



Expectations for Home Learning: January 2021

Teachers

Teachers must be available between 8:30am and 3:45pm. 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 procedures between 7am and 4pm. If it affects the completion of any work required ensure that arrangements have been made with year/phase group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work for home learning; Create a timetable for the week (with year group/phase partners)- similar to that taught in school. This must include subjects from across the curriculum and daily whole class zoom session for children in Years 1-6. Early Years children will attend a Zoom/Team session at least weekly.

- The timetable must include a mixture of live and pre-recorded lessons.
- Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school.
- Ensuring children have continued interaction with the teacher and other pupils
- Liaising with year group/phase partners to produce weekly English and Maths plans
- Setting differentiated learning
- Uploading the Weekly timetable to ClassDojo by 6pm each Friday
- Creating online resources to support lessons throughout the week on ClassDojo. These will range from pre-recorded lessons by the class/year group teacher, live lessons, Oak academy resources, Talk for Writing, Hamilton Trust, Sumdog and TTRockstars
- Ensuring children know how to complete assigned work, take photos of written work and upload
- Marking and commenting on children's work
- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching

- Continue the use of the 'Think you know' resources (<https://thinkuknow.co.uk>) which support children's online safety at a time when they will be spending much more time online.

Providing feedback on work:

- Pupils can send any completed work to teachers via ClassDojo or class email
- Teachers can comment on learning and provide next steps via ClassDojo or through Zoom/Team meetings.

Keeping in touch with pupils and parents:

- Via the private message function in ClassDojo
- Dojo points given to children for excellent work
- Parents to be called if pupils are not engaging in the home learning (2 days maximum of noncontact) either through uploading work and accessing zoom sessions
- Year group emails and Dojo messages- messages received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Messages must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be informed of any ongoing concerns. If necessary teachers to contact a member of SLT for advice.
- Teachers are to contact all pupils in their class every day via Zoom, for non-attendance, the parent will receive a call. (2 days maximum)
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from Arbor, please ensure you log off and do not share information with a third party. Record all contacts with parents on class log and any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- Contact should be polite and encouraging. Teachers must adhere to the code of conduct and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, parents and pupils

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Ensure parental consent has been given when virtual sessions are conducted in class with vulnerable and critical worker children in school
- No minimum requirement for the number of staff members attending virtual meetings.
- Dress should be in line with the school dress code

- Ensure SLT have been sent a link to the meeting

Teaching assistants

Teaching assistants must be available between 8:45am - 3:15pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely, when requested by the Class Teacher or SENCO

Attending virtual meetings with teachers, parents and pupils:

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Dress should be in line with the school dress code

Pupils and parents

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
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it
- Be fully dressed when in line of site during Zoom/Team meetings
- Be respectful when making any complaints or concerns known to staff

If staff have any questions or concerns, they should contact the following:

Issues in setting work - talk to the relevant subject lead/SENCO/SLT

Issues with behaviour - talk to the SENCO/ASHT Behaviour and Welfare/SLT

Issues with IT - contact IT Helpdesk

Issues with their own workload or wellbeing - talk to their Phase Leader/SLT/FSW

Concerns about data protection - talk to the data protection officer (School Business Manager)

Concerns about safeguarding - talk to the DSL or member of the safeguarding team