used for quality assurance.

During online/remote learning, staff and pupils should continue to communicate and act in a professional manner as if in school.

### Staff should:

- Maintain their usual professional relationship with pupils.
- Ensure their background is neutral or blurred so that no personal items or photos are on view and must not be delivered from a personal space such as a bedroom. Where possible, staff should keep their own camera turned off and deliver a voice over lesson using a powerpoint or whiteboard tool.
  - If using a camera when delivering a lesson, ensure appropriate professional clothing is worn.
  - The lesson should be set up so that **all pupils join with cameras off and microphones muted.**
  - Pupils cameras should remain switched off and pupils should not be able to see each other on screen.
- Pupils' microphones should remain muted unless the teacher asks a pupil to unmute to ask or answer a questions etc...
  - Pupils wanting to ask a question should do so in the chat or use the 'raise hand' button.
    - Sessions should be recorded – children should not have their camera turned on
- Use professional and 'safe' language at all times. Be mindful that family members of students and pupils may be within earshot of the live lesson.
  - Maintain normal expectations for students/pupils, as you would in school lessons.
  - Ensure pupils are aware of these expectations when delivering live video lessons.
- Whichever method of remote learning is being used, ensure that appropriate privacy settings are in place and GDPR compliance is maintained. For example, don't share your screen with the class if it shows confidential information (e.g. SIMs).
  - When delivering a live lesson, ensure that:

Only relevant pupils can access the lesson.

Pupils are not sharing personal information via the chat function.

Pupils use the “hands up” and “chat” function in a live lesson to ask questions.

- Challenge any inappropriate behaviour from pupils/students and report it as you would in school. For serious concerns it may be necessary to remove pupils from the online learning activity to ensure the learning of other pupils/students can progress.
  - Any safeguarding concerns should be reported to the relevant safeguarding leads using the usual channels.

#### Pupils:

- Should behave as if they were in school and in the classroom – they should be reminded of this at the beginning of the lesson.
  - Pupils should only use school email or the chat function within TEAMS to communicate with staff.
- Pupils should only access their school accounts, not personal accounts. They must not share or access any inappropriate material.
  - Pupils should ensure conversations using the chat function are appropriate and related to the lesson.

#### Contact with pupils/ parents

Teachers will be available through Microsoft teams.

Parents are able to contact the school via telephone or the school admin email address or [teachers@victoriadock.hull.sch.uk](mailto:teachers@victoriadock.hull.sch.uk). Teachers will email back if required. Any response should be made within 48 hours.

Parents may also contact teachers via Class Dojo. Teachers will respond within 48 hours.

Where a pupil is self-isolating on medical ground for a significant period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed.

Pupils identified as vulnerable may be contacted more frequently in case any assistance with home learning can be offered.

### **Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

### **Data protection**

When accessing personal data, all staff members will only use their official school email account.

### **Sharing personal data**

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

### **Keeping devices secure**

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period. Operating systems must be up to date – always install the latest updates.

### **Monitoring arrangements**

This policy will be reviewed by the SLT as and when updates to home learning are provided by the government. At present the only 'live lessons' will be used via the Oak Academy however teachers will be providing pre-recorded videos to support learning. These will be uploaded to Teams when a bubble is isolating.

## Frequently Asked Questions

### **Q) I have some pupils in my class that are absent and some who are present. What should I do?**

A) Please upload your weekly planning grid onto the website with links to Oak Academy Lessons, White Rose Maths Lessons and any activities you wish pupils to complete.

### **Q) My entire class is absent. What should I do?**

A) Upload your weekly planning grid onto the website as above. Also upload work to TEAMS. **If you are comfortable doing so**, schedule and teach any live/recorded lessons to your class via Microsoft Teams.

### **Q) Do I have to teach live lessons?**

A) No. As long as the weekly planning grids with links to lessons and activities are on the website/TEAMS each week, then this will be sufficient. However, you are welcome to supplement this with some live/recorded lessons if you feel confident to do so, providing you adhere to all the safeguarding guidance provided. If you are not comfortable with live lessons you should record voiceover videos for each day to support your learning instead.

### **Q) How do I teach a live lesson?**

A) The suggested way of doing this is by sharing your screen with the students. This allows you to give verbal explanations over your PowerPoint and model techniques using your visualiser. You should be able to teach the live lesson sitting at your computer.

### **Q) Do I have to appear on camera?**

A) No. We recommend that you turn your camera off so you cannot be seen. If you do choose to be on screen, the background should not be visible and appropriate professional clothes should be worn.

### **Q) Will I be able to see or hear the pupils?**

A) Pupil cameras and microphones will be disabled between pupils, unless you choose to unmute to allow questions.

### **Q) If I can't hear my class how will they ask me a question?**

A) Pupils can communicate with you through the chat function or using hands up if you enable a discussion.

### **Q) What if pupils use inappropriate language in the chat?**

A) Pupils will log in via their school email, so all chat comments have the pupil name next to them. Any inappropriate language will be dealt with through the behaviour policy.

### **Q) Will I have to present for an hour?**

A) No. There should be opportunities in live lessons for pupils to work independently, just as there would be in regular lessons. At this point you could choose to mute your microphone and interact with students/pupils through the chat when necessary until it becomes appropriate to address the whole class again.

**Q) What about pupils who don't have the technology to access these lessons from home?**

A) We are providing the technology to the most vulnerable pupils who need it so all can access these lessons. Inform SLT of any pupils you identify as unable to access any online learning (either live lessons or online grids)

**Q) How do I give feedback to work submitted via Microsoft TEAMS?**

A) Pupils can take photos of their work and upload it into the chat where you can respond. Or they can photograph their work and email it to the teacher. Any work produced on paper can be brought into school when the pupils return. You may also use worksheets that the pupils can respond directly on to.

**Q) What should I do if a pupil is regularly not completing work set at home?**

A) Contact the parents and investigate whether there are any issues and offer support and guidance. Complete the home learning tracker.

**Q) Will recording be used for monitoring or performance management?**

A) No. Recordings are only there to allow pupils/students to revisit a pre-recorded lesson if they need to.

**Q) Should I be concerned that a parent/carer might 'sit in' my lesson?**

A) For younger children this might be necessary and helpful. However, if you feel a parent/carer is posting things on the chat function or you have other concerns, please let a member of the senior team know to support you.

**Q) Should I respond to pupils'/students' questions and queries outside lesson times?**

A) As pupils/students become more familiar with online learning they may ask more questions outside the lesson time on chat functions. While staff are free to respond whenever they wish, there is no expectation this will happen outside normal school hours.

**Q) Have issues around workload been considered?**

A) As we have throughout lockdown, we remain committed to being reasonable and sensitive to concerns about workload. However, this is new territory for all of us so we will be reviewing these procedures regularly and part of that review will be an opportunity for staff to give feedback. There is no expectation that staff have to teach live lessons.