Home-learning Policy due to unforeseen school closure

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| PERSON RESPONSIBLE FOR POLICY: | Kirsten McKechnie & Ruth Precious |
| Signed: Kirsten McKechnie Ruth Precious | Dated: 20 April 2020 |
| To be reviewed: | April 2022 |

**OUR SCHOOL VISION**

Together we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school in which we will focus on excellent progress within traditional core subjects whilst providing a rich and exciting curriculum.

We believe that our school should equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

All pupils will have the opportunity to take part in a wide range of physical and sporting activity, as part of the curriculum, as an extra-curricular activity and in competition with other schools. Through sport we will promote a love of physical activity, the spirit of fair play and the ability to be a team-player, a coach and a mentor.

We will encourage the development of individual flair, creativity, talent and personality and will always embrace differences and uniqueness. Our school will value a good sense of humour and celebrate the fun that can be had in learning and within our school.

**OUR SCHOOL VALUES**

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

**OUR SCHOOL AIMS**

* To raise the aspirations and life-expectations of each individual within our school so everyone strives for personal excellence in everything they do
* To provide outstanding learning and teaching which enables all pupils, regardless of gender, race, background or ability, to excel
* To help pupils and staff build on their strengths and overcome their weaknesses through development, mentoring and support
* To help pupils develop respect for others so that they can form tolerant and caring relationships and be sympathetic to the needs of other people, whoever they may be
* To provide pupils with a variety of experiences and the support they need to be healthy and active, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being
* To use the skills, knowledge, experience and talents of all staff to personalise the learning for each pupil
* To develop a culture of team work that promotes continuous improvement and the highest standards of achievement and conduct
* To be committed to providing a high quality programme of professional development and train

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## **Statement of intent**

At New Village, we recognise the need to deliver education, including during periods of unforeseen closure. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

* Offer guidance, advice and activities to families and pupils
* Ensure provision is in place so that all pupils have access to learning resources which will offer activities and tasks for use at home; these activities are not in the place of quality teaching but are offered as a resource to engage pupils and allow them to be revising and revisiting previous learning
* Protect pupils from the risks associated with using devices connected to the internet.
* Ensure staff, parent, and pupil data remains secure and is not lost or misused.
* Ensure robust safeguarding measures continue to be in effect during the period of home-learning.
* Ensure all pupils have access to the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported.

# Due regard

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

* Equality Act 2010
* Education Act 2004
* The General Data Protection Regulation (GDPR)
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
* Data Protection Act 2018
	1. This policy has due regard to national guidance including, but not limited to, the following:
* DfE (2019) ‘Keeping children safe in education’
* DfE (2019) ‘School attendance’
* DfE (2017) ‘Special educational needs and disability code of practice: 0 to 25 years’
* DfE (2018) ‘Health and safety: responsibilities and duties for schools’
* DfE (2018) ‘Health and safety for school children’
* DfE (2016) ‘Children missing education’

This policy operates in conjunction with other relevant school policies:

# Roles and responsibilities

* 1. The Governing Board is responsible for:
* Ensuring that the school has risk management procedures in place so that children can learn safely at home.
* Ensuring that the school has a Mitigation Plan in place, where required.
* Evaluating the effectiveness of the school’s home- learning arrangements.
	1. The Headteacher and Leadership Team are responsible for:
* Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
* Producing home-learning guidance should the school be closed for more than 3 weeks not including usual school holiday periods
* Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with home-learning.
* Ensuring that there are arrangements in place for monitoring any reported incidents associated with home-learning.
* Overseeing that the school has the resources necessary to action the procedures in this policy.
* Arranging any additional training staff may require to support pupils during the period of home-learning.
* Conducting reviews on a monthly basis of the home-learning arrangements to ensure pupils’ education does not suffer.
* Offer a range of activities that can be done indoors, outdoors, online, using pen & paper, with and without adult help so that children are able to access the school home-learning offer in a range of ways
* Supporting parents and carers via email and over the telephone so they are able to access home-learning packs provided on the school website
* Keep school social media pages and the school’s website up to date and relevant so that parents/carers can access easily
* Provide a two-way email system for pupils to contact their teacher through
* Keep the Governing Board informed of the school’s proposed home-learning offers
* \*\*For periods of closure beyond five weeks (not including the unusual school holiday periods) the school will begin to offer bespoke home-learning support for children in receipt of additional funding, EHCPs, additional SEMH support, and children with support plans.

Please note that during school closures the school will not be able to sustain the printing-off, or delivery, of individual learning packs to individual children unless they have additional funding from the LA for additional needs such as through an EHCP. The school will make sure that there are a range of learning opportunities that can be accessed by parents along with any pertinent or useful links to external websites, Government recommended learning sites or other agencies.

Parents who feel they need support further to what the school is able to offer should contact the Local Authority for guidance and support.

* 1. The DSLs are responsible for:
* Attending and arranging, where necessary, any safeguarding meetings that occur during the home-learning period.
* Liaising with IT agencies to ensure that all technology used for home-learning is suitable for its purpose and will protect pupils online.
* Identifying vulnerable pupils who may be at risk if they are home-learning.
* Ensuring that child protection plans are enforced while the pupil is home-learning, and liaising with the Leadership Team and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
* Completing risk assessment when deemed necessary for any children who present a risk whilst learning at home
* Identifying the level of support or intervention required while pupils learn at home and ensuring appropriate measures are in place.
* Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of home-working Ensuring all safeguarding incidents are adequately recorded and reported.

Please note that **Keeping Children Safe in Education** is the key reference policy including during school closures.

* 1. The SENCO is responsible for:
* Ensuring that the technology used for home-learning is accessible to all pupils and that reasonable adjustments are made where required.
* Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Leadership Team and other organisations to make any alternate arrangements for pupils with EHC plans and/or other relevant plans
* Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
* Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the home-learning period.

Please note that during school closures the school will not be able to sustain the printing-off or delivery of individual learning packs to pupils, including those with of additional funding, EHCPs, additional SEMH support, and children with support plans. The school will allocate a contact key-worker for parents to maintain contact with, offer guidance and support and/or direct to alternative learning sites and methods

* 1. Staff members are responsible for:
* Adhering to this policy at all times during periods of home-learning.
* Producing home-learning guidance for their class should the school be closed for more than 3 weeks not including usual school holiday periods.
* Producing activities and tasks that can be accessed by the majority of the class with and without adult tutelage, and through a range of mediums
* Reporting any safeguarding incidents to the DSLs and asking for guidance as appropriate
* Communicating with pupils in their class via the two-way email system in place.
* Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
* Reporting any dangers or potential dangers they identify, as well as any concerns they may have about home-learning, to the Leadership Team.
* Adhering to the Staff Code of Conduct at all times.

Please note that during school closures the school does not expect teachers to produce a range of differentiated home-learning packs to meet the absolute needs of all learners in their class. The aim is to provide a home-learning pack that allows the majority of learners to access the many of activities with and without adult support with differentiation by outcome.

* 1. Parents are responsible for:
* Having the intent to adhere to this policy at all times during periods of home-learning.
* Reporting any technical issues to the school as soon as possible and with as much detail as possible.
* Deeming when, where and how their child should approach their home-learning and how much of the learning pack should be completed along with
* Supporting their child with encouragement throughout the learning and offering solutions and guidance when needed
* Not providing all the answers!
* Recognising that home-learning should not ever be at the expense of good home/family relationships or a family’s social, emotional and mental well-being
* Contacting the school when deemed necessary for advice and guidance on home-learning
* Offering patience, support and helpful comment to the school during times of closure as the school endeavours to meet the needs of the community
* Contacting the Local Authority should they feel they need additional learning guidance beyond that which the school is able to offer
* Adhering to the Parent Code of Conduct at all times.

* 1. Pupils are responsible for
	+ Engaging in their home-learning in a positive and proactive manner with the intent to do their best
	+ Listening to the advice and guidance of their parents/carers as they would to their teachers and engage with parental requests without obstruction
	+ Asking for help if needed
	+ Reporting any concerns or inappropriate online issues
	+ Trying their best

Alongside this policy there will likely be a number of related Local Authority and Government/DfE documents to support parents further. The school will endeavour to keep parents as up to date as possible on developing learning sites and links.