



# Prior Weston Primary School and Children's Centre

## Online Learning Policy during School Closure

April 2020

<b>Online learning policy</b>		
	Name	Date
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In this policy the online platforms referred to are for babies to year 3: Class Dojo. For years 4 to 6 Seesaw.

### **School Values**

We aspire for all of our young learners to aim high, develop resilience, be curious and respectful, and to value diversity.

### **Aims**

This policy aims to

- Set out expectations and arrangements for staff when using online learning platforms.
- Establish an effective whole school approach to uploading and responding to pupils on a class and individual basis.
- Ensure children have opportunities to build resilience and express themselves through a wide range of activities, in line with the school values.

### **Expectations for teaching and learning**

#### **Teachers**

- Teachers will post a week's worth of activities at the start of the week with a suggested timetable by 10:00 AM. The timetable should indicate the order in which to complete tasks with an indicated timescale for work to be completed.
- Activities should be a balanced mixture of subjects. The online learning experience will not replicate the school day.
- Lessons should capitalise on the home environment, reduce screen time and include physical activity as much as possible.
- There will be three maths based activities, three English based activities and three activities that cover other areas of the curriculum as a minimum. Where possible activities should be linked to the class topic as set out in the curriculum long term plan.
- Work should be accessible and suitable for all levels. i.e. differentiation/ challenge e.g. use of mild, spicy or hot tasks or open ended learning challenge, needs of specific SEND/More Able catered for, etc.
- Timings of tasks set (including physical and creative tasks) should not exceed two hours per day for Key Stage 1, and 3 – 4 hours for Key Stage 2: three hours for middle school, four hours for upper school.
- Modelling or supportive materials may be included to reinforce learning. These may be links to existing materials such as whiterose videos, BBC bitesize and other web links.



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- Any video or recorded content made by staff must be approved by the phase leader or if not available a member of SLT before being uploaded.
- Specialist teachers such as Spanish, Music, PE may post on a weekly basis ensuring that this is shared across the subjects. E.g. Spanish on Monday, Music on Tuesday etc.
- Year group teachers will share work and uploading to ensure consistency. This is to include periods of time when staff are working on site, working from home and on holiday. Teams will collaborate often to ensure a smooth running. This may be through email correspondence or virtual team meetings such as on zoom, google meet etc.
- When staff are working on-site sufficient PPA time will be given to enable staff to upload and respond to children's work.
- In the case of a staff member being unwell where possible planned activities should be shared with the parallel teacher to be uploaded by them.
- Teachers will track student progress to ensure participation and if students are struggling or non-participatory. Understanding should always be given to different family circumstances.
- By the end of the week feedback should be given to every child on each piece of work they have uploaded. This can be a comment; points awarded (Classdojo) or just a thumbs up.
- Work will only be shared to the whole year group/ class via the teacher. The share all option should not be enabled for children.
- All comments from children must be approved by the class teacher before being added to the platform.
- Teachers should monitor the morale of their class and the workload of the students carefully. They have the opportunity to make good decisions for the wellbeing of their students.
- Any concerns of a safeguarding nature should be dealt with by following the safeguarding policy and reported to a DSL.
- Teachers are expected to work within the school hours of 9:00- 3:30. Responses to children or families should only be sent within these hours.
- Teaching assistants may message children where appropriate. All communications must be checked first with a class teacher or where not possible a member of SLT.

### **Phase leaders**

- Should monitor a sample of activities and comments from each class weekly.
- If a teacher and their parallel teacher are both unable to access the platform then the phase leader will liaise with the year group team to set appropriate activities.