



SPRINGWOOD PRIMARY SCHOOL

Home Learning Policy

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Written / Reviewed by:	AnnMarie Walker/ Catherine Garratt
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Rationale

This policy ~~is~~ ~~was initially~~ written in response to the current COVID-19 pandemic and ~~will~~ outline how the school will provide consistent home learning in response to the event of pupils' having to self-isolate due to COVID or have a prolonged period of time at home for other reasons.

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This policy should be read in conjunction with the:

- Online Safety Policy;
- COVID Staff Handbook;
- Behaviour Policy;
- Safeguarding Policy.

Aims

The Home Learning Policy aims to:

- Ensure consistency in the approach to home learning for pupils;
- Set out expectations for all members of the school community with regards to home learning.
- Provide appropriate guidelines for data protection.
- Sets out expectations of levels of contact during these times.

Flexibility of Approach

Keeping regular learning going during the periods that pupils are self-isolating at home or the school has had to temporarily close is of great importance to reduce the impact on children's education. However, we understand that everyone's circumstances at home will be different and supporting children with learning at home will be dependent on a range of factors including access to resources, access to technical devices and the child's understanding of the current situation.

Class teachers will send home resources via email or physical home learning packs, activities on our school website, links to online learning, learning grids or links to suggested activities, based on what approach is best for the learning needs of each child.

Roles and Responsibilities

Class Teachers

In the event of a child in their class, or their whole class self-isolating or being off school for a prolonged period of time, ~~Teachers~~ have a responsibility to provide appropriate home learning.

Class teachers will make initial contact with the affected families to discuss school procedures for self-isolating and the information that school requires. ~~Remove~~

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Home Learning may be emailed directly to families, sent out as a learning pack or be based on online resources that are suitable. This is dependent on individual circumstances.

Home Learning activities/information may include the following:

- Pupil IEP targets;
- Pupil Learning Intention Map;
- Homework Grid;
- Suggested activities based on the current theme;
- Maths/English resource packs;
- Sensory activities that can be carried out at home;
- Link to 'HelpKidzLearn' activities;
- Link to 'Espresso' activities;
- Activities uploaded to the 'Home Learning' section of the school website.

~~See Appendix 6 for link information.~~

Class teachers are expected to complete a weekly welfare call/email/Zoom call to all families who are either self-isolating, or are at home due to a school closure, to ensure that pupils and families are well and to ascertain if there is any further support required at this time.

The record of welfare calls/emails should be recorded and recorded on CPoms, shared with Aidan Yates, Assistant Head (Swinton Site) or Matt Lawrenson, Deputy Head (Craig Hall Site). ~~Teachers still make the call and record on Cpoms.~~

It is the responsibility of the class teacher to make SLT aware if they have not been able to make contact with families or if there are any concerns.

Additional Zoom calls may take place so that Teachers can keep directly in contact with pupils. These should be recorded ~~on the welfare call record~~. Recorded on CPoms

For some classes the use of Zoom may be an appropriate way of teaching lessons for short periods of time. Zoom rules should be shared with the pupils to support with this. (Appendix 14)

Zoom rules for parents should be sent out by the class teacher when making the arrangements for the call. (Appendix 2), (Appendix 5)

The message/chat function should not be used during Zoom calls to communicate with children/parents.

Ensure that the setting for Zoom calls is of a 'professional' manner e.g. consider that parents/pupils should not be seeing anything personal in your home such as family photos, no family members walking past, being dressed in a 'professional' manner.

Consider using blurred background/virtual backgrounds during meetings.

Availability

Class Teachers should be available to be contacted by parents between 8.30-9.00 or 3.30-4.30, whilst they are still physically working in the school building.

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In the event of the teacher self-isolating along with their class, they should be available via email from 8.30-4.30 every working day.

Teaching Assistants

Teaching Assistants will support with the production of home learning resources as required for their class and as directed by the class teacher.

In the event of the class teacher being off sick, ~~it may be the case that the TA3 from the class will make the welfare calls for that week, Rachel Croft (FLO) – Rachel will make these calls.~~

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Senior Leaders

It is the responsibility of the Senior Leadership Team to ensure that all pupils who are either self-isolating or are at home due to a school closure, are being provided with appropriate home learning resources. ~~Class Teachers must provide their Appraisal Lead with a copy of their Home Learning Record for each week of self-isolation/absence from school. – Remove~~

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Each Appraisal Lead will then monitor a sample of the work/suggested activities that are being sent home to ensure that the learning matches the individual needs of each pupil.

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~~This will then be recorded on the Monitoring proformas as detailed in Appendix 3.~~

It is the responsibility of the Senior Leadership Team to ensure that all families are contacted at least once per week during any self-isolation ~~or~~ school closure period or prolonged absence from school! (not including school holidays). In the event that families have not been contactable, it is the responsibility of the Senior Leaders to follow this up to ensure pupils are safe.

Parents

It is the responsibility of Parents to engage their pupils in the home learning activities provided, where possible.

Parents are expected to engage in communication with their child's class teacher via phone call, email or Zoom call as appropriate, on a weekly basis.

It is the responsibility of Parents to ensure that school and class teachers have the most up to date contact information including phone numbers and email addresses.

~~If class teachers have set up a 'class zoom call', it is the responsibility of parents to ensure that only the child and one appropriate adult are present in the call.~~

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The technology used at home should be situated in a living area of the house, not the child's bedroom.

~~The chat function should not be used to relay messages between Parent/Child and Teacher.~~

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Data Protection

In order for home learning to work successfully, Senior Leaders, -Class Teachers and some Teaching Assistants -need to have access to pupil and parent information including:

- Email address
- Phone numbers
- Home address

All school staff will ensure that they:

- Only have access to information that is pertinent;
- Use their secure Salford email account to send any emails to parents or senior leaders that may contain pupil or family information;
- Use their Salford email account to set up Zoom calls with families;
- Do not send bulk emails out to families where there is a risk of personal data being shared;
- Do not share passwords for their electronic devices;
- Do not share passwords for Zoom meetings between parents unless it is a pre-arranged group call;
- Zoom calls will not be recorded.

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Appendix 1

Appendix 2

Zoom Rules for Staff

- Do not have anything personal in view on the screen, eg photos – have a blank background.
- Locate yourself in a living room not a bedroom.
- Do not have your other family members in view or heard on the call.
- Dress according to what you would wear for work.
- Do not use the chat function to send written messages.
- Ensure there is an adult present throughout if children are participating in the call.
- If you feel the call has to be ended for any reason such as a child becoming distressed, parents becoming cross or upset for any reason, please end the call and follow up with the family at a later point.
- Make sure you have a record of when Zoom calls have taken place, through, for example, a record in your diary.
- If any safeguarding concerns arise during the call, follow the school safeguarding procedures.

Zoom Rules for Parents

- An appropriate adult needs to be with their child throughout the call;
- Other family members, i.e. children, should not be seen or heard on the call;
- Please dress appropriately for the call (no pyjamas);
- Do not use or allow your child to use the chat function to converse with the member of staff;
- Please ensure that the call location is in a family living environment, not a child's bedroom;
- If the staff member deems that the call has to be ended for any reason, they will end the call and follow up with the parents at a later point.

| [Appendix 3](#)

| **[Appendix 6 – Home Learning Links](#)**

Discovery Education

Discovery Education Espresso on Experience is now LIVE. Follow the steps below to access the service.

STEP 1 – Activate your teacher account and set your own password

Your account details are as follows:

- Login URL: www.discoveryeducation.co.uk Login Experience
- Username: <<email_address>>
- Password: User set. You will be prompted to set your password when you enter your username.

Once you set your password, you will be able to login into Espresso. Link to Help guide on logging in can be found here

| [If you are having problems with your staff Discovery Education account please contact Catherine Garratt.](#)