



## **Carr Hill Community Primary School - Home Learning Guidance for Parents/Carers and Staff Academic Year 2020/2021**

### **Aims**

At Carr Hill Community Primary School, we understand the need to continually deliver a high-quality education which includes periods of time where children may be forced into home learning away from school. This may be for individual pupils or larger groups of children. We recognise the importance of maintaining high expectations in all areas of school life and we need to ensure that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with home learning, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of a continuous curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parents, carers and pupils' data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during periods of home learning.
- Ensure all pupils have the provision they need to complete their tasks to the best of their ability, and that they remain happy, healthy and supported during periods of home learning.
- Allow pupils who are unable to attend school to have access to high quality learning.

## **Roles and responsibilities**

### **Governing body**

The governing board is responsible for:

- Monitoring the school's approach to providing home learning to ensure education remains of as high quality as possible.
- Ensuring that staff are certain that home learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **Headteacher and Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home learning approach across the school.
- Monitoring the effectiveness of home learning – regular meetings with teachers and subject leaders, reviewing tasks set and reaching out for feedback from pupils and parents/carers.
- Monitoring the security of home learning systems, including data protection and safeguarding considerations.

*The Headteacher is responsible for:*

- Ensuring that all staff, parents/carers and pupils always adhere to the relevant policies.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with home learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with home learning.
- Arranging the additional training that staff may require to support pupils during the period of home learning.

### **Designated safeguarding lead**

The DSL is responsible for:

- Attending and arranging, where necessary, all relevant safeguarding meetings that occur during the home learning periods.
- Ensuring child protection plans are enforced and in place while the pupil is learning at home and, alongside other relevant professionals, ensure appropriate measures are in place to keep the child safe.
- Ensuring all safeguarding incidents are recorded and reported in line with KCSIE2020 and the Carr Hill's child protection policy ([Carr Hill Child Protection Policy and COVID-19 Addendum 2020](#)).
- Liaising with Gateshead LA IT technicians to ensure that all technology used for home learning is suitable for purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning at home ([organise a suitable device through DfE scheme](#)).

- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of home learning.

## **SENDCO**

The SENDCO is responsible for:

- Ensuring that all pupils with EHC plans continue to have their needs met while learning remotely and to liaise with the headteacher and other organisations to arrange any necessary alternative arrangements for pupils with EHC plans.
- Identify the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the home learning period.

## **Teachers**

When providing home learning, teachers are responsible for:

- Being available between 9:00am and 3:00pm (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).
- Adhering to this policy at all times during periods of home learning.
- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through relevant video clips and tasks for home learners.
- Reporting any health and safety incidents to the Health and Safety officer and ask for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and take advice for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting on any potential dangers that they identify, as well as any concerns they have about home learning, to the headteacher.
- Adhering to the staff code of conduct and online safety policy at all times.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.
- Home learning will be accessible to pupils, parents/carers either via the school's website or through emails sent to parents/carers.

## **Setting home learning**

Teachers will provide a weekly overview that will be available to parents/carers focusing on the planned learning for that week. The learning will match the new learning taking place within

the classroom (or was planned to take place within the classroom) with a focus on the key skills within English and Mathematics. *In the event of a whole class or multiple classes having to isolate, then home learning will be prepared in advance and will link to a two-week block of new learning.*

Early Years children will be provided with activities to complete at home with parents and carers. The activities will match the planned learning taking place within the classroom (or due to take place in the classroom in the event of a whole class having to isolate).

In Key Stages One and Two, the expectations that daily lessons will be shared in Mathematics and English. These will include teaching sequences via PowerPoint, worksheets, workbooks, educational videos such as (BBC Bitesize, Oak Academy, WhiteRose Maths, Purple Mash, YouTube etc.), interactive online learning, open ended projects and creative projects.

Teachers will provide learning for their current class. The amount of home learning they need to provide is daily Mathematics and English lessons plus lessons for foundation subjects each week.

### **Feedback to pupils**

Teachers will provide whole-class feedback on the home learning that is returned.

In the case of a full closure or class closure, teachers will provide feedback on the learning responses of the whole class, using children's responses to lessons to plan the next stage of learning and address common misconceptions.

In the case of individuals or groups of children isolating, teachers will use a combination of the home learning submitted by isolating children and the work completed in class to plan next steps for learning.

Completed home learning can be sent back in hard copies or emailed back to class email addresses.

### **Keeping in touch with pupils, who aren't in school, and their parents/carers**

Class email addresses should be used for parents/carers to contact teachers. Teachers will aim respond to emails in a timely manner, but we ask parents/carers to be mindful that staff have many other responsibilities and may not be able to provide an immediate response.

Phone calls will also be made to discuss issues completing home learning when necessary and to check on the wellbeing of our pupils and families.

Liaise with headteacher and senior leadership team around any behavioural issues, such as failing to complete home learning on time - phone calls and emails will be used to communicate with families to attempt to resolve any issues regarding non-return of home learning.

### **Attending virtual meetings with staff, parents and pupils – if required:**

If teachers are required to attend virtual meetings with staff, parents/carers, pupils, colleagues from children's services or other educational support services all staff need to adhere to the following advice:

- *Dress code* - Attend meetings in smart or smart casual clothing.

- *Locations* - Try to avoid areas with background noise and ensure there is nothing inappropriate in the background.

### **Teaching assistants**

When assisting with home learning, teaching assistants must be available between 9:00am and 3:00pm (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 school's normal absence procedure).

When assisting with home learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely as requested by the headteacher.
- Liaising with the class teacher to support planning and resourcing differentiated learning.

### **Attending virtual meetings with teachers, parents and pupils – if required:**

- *Dress code* - Attend meetings in smart or smart casual clothing.
- *Locations* - Try to avoid areas with background noise and ensure there is nothing inappropriate in the background.

### **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate home learning.
- Working with teachers teaching their subject remotely to make sure all tasks set are appropriate and consistent.
- Monitoring the home learning set by teachers in their subject – through regular meetings with teachers or by reviewing home learning set.
- Alerting teachers to resources they can use to plan for home learning and to teach their subject remotely.

### **Pupils and parents/carers**

*Staff can expect pupils learning remotely to:*

- Always adhere to this policy during periods of home learning.
- Report any technical issues with home learning equipment to the school as quickly as possible through the help of your parent or carer.
- Adhere to the school's behaviour policy and online safety policy at all times.
- Be contactable during the school day.
- Complete home learning and return it for feedback to the class teachers by the deadline set.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete home learning.

*Staff can expect parents and carers with children learning remotely to:*

- Always adhere to this policy during periods of home learning.
- Make the school aware if their child is sick or otherwise can't complete home learning.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Report any technical issues with home learning equipment to the school as quickly as possible.
- Ensure that their child uses any home learning equipment appropriately.
- Always adhere to the Home/School learning agreement signed when your child started Carr Hill.

*\*We know that it will be vital that to ensure children engage with home learning so that they do not fall behind with their learning. We understand that every pupil has their own unique circumstances and that there will be many factors that can affect the effectiveness of home learning. If there are individual conditions that mean pupils can't engage with home learning, parents/carers need to communicate this with teachers to reach a positive solution.*

### **Who to contact?**

If staff have any questions or concerns about home learning, they should contact the following individuals:

- Issues in setting home learning – liaise with the relevant leadership team, subject leads or SENDCO.
- Issues with behaviour – liaise with the headteacher or member of the school's leadership team.
- Issues with IT – speak to IT lead or raise the problem with IT services in Gateshead.
- Issues with their own workload or wellbeing – talk to member of senior leadership team or the headteacher.
- Concerns about data protection – talk to the headteacher or SBM.
- Concerns about safeguarding – talk to the DSL, Deputy DSL or FSW.

### **Data protection**

This section of the policy will be enacted with the school's GDPR Policy.

Staff members will be responsible for adhering to GDPR when teaching remotely and will always ensure the confidentiality and integrity of their own devices.

Any contact with pupils, parents/carers should be through the school's email address [carrhillprimary.gov.uk](mailto:carrhillprimary.gov.uk) or through the individual class group email addresses to keep individual staff emails private. This also ensures that there will be moderation from the headteacher and senior leaders if necessary.

Sensitive data will only be transferred if necessary, for the purpose of teaching and learning. Any data transferred between devices will be encrypted or have other data protection measure

in place so that if data is lost, stolen or subject to unauthorised access, it remains safe until recovered.

Parents/carers and pupils up-to-date contact information will be collected prior to a period of home learning.

All contact details will be stored and retained in line with the school's GDPR policy.

The school will not permit paper copies of contact details to be taken from the school's premises.

Any breach of data protection or confidentiality will be dealt with in accordance with the school's Data Breach Policy.

Staff members may need to collect and/or share personal data as part of the home learning. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

Staff are reminded to collect and/or share as little personal data as possible online.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device 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).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date.

### **Safeguarding**

In all cases refer to the school's Child Protection and Safeguarding Policy and Addendum for COVID-19.

The headteacher will identify 'vulnerable' pupils (pupils who are deemed vulnerable or at risk of harm) in collaboration with class teachers prior to period of home learning

The schools' DSL will arrange for regular contact to be made with vulnerable children and their parents/carers via email and phone calls.

Phone calls to vulnerable pupils will be made using the school's phones where possible.

All contact with vulnerable pupils will be recorded on CPOMS and passed onto the school's DSL.

The DSL will keep in contact with vulnerable pupils' social workers and other relevant care professionals during the period of home learning

All members of staff will report any safeguarding concerns to the school's DSL in line with the school's Child Protection and Safeguarding Policy and KCSIE 2020.

### **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding Policy and COVID-19 addendum to our child protection policy
- GDPR policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy

### **Monitoring arrangements**

This policy will be reviewed by the headteacher every six months. It will be approved by the full governing body committee.