



**Home Learning Policy**

Approved by the  
Local Governing Body  
07.10.21

Next review  
October 2023

**Kenley Primary School has always strived to offer a stimulating and creative curriculum. Our strategy for home learning aims to continue this. We aim to:**

Ensure consistency in the approach to home learning for all pupils who are not able to attend school through use of quality resources.

Include continuous delivery of the school curriculum, as well as support of Health and Well-Being through activities involving physical exercise and outdoor learning.

Support effective communication between the school and families during the absence and support the child's return to school.

Ensure communication methods and frequency, and preparation of Home Learning materials takes staff workload into account.

**Who is this policy applicable to?**

A child (*and their siblings if they are also attending Kenley Primary School*) who is absent because they are awaiting test results and their household is required to self-isolate. The rest of their school bubble are attending school and are being taught as normal.

A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

A child who is self-isolating due to a positive test for Covid-19 but is otherwise well and experiencing little or no symptoms.

A child during whole school lockdown.

**Resources to deliver this Home Learning include:**

- Online tools for all year groups which are found – on Class pages on the website, on Class Dojo or in the Home learning page emailed to an individual.
- Printed learning packs if requested

Kenley Primary School is committed to working in close partnership with families and recognises each family is unique, because of this remote learning may look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Kenley Primary School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work.....encouraging them to work with good levels of concentration.

Should accessing work online be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-by-case basis.

All children are regularly taught e-safety rules at school and these apply when children are working on computers at home.

**Teachers**

Responsibilities below relate to where a whole class is isolating or in the case of full school closure.

When providing Home Learning, teachers must be available for communication with parents between 8.30am and 4.30pm.

If they are unable to work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

Teachers will set work for the pupils in their classes. It should aim to be set on the first day of self-isolation for the week ahead and emailed to the DHT. The work will be uploaded to the school website ready to use from 9am the following morning.

The work set should follow the usual timetable for the class had they been in school, wherever possible.

It will follow the Kenley Primary School Home Learning sheet format and provide:

5 days of Maths from White Rose

5 days of Literacy with a daily learning objective.

Non-core subjects which match the whole school curriculum topics.

Wellbeing and outdoor learning suggestions.

The teacher's email address for communication purposes.

Reference to Class Dojo and the expectation to upload work on a regular basis.

Work is emailed to DHT for proof reading/consistency check

## **Communication**

Kenley Primary School is relaunching the Class Dojo online communication facility in order to support families using the Dojo system at home and in order to maintain communication with the class teacher and friends.

Teachers will upload a daily video of up to 8 minutes onto Class Dojo which could include, for example: a maths method being explained; editing of written work; further explanation of one of the day's tasks; story telling; modelling of an art technique or a science demonstration.

Pupils should be encouraged to upload one piece of work or photograph per day onto Class Dojo where the teacher will provide feedback.

The piece of work or pictures submitted on Class Dojos will receive a response from the class teacher.

All families must be contacted by telephone once a week to maintain communication with the child. A member of staff may use their mobile if they agree to do so but must dial 141 in order to hide their personal telephone number. The school SIMS system can be accessed securely from home by class teachers for telephone numbers.

If the call is not answered, a message must be left indicating the time when the staff member will call on the following day. If they do not answer on that second attempt then

the lack of contact must be reported to HT, DHT or SENCo on the next failed attempt at contact, unless there has been communication by other means e.g. email/Dojo.

If there is a concern around the level of engagement of a pupil or parents they should be referred to SLT who will make further efforts to contact them or make a home visit if necessary.

### **Teaching Assistants**

Teaching assistants must be available between 8.30 and 3.30 to support class teachers if required.

If they are 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.

During the school day, teaching assistants should complete tasks/training as directed by a member of the SLT and their class teacher.

### **Deputy Head Teacher Role**

- Provision of Home Learning for children who are having to self-isolate due to Covid-19 symptoms when awaiting a test and the result (only if the child is well enough to complete the work as agreed with the parent/carer)
- Provision of Home Learning materials if a child is self-isolating due to a family member having Covid-19 or a family member awaiting a test result.
- Supporting teachers with suggested resources or ideas in the case of the closure of their bubble or whole school closure.
- Co-ordinating the Home Learning across the school during whole school closure. Ensuring consistency of work across Key Stages and proof-reading of Home Learning sheets.
- Organising review and evaluation of Home Learning with parents and teachers.
- Sharing of CPD suggestions with Teachers and Teaching assistants if a bubble or whole school is closed.

### **Head teacher/Designated safeguarding lead**

- Monitoring the security of Home learning platforms, including data protection.
- The DSL is responsible for managing and dealing with any safeguarding concerns involving e-safety linked to the Home Learning. For further information, please see the Safeguarding Policy.
- Monitor the wellbeing and work/life balance of all staff.

### **The SENCO**

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Head teacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support required.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work during the week it is set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any concerns known to staff

## **Governing Board**

The governing board is responsible for:

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

Confirmation that the Policy in respect of Kenley Primary School has been discussed, approved and ratified by the Governing Body.