

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

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### 1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school

Set out expectations for all members of the school community with regards to remote learning

Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

#### Teachers

When providing remote learning for a class bubble closure or national lockdown, teachers must be available between 9.00 am and 3 pm (unless they are the person who has tested positive).

Teachers will provide remote learning for a pupil/small group of pupils who are self-isolating.

If they're 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.

*When providing remote learning for a class bubble closure, teachers are responsible for:*

#### *Online offer:*

- Each day the child needs to be able to access:
  - 1 x maths activity - (Doddle Maths)
  - 2 x English activities (reading and writing)
  - 1 x Phonics activity
  - All learning will be available on the school website.
- There will always be an activity for the children to complete and upload for each lesson, every day.
- 'Teacher-time' - each child will be offered a weekly communication with the Teacher during a 14-day self-isolation period. This could take the form of, email, a phone call, or a message.

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

### *Paper offer:*

- A weekly pack of paper worksheets/text books/activities will be provided for Phonics, English, maths and foundation subjects. Enough for one lesson each day.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.
- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances a member of staff will deliver it to the household.
- The work will be returned when the next pack is collected and, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family - either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning

*When providing remote learning for the self-isolation of a pupil/small group of pupils, teachers are responsible for:*

### *Online offer:*

- Each day the child needs to be able to access:
  - 1 x maths activity - (Doddle Maths)
  - 2 x English activities (reading and writing)
  - 1 x Phonics activity
  - All learning will be available on the school website
- There will always be an activity for the children to complete and upload for each lesson, every day.
- Learning will be available on the school website and feedback will be provided by the teacher
- During the self-isolation period, the class teacher will contact the family - either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning and offer support if/where needed.

### *Paper offer:*

- A weekly pack of paper worksheets/text books/activities will be provided for English, maths and the foundation learning block. Enough for one lesson each day.
- An appropriate book band reading book (or several depending on the age of the child) will be provided in the pack.

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

- A family member/friend (who is not self-isolating) can collect or in exceptional circumstances we will deliver it to the household.
- The work can be returned when the next pack is collected and, feedback will be given.
- Again, during the self-isolation period the class teacher will contact the family - either through email, or a phone call once each week to check in and see if everyone is ok with the remote learning

### *Attending 'Teacher time' virtual meetings with pupils and parents:*

- When any virtual face to face sessions have been concluded, the members of staff leading the meet must be the last person online. Once all pupils have left the room the teacher must delete the chat and link. There should always be two members of staff present during face to face online sessions.

Teachers can refer to their Acceptable User Policy (AUP) for acceptable communication advice when in contact with families.

In the event of a national lockdown, where teachers may be on a rota to work in school with key worker or vulnerable children as well as prepare remote learning, daily PPA time (of at least an hour) will be allocated to ensure they can still adequately provide remote learning.

In the event that the teacher is ill and therefore unable to provide remote learning the year group partner will ensure provision is met. If the year group partner is also unable to provide learning, the Headteacher will ensure the provision is met.

### Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
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---

### SENDCo/DSL

The SENDCo is responsible for:

- Ensuring all children with an EHCP or identified additional needs has appropriate provision for remote learning.
- Liaising with parents of SEND children to ensure they are supported in remote learning.
- Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning.
- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.
- See the COVID-19 amendments to the Child Protection Policy

### 2.4 Senior leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations (this responsibility may be passed on to other members of staff who are unable to come into school)

### Pupils and parents

Online learning will be offered to pupils in one of four scenarios:

- A child tests positive and must isolate for 14 days
- A member of the child's house hold tests positive and the child must isolate for 14 days
- After 5 days, the child, or member of household, who is displaying symptoms, has been unable to get a test and must isolate for 14 days
- When we close a class bubble for 14 days due to a positive case, or we have a Tier 4 National lockdown resulting in the school being closed for all pupils except key worker and vulnerable children

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

If a child is off for less than 5 days, they should read daily, practise their spellings, and access the online learning links available on the school website

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work set by teachers
- Seek help if they need it, from teachers or a member of the senior leadership team
- Alert teachers if they're not able to complete work
- Adhere to Online Safety guidelines
- Staff can expect parents with children learning remotely to:
  - Seek help from the school if they need it
  - Be respectful when making any complaints or concerns known to staff
  - Ensure they are present during face to face learning

### Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### Teaching assistants

Teaching assistants will assist the class teacher with remote learning in any way that the class teacher sees fit. Teaching assistants should be guided by the class teacher which children they will need to support and how. When assisting with remote learning, teaching assistants should be available during contracted hours.

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

If they're 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.

### Behaviour

It will be expected that all children will engage with learning if they are absent from school for more than 5 days.

If it is the case whereby a child is healthy, but is not engaging with learning the child's parent will be contacted.

### 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work - talk to the relevant subject lead or SENCO
- Issues with IT - talk to Computing lead or IT support
- Issues with their own workload or wellbeing - Headteacher
- Concerns about data protection - Headteacher and Assistant Headteacher
- Concerns about safeguarding - DSL, DDSL and Headteacher

### 4. Data protection

#### Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use an encrypted memory stick
- Only use laptops/ipads provided by school

#### Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Ensuring that any hard drives are encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

### 5. Safeguarding

- COVID-19 amendments to the Child Protection Policy. This also details reference to remote learning curriculum and risks online.
- Staff should ensure that for any video calls, at least TWO members of staff are present, they are the last to leave the call and any chat is deleted.
- When calling children, staff should ensure that a parent/carer is present by asking to speak to them, ask for the call to be on loud speaker & at the end of the call, inform parents/carers that the call is ending.
- Any safeguarding issues should be reported directly to the DSL, or Deputy DSL either by email or calling them directly.

### 6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher and senior leadership team and it will be approved by the full governing board.

### 7. Links with other policies

This policy is linked to our:

- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
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---

### National Lockdown Addendum: January 2021

#### Online offer

All children working from home will have access to recorded and live lessons via Google Classroom. With such young children working at home, it is necessary to operate more flexibly, for example to accommodate contexts where pupils are having to share a single device or parents are having to juggle supporting their children with their own work. A timetable of activities and appropriate resources are posted on Google Classroom in advance. There will always be planned activities for the children to complete and these, along with the lessons provided, will aim to cover a minimum of 3 hours a day of learning.

There will be daily lessons in:

- English (reading, writing and phonics/spelling)
- Maths (Doodle maths, KIRFs and follow up activities)

There will be science and foundation subject lessons throughout the week.

All children will receive a recorded PE lesson once a week from our PE provider.

Learning platforms used in school such as Letterjoin (handwriting) and Charanga (music), will be available for home learning and logins will be provided as necessary.

In addition, Purple Mash activities will be scheduled weekly to support the planned work and the computing curriculum, and parents will be provided with links to helpful websites such as Oxford Owls, CBBC, Oak Academy, Twinkl etc for further support. These are all highlighted on the school website. The children are also encouraged to practise weekly spellings, read every day, practise their times tables and take part in play, construction, cooking and outdoor learning where appropriate.

Families with little or no access to devices will be contacted and laptops and tablets will be provided as necessary.

# Wootton Bassett Infants' School

## Blended Learning Policy 2020

Updated: January 2021  
Review: September 2021

---

Where parents/ carers have difficulty accessing technology, packs of work will be made available on a weekly basis.

Teachers will be in communication with parents/ carers at home via Google Classroom messaging or through email or phone calls.

Work submitted on Google classroom, Purple mash or via email will be responded to by the class teacher at the earliest opportunity.

Children who are not engaging with online lessons will be recorded daily. Regular phone calls and discussions with parents will take place and all efforts will be made to promote learning at home.

### Safeguarding

As Google Classroom is launched, parents must read through Google Classroom Pupil and Parent Agreement which details how we expect the platform to be used to ensure the safety of all our children.

As a staff, it has been agreed that no lessons with children present will be recorded from Google Classroom.