



Broad Oak Remote Learning Policy Statement

September 2020

The United Kingdom Government guidance on Education and Childcare during Coronavirus informs the requirements for remote learning during the contexts of individual (family) self-isolation and for a year group bubble self-isolating.

Intent:

In the event of pupil self-isolation (whatever the context) we will:

- Provide meaningful lessons based where possible on on-going class based education
- Ensure there is consistency in the approach to remote learning for pupils not in school
- Minimise disruption in a manner to support pupil and family well-being
- Use basic technology to support learning across the curriculum and ensure that it is accessible to all pupils (or provide paper copies where needed)
- Tailor the learning offer to specific individual needs eg additional maths lessons or 1-1 sessions (Reading and Saplings/Acorns)

Implementation:

All work for remote learning can be accessed via Seesaw. Teachers will save their lessons on the library on Seesaw

Year Group Bubble Isolation:

Expectations of Teachers, Teaching Assistants (TAs) and SLT

In advance of a bubble closure:

- Teachers to produce one day's 'general' Maths, English and Topic based video lessons ready to post on Seesaw on the first day of a bubble self-isolation.
- Teachers adopt the model daily timetable (see appendix 1). It should contain an introductory message.
- Teachers explain during autumn 1, the remote learning expectations to their pupils and how to access content. This must be revisited each half term.
- Teachers ensure pupils know their usernames/passwords and can use them to access Reading Plus, TT Rock stars, Phonics Play, Spelling Shed and Seesaw.

When a bubble is closed:

- Day 1 – Teachers post the 'general' pre-prepared work onto Seesaw
- Day 2 onwards – Please pre-record a message to your class each day and post it on Seesaw, outlining expectations for that day. This must be posted by 9:00 a.m. on each school day.
- Teachers produce daily video lessons either pre-recorded or live via Zoom complementing the content of current class teaching for the subsequent days of self-isolation.
- For the Early Years remote learning offer (see appendix 2)

- For Years 1-6, there will be a daily lesson for English and Maths (based on White Rose Maths).
- Other daily tasks such as Reading (Oxford Owl or Reading Plus), Spelling (Spelling Shed) and Times tables (TT Rock stars)
- Lessons in other subjects will be posted in accordance with the weekly timetable. Teachers can create their own video resources or use pre-prepared resources e.g. Oak Academy, BBC Bitesize etc.
- Lessons need to include information on how pupils' work will be responded to and/or marked.
- Teachers must be available from 9:00 a.m. until 3:00 p.m. to respond daily to any work or queries that are shared by pupils or parents via Seesaw. Colleagues will determine when they will take breaks within these times.
- Teachers will reflect on parental responses. They will use this information to hone their provision and contact families if necessary
- If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Teaching assistants will reinstate their 1-1 sessions via zoom where possible.
- Teaching assistants must be available from 9.00am until 3.00pm. They will determine when they take breaks within these times.
- If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Subject co-ordinators will support class teachers' to ensure a consistent approach to remote learning provision in their subject e.g. signpost resources to, record adaptations to the curriculum to facilitate remote learning. Monitoring curriculum coverage will inform the development of our Recovery Curriculum.
- SENCO will reinstate the family welfare calls for those identified as vulnerable and record outcomes. This will be shared with SLT and admin as necessary. Urdu, Bengali and some European language speaking families will be contacted by specific members of our staff.
- SLT will monitor remote learning provision and impact (see below).
- Safeguarding children and families– All staff have read and understood safeguarding requirements (Staff Handbook, September 2020). They know our reporting procedures and DSLs.
- Safeguarding colleagues – do not share personal email addresses or telephone numbers with parents. If a colleague becomes uncomfortable with a parent's comments or tone during a welfare call or in response to an enquiry, they should politely tell the parent of their feelings then hang up and inform SLT.

Year Group Bubble Isolation – Expectations of Pupils

- Complete the daily lessons given.
- Ask for help if they are unsure of what to do via Seesaw.
- Send completed work to class teachers via Seesaw.

Individual Children Isolation – Expectations of Teachers, TAs and Pupils

- Remote learning provision will start on day 2 of school absence.
- English and Maths work should complement the content of current class teaching.
- Individual provision will be a factor for teachers to consider whenever they are planning and preparing their lessons.
- Dissemination of lessons can be delegated to class based Teaching Assistants.
- Teachers are not expected to prepare individual remote learning videos as they would for bubble closure.

- Pupils can make greater use of resources such as Oak Academy lessons. Links will be on the class Seesaw
- During welfare calls, families will be told they can also access any lessons posted by teachers for Year group bubbles they are in.

Impact

- Broad Oak accepts that remote learning uptake will be varied.
- The impact of remote learning will be determined using:
 - Pupils' responses on Seesaw and in the Zoom live lessons
 - Parental feedback via Seesaw and welfare calls
- Strategies to tackle low/no engagement include:
 - Day 1 if no activity on student Seesaw - teacher to send message on the Family app to offer support or practical help
 - Day 2 if still no activity or response - phone call to parents by class teacher to identify barrier to engagement/offer help
 - Day 3 if this continues - teacher to report to phase leader/SLT
 - Day 4 SLT to ring and email parents
 - Day 5 if no contact has been made - pass on to Safeguarding team who may consider doorstep home visit or onward referral
- Broad Oak will consider (on a case by case basis) the need to provide laptops or Ipads that are required for remote learning.
- When additional IT resources become available, donated by MCC or central government, distribution will be in accordance with donor guidance and/or according to needs determined by Broad Oak Primary School.

Data Protection

Accessing and Processing Personal Data.

- Colleagues must only use school laptops and computers to access any pupil/staff data, interact with pupils/parents and for recording feedback.
- Colleagues can use school telephones to contact families e.g. responding to specific remote learning queries or for making family welfare calls. However, colleagues may prefer to use their personal mobile telephones but should only do so if they have blocked their number to prevent parents ringing back.
- Colleagues will need to collect and/or share our families personal data e.g. email addresses/telephone numbers, outcomes of wellbeing calls as part of our remote learning offer. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. Any data used for or generated in this way can only be stored on school equipment, server and licensed applications. Colleagues need to be mindful to collect and/or share as little personal data as possible online.

Monitoring and Review

- As remote learning provision is a recent adaptation to our practice, our offer will need to be reviewed in the light of feedback and experience – at the end of each half term.
- Adaptations to the offer will be disseminated through staff meetings.
- Broad Oak's Headteacher will report on policy and practice at Governor meetings.
- This policy was presented to BO staff on 23/10/20 and to the Governors on 18/11/20 for approval.

Appendix 1:

Year 1 daily timetable

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking ?	Is the lesson recorded?	Can my child access similar work independently?
Daily lessons					
9:30 (Zoom)	English (Phonics, Phase 3)	15/20 mins	No	Yes	Yes – https://www.phonicsplay.co.uk Username: broadoakpp Password: Br0ad0ak Select Phase 3
10:00 (Zoom)	English (Pt 1- handwriting)	15 mins	No	No	Yes - https://www.letterjoin.co.uk Login from a tablet, Username: lj2126 Swipe code: Capital L starting at the top left Login from a computer, Username: lj2126 Password: home Focus on lower case 'easy letters'.
10.15 (part of the same Zoom lesson as handwriting)	English (Pt 2 - writing) Picture writing	20 mins Plus we would expect the children to spend 20 minutes writing their sentences to upload.	Yes	Yes	The teachers will post the picture of the day; the instructions (including the grammar focus) and vocabulary collected in the lesson on to Student Announcements.

(Pre-recorded and posted on Seesaw)	Maths	20 minutes lesson plus 15 minutes doing the tasks.	Yes	Yes	The lesson will be posted on Seesaw each day.
(Pre-recorded and posted on Seesaw)	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app.
n/a	English (reading) Choose a book that is the same colour as the books that are in your child's reading bag. Listen to your child read aloud – 10 minutes each day. Ask questions about what they have read.	10 minutes daily	No	n/a	https://www.oxfordowl.co.uk Create your own username and password.
Other pre-recorded lessons					

(Pre-recorded-posted on Seesaw)	Dance	Single lesson: 20 mins	No	Yes	n/a
(Pre – recorded-posted on Seesaw)	Science	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw)	Music	Single lesson: 5 mins	No	Yes	n/a
(Pre-recorded-posted on Seesaw)	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
This will be arranged with the class teacher.	English (reading)	20 minutes once a week 1:1 with the teacher or teaching assistant .	No	Yes – for safeguarding reasons	See above – Oxford Owl

Year 2 daily timetable

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded ?	Can my child access similar work independently?
Daily lessons					
9:30 (Zoom)	English (Phonics, Phase 5)	15 mins	No	Yes	Yes – https://www.phonicsplay.co.uk Username: broadoakpp Password: Br0ad0ak Select Phase 5
10:00 (Zoom)	English (Pt 1- handwriting)	15 mins	No	No	Yes - https://www.letterjoin.co.uk Login from a tablet, Username: lj2126 Swipe code: Capital L starting at the top left Login from a computer, Username: lj2126 Password: home Focus on lower case and capital letters (no joining yet)
10.15 (part of the same Zoom lesson as handwriting)	English (Pt 2 - writing)	20 mins Plus we would expect the children to spend 20 minutes writing their sentences to upload.	Yes	Yes	The teachers will post the picture of the day; the instructions (including the grammar focus) and vocabulary collected in the lesson on to Student Announcements.
(Pre-recorded and posted on Seesaw)	Maths	20 minutes lesson plus 15 minutes doing the tasks.	Yes?	Yes	The lesson will be posted on Seesaw each day.
(Pre-recorded and posted on Seesaw)	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app
n/a	English (reading)	10 minutes daily	No	n/a	https://www.oxfordowl.co.uk Create your own username and password

	Choose a book that is the same colour as the books that are in your child's reading bag. Listen to your child read aloud – 10 minutes each day. Ask questions about what they have read.				
n/a	TT Rockstars	10 minutes daily	No	No	Go to the TT Rockstars app – focus on 10, 5 and 2 times tables
Other pre-recorded lessons					
(Pre-recorded-posted on Seesaw)	Music	Single lesson: 15 mins	No	Yes	n/a
(Pre – recorded-posted on Seesaw)	Science	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw)	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
This will be arranged with the class teacher.	English (reading)	20 minutes once a week 1:1 with the teacher or teaching assistant.	No	Yes – for safeguarding reasons	See above – Oxford Owl

Year 3 daily timetable:

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded ?	Can my child access similar work independently?
Daily lessons					

(Pre-recorded and posted on Seesaw)	English - Picture Writing	20 mins Plus we would expect the children to spend 20 minutes writing their sentences to upload.	Yes	Yes	The teachers will post the picture of the day and the instructions (including the grammar focus) as an activity for the children to respond to.
(Pre-recorded and posted on Seesaw)	Maths	20 minutes lesson plus 15 minutes doing the tasks.	Yes	Yes	The lesson will be posted on Seesaw each day. Similar work from Oak Academy, White Rose and LbQ.
(Pre-recorded and posted on Seesaw)	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app
n/a	English (reading)	1 lesson daily	No	n/a	Go to Reading Plus app or read a book
n/a	TT Rockstars	10 minutes daily	No	No	Go to the TT Rockstars app
Other pre-recorded lessons					
(Pre-recorded-posted on Seesaw)	Music	Single lesson: 15 mins	No	Yes	n/a
(Pre – recorded-posted on Seesaw)	French	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre – recorded-posted on Seesaw)	Science	Single lesson: 30 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw)	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
This will be arranged with the class teacher.	English (reading)	20 minutes once a week 1:1 with the teacher or teaching assistant.	No	Yes – for safeguarding reasons	Yes - Reading Plus

Year 4 daily timetable:

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded ?	Can my child access similar work independently?
Daily lessons					
9.15am	Introduction/ check-in	10 - 15 mins	No	Yes (safeguarding)	No
(Pre-recorded and posted on Seesaw)	English - Handwriting	10 mins	Yes	Yes	Yes - https://www.letterjoin.co.uk Login from a tablet, Username:lj2126 Swipe code: Capital L starting at the top left Login from a computer, Username: lj2126 Password: home Focus on lower case and capital letters (no joining yet)
(Pre-recorded and posted on Seesaw)	English - Picture Writing	20 mins Plus we would expect the children to spend 20 minutes writing their sentences to upload.	Yes	Yes	Yes The teachers will post the picture of the day and the instructions (including the grammar focus) as an activity for the children to respond to.
(Pre-recorded and posted on Seesaw)	Maths	20 minutes lesson plus 15 minutes doing the tasks.	Yes	Yes	Yes The lesson will be posted on Seesaw each day. Similar work from Oak Academy, White Rose and LbQ.
(Pre-recorded and posted on Seesaw)	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app
n/a	English (reading)	1 lesson daily	No	n/a	Go to Reading Plus app or read a book
n/a	TT Rockstars	10 minutes daily	No	No	Go to the TT Rockstars app
Other pre-recorded lessons					

(Pre-recorded and posted on Seesaw)	Spelling	10 - 15 mins	Yes	Yes	Yes - spelling shed.
(Pre – recorded-posted on Seesaw)	French	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre – recorded-posted on Seesaw)	Topic	Single lesson: 30 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw)	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
This will be arranged with the class teacher.	English (reading)	20 minutes once a week 1:1 with the teacher or teaching assistant.	No	Yes – for safeguarding reasons	Yes - Reading Plus

Year 5 daily timetable:

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded ?	Can my child access similar work independently?
Daily lessons					
(Pre-recorded and posted on Seesaw)	English - picture writing	20 mins Plus we would expect the children to spend 20 minutes writing their sentences to upload.	Yes	Yes	The teachers will post the picture of the day and the instructions (including the grammar focus) as an activity for the children to respond to.
(Pre-recorded and	Maths	20 minutes lesson plus 15 minutes	Yes	Yes	The lesson will be posted on Seesaw each day. Similar work from Oak National Trust. and LbQ.

posted on Seesaw)		doing the tasks.			
(Pre-recorded and posted on Seesaw)	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app
n/a	English (reading)	1 lesson daily	No	n/a	Go to Reading Plus app
n/a	TT Rockstars	10 minutes daily	No	No	Go to the TT Rockstars app
Other pre-recorded lessons					
(Pre-recorded-posted on Seesaw)	Music	Single lesson:15 mins	No	Yes	n/a
(Pre – recorded-posted on Seesaw)	French	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw)	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
This will be arranged with the class teacher.	English (reading)	20 minutes once a week 1:1 with the teacher or teaching assistant.	No	Yes – for safeguarding reasons	Yes - Reading Plus

Year 6 Daily Timetable

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded?	Can my child access similar work independently?
Daily lessons					

9:30 (Zoom Live) SB/SS/HM	Good morning Check in (5 mins) Maths 5 -a-Day Challenge	30 mins	No	Yes	Yes - https://corbettmaths.com/5-a-day/primary/
10:00 (Recorded and posted to SeeSaw) SB/SS/HM	English (Reading Comprehension)	20 mins	Yes	No	Yes – Questions and text uploaded to Seesaw
11:00 (Activity Posted to SeeSaw) SS	English (Picture Writing)	25 mins	Yes	Yes	The teachers will post the picture of the day; the instructions (including the grammar focus) and vocabulary collected in the lesson on to Student Announcements.
(Pre-recorded and posted on Seesaw) HM	Maths	20 minutes lesson plus 15 minutes doing the tasks.	Yes	Yes	The lesson will be posted on Seesaw each day.
(Pre-recorded and posted on Seesaw) SB/SS/HM	English (class story)	15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app, pupils to use individual logins.
n/a	English (reading)	10 minutes daily	No	n/a	Reading Plus – Students to use individual logins.

n/a	TT Rockstars	10 minutes daily	No	No	Go to the TT Rockstars app – Year 6 to create league table for competition within the year group.
Other pre-recorded lessons					
(Pre-recorded-posted on Seesaw) MR/AB/BR	Music / French / PE	Single lesson:15 mins	No	Yes	n/a
(Pre –recorded-posted on Seesaw) SB	Topic / Science	Single lesson: 15 minutes plus time doing task	Yes	Yes	n/a
(Pre-recorded-posted on Seesaw) LB	Yoga & Mindfulness	Single lesson: 35 mins	No	Yes	n/a
Other sessions					
(Pre-recorded) SB/SS/HM	SPAG	20 Mins	Yes	No	Uploaded to Seesaw

Appendix 2:

EYFS REMOTE LEARNING OFFER OCTOBER 2020

In the event of children and staff working from home due to self-isolation the EYFS will offer the following home learning arrangements via Seesaw:

NURSERY

- Daily story time and mark-making activity
- Weekly poem or rhyme to learn
- Weekly maths activity
- Weekly outdoor learning challenge

RECEPTION

- Daily story time and writing challenge
- Daily maths activity
- Daily phonics challenge
- Weekly poem or rhyme to learn
- Weekly outdoor challenge

Appendix 3:

Saplings Remote Learning Offer

- 1-1 Read for each child -minimum 2x weekly
- Maths for JP, JO, LA, RASR-daily
- Maths for MA, DRD, MG, - daily
- Phonics for MA, DRD, RASR, MG - daily
- Spelling session JP JO LA - daily
- Picture Writing session -daily
- Topic session - weekly practical activity
- Class story - minimum 2 x weekly

Appendix 4

Acorns remote learning offer

With Miss Bowers – daily 2:1 English and Mathematics – allocated time slot each day

With Mr McCarthy/ Ms Bridge – daily 1:1 read and 1:1 turn taking session – allocated time slot each day

Live lesson time	Subject/ focus	Duration	Do the children need to upload work for marking?	Is the lesson recorded?	Can my child access similar work independently?
Daily lessons					
09:00	English Group One (writing)	20 - 30 mins	Yes	Yes– for safeguarding reasons	No
09:30	English Group Two (writing)	20 – 30 mins	Yes	Yes– for safeguarding reasons	No
10:00	English Group Three (writing)	20 – 30 mins	Yes	Yes– for safeguarding reasons	No
1:00	Maths Group One	20 – 30 mins	Yes	Yes– for safeguarding reasons	No

1:30	Maths Group Two	20 – 30 mins	Yes	Yes– for safeguarding reasons	No
2:00	Maths Group Three	20 – 30 mins	Yes	Yes– for safeguarding reasons	No
(Pre-recorded and posted on Seesaw)	English (class story)	10 – 15 minutes daily	No	Yes	n/a
Daily tasks					
n/a	English (spelling)	10 minutes daily	No	n/a	Go to the Spelling Shed app
n/a	English (reading) Reading Plus and/or Oxford Owl Miss Bowers will inform parents which online resource to use	20 - 25 minutes daily	No	n/a	https://www.oxfordowl.co.uk Create your own username and password https://student.readingplus.com /seereader/api/sec/login Miss Bowers will share logins

n/a	English (handwriting)	15 mins	No	No	<p>Go to Letter join https://www.letterjoin.co.uk</p> <p>Login from a tablet, Username:lj2126</p> <p>Swipe code: Capital L starting at the top left</p> <p>Login from a computer, Username: lj2126</p> <p>Password: home</p> <p>Focus on lower case and capital letters (important - no joining yet, please just practise the letter formation)</p>
n/a	TT Rock stars	10 minutes daily	No	No	Go to the TT Rockstars app – focus on 10, 5 and 2 times tables
Other pre-recorded lessons					
(Pre-recorded- posted on Seesaw)	Yoga	Single lesson: 35 mins	No	Yes	
(Pre-recorded- posted on Seesaw)	PSHE	Single lesson: 20 – 30 mins	Yes	Yes	
Other sessions					

<p>This will be arranged with the class teacher via a weekly timetable and Zoom invites. Your child will have an allocated time slot each day.</p>	English (reading)	20 minutes once a day 1:1 with Mr McCarthy or Miss Bridge	No	Yes – for safeguarding reasons	<p>Oxford Owl</p> <p>https://www.oxfordowl.co.uk</p> <p>Create your own username and password</p>
	Turn taking and special time with key figure from Acorn class	20 minutes once a day 1:1 with Mr McCarthy or Miss Bridge	No	Yes – for safeguarding reasons	