



# **SPRINGWOOD PRIMARY SCHOOL**

## **Home Learning Policy**

**Executive Headteacher: Mrs. Jacqui Wennington**

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## Rationale

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

This policy should be read in conjunction with the:

- Online Safety Policy
- Pupil Regulation, Behaviour and Physical Intervention Policy
- Child Protection and Safeguarding Policy (including safer recruitment, allegations against staff and low-level concerns)

## 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 opportunities, a priority during periods that pupils are at home for a prolonged period 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 circumstances around their absence from school.

In the event that pupils need to be absent from school, a bespoke home learning offer will be provided by the teacher in collaboration with families, ensuring individual needs are met.

An extended offer may include some or all of the following, depending upon what is considered to be the most appropriate approach:

- Emailed or physical home learning packs of work.
- Signposting to specific activities listed on the school website that link to current topic themes across different pathways.
- Copies of pupil targets and suggested ways in which targets can be worked on.
- Telephone or video calls with Teacher or Teaching Assistant and/or class peers as appropriate.

## Roles and Responsibilities

### Class Teachers

In the event of a child in their class, being off school for a prolonged period of time, teachers have a responsibility to provide appropriate home learning.

Class teachers will provide home learning for families on a weekly basis for as long as required (not including planned school holidays). Home learning will be bespoke for that child/class group based on their learning needs.

Home Learning may be emailed directly to families, sent out as a physical 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 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.

Class teachers are expected to conduct a regular welfare call/email within an agreed timeframe that is appropriate and manageable in line with individual circumstances, this may be weekly or fortnightly. A Teams call may also be used as a tool to further engage absent pupils in learning or general contact during prolonged periods of absence. At times, this contact may be made by a member of the SLT or the FLO.

The record of all welfare calls/emails should be recorded 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. These should be recorded as the welfare calls are on CPOMS.

For some classes or individuals, the use of Teams may be an appropriate way of teaching lessons for short periods of time. Teams rules should be shared with the pupils to support with this. (see **Appendix 1**)

Teams 'Rules for parents' should be sent out by the class teacher when making the arrangements for the call. (see **Appendix 2**)

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

School staff must ensure that the setting for Teams 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.

School staff must consider whether using blurred background/virtual backgrounds during meetings is required in order to protect their privacy or that of other staff or pupils.

## **Availability**

Class Teachers should be available to be contacted by parents between 8.45-9.00 or 3.15-3.45, whilst they are still physically working in the school building.

## **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.

## **Senior Leaders**

It is the responsibility of the Senior Leaders to enable and monitor the provision of appropriate home learning resources where these are required.

It is the responsibility of Senior Leaders to ensure that all measures put in place support the Safeguarding of pupils unable to attend school.

## **Parents/Carers**

It is the responsibility of Parents/Carers to engage their child(ren) 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 Teams call as appropriate, within the agreed timeframes.

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 Teams Call', it is the responsibility of parents to ensure that only the child and one appropriate adult are present in the call.

Any audiovisual technology used at home during learning should be situated in a communal area of the house, not the child's bedroom.

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

## **Data Protection**

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








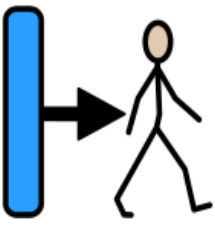
- Email address
- Phone number(s)
- Home address

All school staff must ensure that they:

- Only access information that is pertinent;
- Use their secure LINK Education Trust email account to send any emails to parents/carers or senior leaders that may contain pupil or family information;
- Use their LINK Education Trust email account to set up TEAMS 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 Teams meetings between parents unless it is a pre-arranged group call;
- Teams calls will not be recorded.

Appendix 1

When I am using TEAMS...

 <p>listen when others speak</p>	 <p>when I hear my name it is my turn to speak</p>	 <p>unmute</p>	 <p>mute</p>
 <p>I can put my hand up when I want to talk</p>	 <p>I must sit down to join in</p>	 <p>I can say pass if I don't want a turn</p>	 <p>It is ok if I need to leave</p>

Remote Learning: Using TEAMS at home

## Appendix 2

### Teams Rules for Parents/Staff

- Do not have anything personal in view on the screen (e.g. photos – have a blank background).
- Locate yourself in a living room not a bedroom.
- Do not have you 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 (e.g. through a record in your diary).
- If any safeguarding concerns arise during the call, follow the school safeguarding procedures.
- Do not record the TEAMS session.