

*Roots to grow, wings to fly.*



*Everyone achieves their potential.*

TATTENHALL PARK PRIMARY SCHOOL

*We respect, we enjoy, we believe.*

# Remote Learning Policy

Person responsible for policy:

Approved:

Signed:

To be reviewed:

Mrs J Hawkins

12<sup>th</sup> March 2020 (updated January  
2021)

E Oats, Chair of Governors

Spring 2023

## **Introduction**

This policy covers remote learning (i.e. pupils learning at home in place of their lessons at school) in the case of both pupils having long-term authorised absence and school closure.

The purpose of this policy is to ensure that there is continuity regarding student learning and progress in both scenarios. This policy summarises the provision of remote learning for students in this position so that there are consistent and well-understood expectations of the level of support that will be provided for the pupils concerned.

The school has plans to avoid closure if at all possible, for instance the use of alternative premises if the site is unusable or the combination of classes if a disproportionate number of teaching staff are absent, though in certain circumstances closure may need to take place, particularly where it is advised by Cheshire West and Chester, the Department for Education or Department for Health and Social Care.

In light of the full school closure in January 2021, we have updated our Home Learning offer, for all children from Nursery up to Year 6.

## **Remote learning in the case of school closure**

- Staff have written daily timetables for all year groups which includes a suggested sequence of the lessons. These timetables can be used to help structure your child's day. However, we do understand that all families have different circumstances at home so these timetables can be used as a guide. The timetables are provided within the physical packs and also uploaded to the website via the pupil login area.
- The school will provide remote learning to pupils mainly via the school website. <https://www.tattenhallpark.cheshire.sch.uk/>. Pupils will have an individual login to access the Pupil Area.
- Remote Learning for our Early Years children in Nursery and Reception will be set via Tapestry. Nursery staff are uploading topic ideas to School Spider every fortnight to align with a theme. They are then responding to uploaded observations on Tapestry.
- Children from all year groups will be offered a mixture lessons that have been pre-recorded by their teacher or another member of the teaching staff, as well as other independent activities that mirror the school day. The quantity and subjects delivered remotely will vary depending on the age and needs of the different year groups.

- In addition to ensuring they have access to the website Pupil Area, pupils may be set other daily tasks using IT programs they are familiar with using in school. (Purple Mash, TT Rockstars, Ten Town and MyMaths) Staff will ensure all passwords are sent home in the event of a closure.
- In addition to IT resources, school will prepare physical packs of worksheets which can be collected by parents who have requested them. The work pack will also be available electronically and uploaded to the school website via the pupil log-in area.
- Teachers will set and upload work by **8.45am on each day that the school is closed.**
- Completed classwork (if electronic) should be returned by pupils to their teachers each day if at all possible. Teachers will aim to adapt their future planning and recording to address misconceptions.
- EYFS pupils (parents) can upload their work to Tapestry as an observation.
- Teachers will endeavour to respond to work they receive during the school day. Where work is received outside normal work hours, they will respond the next day.
- **Teachers are happy to provide support during the school day and will be remotely available during the day to interact with pupils.** This will be done via the Pupil Area on the school website, email or phone call.
- Completed work can be uploaded on the website in the Pupil Area or emailed to the class teacher.
- Teachers will be able to monitor pupil engagement and progress of remote learning using the work which they are sent in daily and also by checking the numbers of pupils logging in to view the recorded lessons.
- Weekly Zoom catch up sessions are arranged to support pupil wellbeing, celebrate the work completed and to gather feedback. Pupils should remain muted until invited to speak by their teacher and children should be supervised at home by an adult.
- All communication during a school closure needs to be done via the Pupil Area or by email to the class teacher. Please do not communicate via social media. All communication should be in line with the Parent Code of Conduct.
- If you have a general query, please contact Mrs Morgan or Mrs Harper on [admin@tattenhallpark.cheshire.sch.uk](mailto:admin@tattenhallpark.cheshire.sch.uk)

### **Communication**

To ensure the continuity of learning for all pupils, please ensure you have adequate IT equipment and internet access at home. Please contact the school office immediately if you do not have internet access.

The school will keep parents updated via the texting system and School Spider emails in the event of a closure.

### **Frequently asked questions:**

#### **How do I communicate with my child's class teacher?**

Teachers will be accessible between the hours of 8.30am and 4pm daily. Please do not hesitate to contact them should you have any queries either via telephoning the school office or emailing the teacher directly. Teachers will also check in periodically to see how you are getting on. This will be a chance to discuss your child's well-being as well as the learning from that week and any other questions you may have. This is also a great opportunity for teachers to offer support in adapting the learning to suit the needs of your child.

EYFS staff will feedback via Tapestry regarding uploaded observations.

#### **I have more than one child at home, how do I manage to log on to all lessons?**

All lessons are recorded and links provided for you to watch to suit your personal circumstances. This way you can stagger the recorded lesson inputs with each child to enable you to monitor their safe use of the internet. Pupils will generally have follow up tasks to complete after the recorded lesson.

We are preparing physical packs of work which are available to be collected each week. If you require one, please contact your child's class teacher. This will also reduce the pressure if your family has limited access and devices.

#### **I am struggling to fit in all of the Home Learning lessons, are there any lessons I should prioritise?**

We completely understand that all families have different circumstances as well as differing responsibilities to juggle. If children need to prioritise lessons, we would suggest that both English and Maths lessons are completed. Please speak to your child's class teacher to help support with prioritises and individual needs.

#### **Will my child's home learning be marked?**

All work submitted via School Spider will be given feedback as soon as the teacher is able to. Similarly, if parents email the work to the class teacher, they will be happy to provide feedback. It is preferable that work is sent in on a daily basis as this enables the class teacher to adjust the following recorded lessons if required. Work returned in a physical form will be marked but needs to follow a quarantine process at this time. It is better therefore to send the work electronically as this enables more regular feedback which will support your child's learning and help to maintain the momentum of home learning.

### **I don't have enough technology at home, what do I do?**

We have received a number of devices from the DfE which we are able to loan out to parents during this time. Please get in touch with your child's class teacher who will be able to support you with your technology issue.

### **What do I do if I'm concerned about my child?**

Please speak to your child's class teacher about any concerns that you have. They will be able to help you or alternatively they could advise which other member of our team could help. If you are concerned about your child's mental health, you can also contact Mrs Roberts and Mrs (Mandy Mason) via email [wellbeing@tattenhallpark.cheshire.sch.uk](mailto:wellbeing@tattenhallpark.cheshire.sch.uk)

They will be able to offer some invaluable suggestions to meet your needs.

Additional help can be found via <https://westcheshirechildrenstrust.co.uk/our-way-of-working/recovery-model/>

### **My child has specific needs and I would like more support?**

Our SENCO, Mrs Davies, is on hand to support you with any questions you may have. She will be able to work with class teachers to offer a variety of ways to support your child, including scheduled catch ups, help with work and strategies to support children's mental health.

Updated January 2021