



## MANOR INFANT SCHOOL AND NURSERY



<b>Approval By:</b>	School
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<b>GOVERNOR &amp; HEADTEACHER TO COMPLETE</b>	 
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<b>Review Approved (signature):</b>	
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### Remote Learning Policy and Plan

*'Valued as Individuals, Inspired as Learners'*

#### Introduction

Following a period of closure in Spring and Summer 2020, Manor Infant School and Nursery have developed a contingency plan, in line with DFE guidelines (Guidance for full opening: schools 27 July 2020) in the need for a further lockdown in Portsmouth or the country. Children will continue to be provided with an education remotely which is high quality and aligns as closely as possible with in-school provision.

All learning will be conducted using Evidence Me (EYFS and Year R), Purple Mash (all year groups) Oak Academy and Google Drive. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

#### **Successes from March 2020 lockdown**

- Weekly food parcels and personalised weekly home learning packs
- Engagement and communication with parents through phone calls/ Facebook/ emails/ texts/ website/letters
- Weekly zoom calls for all staff including those shielding
- Home learning adapted following feedback from Parental Survey
- Support and engagement from all staff
- Provision during Half Term holidays for keyworker families
- Easter provision for keyworker and vulnerable children
- All children contacted regarding their home learning/learning packs etc.
- All families contacted who have not been contact with the school
- Weekly or fortnightly calls to all children
- Safeguarding follow up if no contact

- Communication from parents to teachers via a new email set up during lockdown
- Individual year group messages/videos sent out to parents via YouTube
- Home learning emails set up for each year group so children and parents can share learning with their teacher and the teacher can support and share news etc.

### **Possible Lockdown Scenarios**

- Individual children who are waiting to be tested/isolating.
- A partial lockdown involving bubbles of children.
- A longer term whole school lockdown.
- Key worker/vulnerable pupils in school only.
- Short term teacher absence
- Long term teacher absence

### **The need for flexibility of learning**

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 school and home

- 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 Level accreditation;
- Additional needs e.g. EAL / SEND
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

### **Expectations**

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. This is our children's education and we cannot afford for them to miss out on any further learning time. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching staff will:

- Create a suggested timetable with times of learning and weekly expectations.
- Share teaching and activities with their class through google drive which will be accessible via the school website.
- Continue teaching in line with current, extensive planning that is already in place throughout the school and adapted for the needs of pupils within the class context
- Plan a range of activities and where possible they will not require the use of a digital device
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through purple mash and evidence me?
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.30 am – 3:30pm;
- Acknowledge learning.

- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages during this time will not be undertaken until the teacher is fit to work.
- Contact parents and children if work is not completed or to a satisfactory standard

Teaching Assistants will:

- Support class teachers in providing learning opportunities for children
- Support class teachers in feedback to pupils
- Plan and create personalised learning for identified individuals within the class
- Contact parents and children if work is not completed or to a satisfactory standard
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages during this time will not be undertaken until the teaching assistant is fit to work
- Contact parents and children if work is not completed or to a satisfactory standard
- Reply to messages, set work and give feedback on activities during the normal school hours 8:30 am – 3:30pm

Senior Leaders will:

- Monitor the overall effectiveness of remote learning through meetings with teachers reviewing work set and reaching out to pupils and parents for feedback
- Monitor the security of remote learning systems, including data protection and safeguarding considerations
- Work as a team to ensure the highest quality virtual education is provided for our children at Manor

Designated Safeguarding Leads (DSLs) will:

- Identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning with the Local Authority Link Co-ordinator
- Arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Make phone calls vulnerable pupils using school phones where possible.
- Arrange for regular contact with vulnerable pupils arranged where required.
- Contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- Ensure that all members of staff report any safeguarding concerns to the DSLs immediately.
- Encourage all staff to contact to the DSLs if they wish to report safeguarding concerns via CPOMS, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;

- Be given several days to complete a task to allow for sharing of devices within the family
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that
- Read daily, either independently or with an adult for at least 15 minutes in KS1 (Year 1 or Year 2)
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:

- Set up / check the Purple Mash and Google Drive account in advance to ensure children have access to the learning
- Support their child's learning to the best of their ability;
- Encourage their child to access and engage with posts from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform
- Know they can continue to contact their class teacher as normal through class emails or purple mash
- Check their child's completed learning each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax without technology

### Remote Learning Systems Information

	Access to Learning	Reading	Writing	Maths	Wider Curriculum
Children Self Isolating	Individual Pack provided Google Drive Purple Mash	E Books will be provided at child's level	Phonics and literacy activity	Maths activity	Topic activity
Bubble Isolating / Whole School Closure	Individual Pack provided YouTube channel Purple Mash Google Drive  Nursery, EYFS will continue using Evidence Me and Mini Mash	You Tube channel Phonics Activity Reading EBook min 3	Stimulus shared Model writing Selection of activities	3 White Rose videos and maths activity	Topic activity BBC Bite size Go noodle Oak Academy PHSE activity

### Links with Other Policies

This policy is linked to our:

Behaviour Policy  
Child Protection Policy  
Safeguarding Policy  
Home School Agreement  
Online Safety Policy  
Acceptable use policy



### **What is Purple Mash?**

Purple Mash is an app that allows teachers to assign learning activities to children. It also allows children the opportunity to share their learning with their teacher for feedback and acknowledgement. We think this will be very helpful to families who are engaged in distance learning.

### **How is this be set up?**

- Parents will login to purple mash via the website [www.purplemash.com/sch/manor-po1](http://www.purplemash.com/sch/manor-po1) (TIP: access is easier on a laptop or computer where possible).
- Please note that by logging into purple mash you will automatically be giving permission for the school to use this website with your child.
- Each child will receive log in details which gives them access to the tasks their teacher has set.

### **How are learning activities shared?**

Teachers will share a suggested programme of work through the 'To Dos' section of the purple mash website.

*When will the work be shared?*

- Teachers will upload the weekly programme of work each Monday.

*How will children share their completed work?*

- Children can save their work onto purple mash where the teacher can access it.

*Will children need a laptop?*

- Purple mash is most accessible on a laptop or computer, however can be accessed on phones or tablets.

*When can my child expect feedback from their teacher?*

- Teachers will provide acknowledgement of completed learning tasks or feedback during the week. Where tasks are uploaded on a Friday, feedback may not be provided until the following week.

### **How to Log in**

1. Go to [purplemash.com/sch/manor-PO1](http://purplemash.com/sch/manor-PO1)
2. Type in your child's unique log in details provided by the school
3. Click on the 'To Dos' tab to find the activity your child's teacher has set.

### **How do I access google drive?**

1. Go to the school website: <https://manorinfantschool.co.uk>
2. Hover the 'Pupils' ship and click on 'home learning'
3. Click on your child's year group which will take you to a folder on google drive
4. Use the learning in the folder.

You will also find links to learning on Oak academy which are online lessons, White Rose Maths which has activities for each year group and other educational websites

## Appendix 2 – Home technology Survey to support needs in the community



### Home Technology Survey



Please complete this survey as a family/ household to let us know your technology needs

1. Child's/ Children's name (s):

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2. Year Group(s):  
*Tick all that apply*

- Nursery
- Year R
- Year 1
- Year 2

3. How many members of your household need technology devices for work/learning?

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4. How many devices do you have in your household (including mobile phones)

*Provide a number for all that apply*

- |  |  |
|--|--|
| <input type="checkbox"/> Mobile phone                | <input type="checkbox"/> laptop                |
| <input type="checkbox"/> tablet/Ipad                 | <input type="checkbox"/> desktop computer (PC) |
| <input type="checkbox"/> other (please state): _____ |  |

5. Does your child have access to the device the whole day?

*Tick one box*

- Yes
- No, shared with siblings doing home learning
- No, shared with parents
- No, shared with siblings and parents

6. Do you have access to the internet on the device?

*Tick one box*

- Yes, we have a contract that gives unlimited broadband
- Yes, we have a data package/ contract which gives us limited data each month
- We have 'pay as you go'
- No

7. Does your child have a suitable space to complete their work in?

- Yes
- No
- Shared with siblings
- Shared with adults

Thank you for completing this survey