



Remote Learning Guidance



Holland Park Primary School will provide **remote learning** for pupils that are not able to attend school for reasons associated with Covid-19, so that no-one need fall too far behind.

In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents/carers.

Each family is unique and because of this, should approach **remote learning** in way which suits their individual needs.

Aims of this guidance

To ensure that:

- ✓ There is consistency in the school's approach to remote learning;
- ✓ All members of the school community are aware of expectations for remote learning;
- ✓ Teachers are 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 pupils.

Sigma Values

Integrity: be honest, transparent, trustworthy and true to your beliefs.

Passion: be positive and enthusiastic about what you are trying to achieve.

Aspiration: aim for your best and set high, realistic goals.

Resilience: never give up and strive to improve.

Accountability: take responsibility for your words, thoughts and actions.

Respect: for yourself, your environment and other people.

Phases of Remote Learning

- **Phase 1** – A Pupil is symptomatic and is isolating while awaiting the outcome of a Covid-19 test.
- **Phase 2** – A bubble within school has to isolate due to an outbreak.
- **Phase 3** – Whole-school lockdown. School is closed to majority of pupils due to a local or national lockdown as initiated by Central Government.

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 all sides: -

- Parents/carers may be trying to work from home so access to technology as a family may be limited;



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- teachers may be trying to manage their home situation and the learning of their own pupils;
- 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.

Expectation Management

We believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no deadlines will be set. 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. Pupils and parents should consider the arrangements set out in this document as highly recommended.

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the school admin email address; admin@hollandpark.school
- Work that children complete at home should be kept safe and can be brought back to school when safe to do so.
- Attempt to make use of the resources shared with them i.e. printing sheets, using relevant mathematical methods etc.
- We would encourage parents to support their child's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.
- 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.

Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
- Oversee the ongoing wellbeing and CPD of teaching assistants.



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Designated Safeguarding Lead (DSL)

The DSL's responsibilities are identified within the school's Child Protection Policy.

Google Classroom

Google Classroom is a free web service designed by Google for schools and allows us to share tasks, resources, quizzes, links to websites and other learning materials. It can be accessed through any device as it is web based and can also be downloaded as an app through Android and Apple devices. Each pupil at Holland Park will be given a **gmail** account in order to access Google Classroom.



Google Classroom

Phase 1 – Pupil isolating from school

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

If a pupil develops any of the symptoms listed above while at school:

- They will be isolated from other pupils and adults
- Parents/carers will be contacted and the pupil should be collected from school as soon as possible
- Parents/carers will be advised to seek a Covid-19 test for the symptomatic pupil.

If a pupil develops any of the symptoms listed above while at home:

- Parents/carers should notify the school
- Parents/carers should seek a Covid-19 test for the symptomatic pupil.

The pupil CANNOT return to school for 10 days unless the outcome of a Covid-19 test is **negative**.

Remote Learning in Phase 1

- Activities will be in line with the learning that is taking place in class, although small adaptations may be required (e.g. different resources available)
- Learning may include access to other learning platforms including:
 - Oak National Academy
 - BBC Bitesize
 - White Rose Maths
 - Times Tables Rockstars
- Pupils should try to complete daily reading, spelling and times tables practise (ideally 15-20 mins of each)
- Any learning not submitted online can be handed in when pupil returns to school



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Phase 2 – Year Group Bubble isolating from school

In the event of an outbreak being declared a class or year group bubble may be asked to self-isolate for 10 days.

Remote Learning in Phase 2

- Pupils will access remote learning activities via Google Classroom
- Activities will follow the learning planned for class prior to having to isolate although this may appear different to what would have been completed in school (i.e. use of different resources available)
- Learning may include access to other learning platforms including:
 - Oak National Academy
 - BBC Bitesize
 - White Rose Maths
 - Times Tables Rockstars
- Pupils should try to complete daily reading, spelling and times tables practise (ideally 15-20 mins of each)
- Some of the learning set can be submitted electronically via Google Classroom or by sending photos or screen shots via the class email address
- Any learning not submitted online can be handed in when pupils return to school
- Should anything be unclear in the work that is set, parents can communicate with class teachers via school admin email address
- It is important that pupils get to see their class teacher on a regular basis during periods of self-isolation as this will ease transition upon their return to school. As such, there will be an expectation that teachers produce videos/recordings of themselves to share with pupils via Google Classroom or the 'Learning with Holland Park Primary School' YouTube channel. This might include:
 - Introduction to the learning for the day
 - Input/explanation to a specific learning activity
 - Plenary or giving out feedback to a specific learning activity
 - Reading a story/class book
 - Times tables practise – chanting, singing
 - Spelling test – can be paused by pupils/parents in between words
 - PE/drama activity
- If it is the class teacher that is unwell, another member of staff will ensure that activities are available for pupils to access via Google Classroom – however, following up of messages from parents/pupils during this time will not be undertaken until the teacher is fit to work. This is also the case for videos/recordings from the class teacher.



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Phase 3 – Whole School Lockdown (local or national)

In the event of whole school lockdown, teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. If they are 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.

Remote Learning in Phase 3

- Pupils will access remote learning activities via Google Classroom
- Activities will follow the learning planned for class prior to lockdown and will be as close to what would have been taught in class as possible. There may be some adaptations required (i.e. use of different resources available)
- Teachers will set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum of 3 hours a day, on average, across the school cohort
- Learning may include access to other learning platforms including:
 - Oak National Academy
 - BBC Bitesize
 - White Rose Maths
 - Times Tables Rockstars
- Pupils should try to complete daily reading, spelling and times tables practise (ideally 15-20 mins of each)
- Some of the learning set can be submitted electronically via Google Classroom or by sending photos or screen shots via the class email address
- Any learning not submitted online can be handed in when pupils return to school
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the school admin email address
- It is important that pupils get to see their class teacher on a regular basis during periods of self-isolation as this will ease transition upon their return to school. As such, there will be an expectation that teachers produce videos/recordings of themselves to share with pupils via Google Classroom or the 'Learning with Holland Park Primary School' YouTube channel. This will include:
 - Introduction to the learning for the day
 - Input/explanation to learning activitiesIt may also include:
 - Plenary or giving out feedback to a specific learning activity
 - Reading a story/class book
 - Times tables practise – chanting, singing
 - Spelling test – can be paused by pupils/parents in between words
 - PE/drama activity
- If it is the class teacher that is unwell, another member of staff will ensure that activities are available for pupils to access via Google Classroom – however, following up of messages from parents/pupils during this time will not be undertaken until the teacher is fit to work. This is also the case for videos/recordings/live lessons from the class teacher.