

Plasyfelin Primary



Home Learning Policy

September 2020

This policy outlines how the school will return to home learning if another lockdown occurs. The school is aiming to follow Governmental and union guidance and update this policy when necessary.

This policy will ensure a shared understanding and agreement of what home learning will look like for children at Plasyfelin Primary School

These are unprecedented times. Taking care of everyone's physical and mental health is absolutely crucial at this time and our main priority.

1. Aims of Policy

- To ensure that the school communicates the expectations in relation to home learning
- To provide a balanced, supportive and achievable package of home learning through-out this period.
- Ensure consistency in the school's approach to home learning
- To ensure home learning activities are stimulating and challenging for pupil
- To ensure that all members of the school including staff, governors, parents, volunteers adhere to the principles of this policy in the best interests of the children
- Enable pupils to understand that independent learning is vital and is now part of a new way of life

2. Roles and Responsibilities

2.1: Teachers

Teachers must be available between 8.45 am and 3.15 pm. During this time they are expected to check work emails, google classroom and seesaw. The normal curriculum and normal teaching activities have been suspended, although teachers should be supporting parents with home learning ideas.

Teachers are responsible for:

- Working as a year group team to ensure the work is planned and read
- Posting weekly timetables of work for their class.
- Creating and posting **3** tasks including subjects from across the curriculum.
- Setting differentiated work on **Google Classroom** (KS2) or **Seesaw** (FP/KS2)
- Uploading work the evening before for parents to organise their child's work.
- Communicating tasks and deadlines clearly to pupils
- Providing feedback on work within 48 hours of the work being completed
- Responding to any emails from parents/pupils within 48 hours.
- Providing their class with login and passwords for the different accounts.

Keeping in touch with pupils and parents:

- Teachers to make contact with parents/child as a catch up on a fortnightly basis from a withheld number.
- Make a record of your contacts with parents. Contact should be polite and encouraging. Any concerns should be reported to SLT.
- Messages on Seesaw or emails should be replied to within 24 hours. Only send replies during school hours of 8.45am – 3.15pm

2.2: Teaching Assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check in when called upon to attend school.

Teaching assistants are responsible for:

- Supporting pupils with learning
- Assist the teacher with google meet sessions
- Help with equipment collections and drop off facilities

2.4: Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home learning approach across the school – SLT
- Monitoring the effectiveness of home learning – reviewing work set by teachers weekly, monitoring
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5: DCF Lead

DCF Lead is responsible for:

- Creating emails
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Assisting pupils and parents with accessing the internet or devices

2.6: Parents / Carers

Parents / Carers are responsible for:

- Creating an environment which supports time management, a quiet space and provides appropriate resources.
- Regularly review their child's progress, reminding and prompting when appropriate.
- Engaging with the school website which includes latest news, resources and documents

- Contacting the school to seek further support or advice if needed.
- Alerting the class teacher about any problems with home learning
- Being respectful when making any complaints or concerns to staff.

We fully understand that not all of our pupils will be able to access all the learning due to technology constraints, other children in the household, illness, family and work commitments. Parents can only do as much as they can, given their own situation and the well-being of the family. The school appreciates that children will not work for their parents in the same way as they work in school. We do not expect parents to be teachers.

2.7: Pupils

Staff can expect pupils to:

- Be contactable during the hours of the school day 8.45am – 3.15pm – although they may not always be in front of a device the entire time.
- Complete the tasks set by the class teacher in their own time
- Practise and build on what they have learned in school
- Seek help if they need it, from teachers or teaching assistants
- Alert them if they're not able to complete work
- Recognise the value of home learning in supporting their classroom learning and progression, making time to complete work to the highest standard possible.

3. Applications

3.1 Google Classrooms (KS2)

Learning tasks are posted onto Google Classroom pages. Teachers are able to post feedback relating to tasks to help motivate the children with their home-schooling tasks. There are other facilities such as live-streaming lessons (google meets) that the staff can.

3.2 Seesaw (Foundation Phase/KS2)

All tasks will be made available on Seesaw. Teachers will post resources, worksheets and PowerPoints to support learning. The teachers are currently exploring Seesaw activities which can be completed on the app. We are looking to push this out as soon as possible. Pupils are able to use their home learning codes to submit work back to their class teacher. KS2 pupils may be directed from Seesaw to use google classroom.

3.4 School Website

This will keep you up to date with the latest news about the school/CCBC. You can visit your child's class page for further information. There are a number of useful links that are available to extend the learning of every child.

General guidance for parents when undertaking Home Learning with their children

Do not worry about trying to maintain a full routine for your child like they had at school. But children will feel more comfortable and learn better with a predictable routine to the day, even if this is difficult. When schools provide children with work they may give you advice on how to structure the day. But generally, you should try to make sure that they:

- get up and go to bed at the same time each day
- have regular meal times
- have regular breaks
- make time to be active - children are used to regular play at lunch and break times

Using digital devices

Your child's school may set them work that can be done on a digital device such as a laptop, desktop, tablet or smartphone. Set age-appropriate parental controls on any devices your child is using and supervise their use of websites and apps. See advice on keeping them safe online and talk to your child about online safety

Reducing screen time

- Digital devices are not the only way to learn. Manage screen time with a timer and break up screen time by getting your child to:
- use books and other printed materials that their school has provided or that you have at home
- write by hand – try asking them to complete work by hand, write a diary, a summary of things they have learned or done each day or 'to do' lists
- be active and get away from the screen regularly – see a selection of physical activity resources for primary school children
- stop using digital devices at least an hour before bed

Reading together

When you read with your child, try to express the emotion in the story, give colour to the characters using voices, tone and pace. Finally, discuss the things you are reading. You can make a story more interesting and help your child develop their understanding of a book by linking what you are reading to their life. Ask your child questions about what you are reading as you go.

Talking

Talk with your child throughout the day and try to explain new words. For example, discuss everything you are doing and pick out words that might be new to them.

Thank you for your support Mr Jones

Reviewed September 2020