WHARFEDALE MONTESSORI SCHOOL

Remote/Blended Learning Policy

Version 1.0

Reviewed by Immy Hardy – June 2022

Approved by SLT –

Review Cycle – Annual

Next review – September 2023

Document History

Revision	Amended by	Revision Date	Description
Created	Immy Hardy Julie Butterfield	March 2019	Informed by NYCC and DfE Covid 19 guidance.
Reviewed and reformatted	Immy Hardy Julie Butterfield	June 2022	Informed by NYCC and DfE Emergency Planning and Response for Education, Childcare and children's social care settings guidance (April 2022).

Table of Contents

Introduction

During the school closures in response to the coronavirus (COVID-19) outbreak in the UK, schools found they had to quickly adapt to providing pupils with learning opportunities they could access from home. Over the course of the subsequent lockdown period, school leaders and teachers had to develop systems for delivering home learning to their pupils for a significant amount of time. Now that schools have reopened to all pupils and classroom learning is returning largely to 'normal', it is more important than ever to have a plan in place to support any potential home learning for classes, year groups or the whole school, should a need to isolate or close again happen during the ongoing pandemic.

To be fully prepared in the event of future closures, partial closures or isolation of bubbles, Wharfedale Montessori School has carefully considered, consulted on and developed this policy for remote learning. This will cover any outbreak/significant incident that requires school closure. The overarching goal is to enable pupils to access high-quality teaching and learning even when they are unable to attend school. The policy outlines how teachers and other school staff will work to provide remote learning, whether they are delivering blended learning through the provision of both in-school and online lessons, or only accessing online home learning.

Aims

The aims of this policy are in line with current government guidance on schools reopening from September 2020. The specific aims are:

- to plan and outline how and when the remote learning policy will be implemented in Wharfedale Montessori School; to support all pupils in their access to high- quality remote teaching and learning;

- to provide a clear remote learning strategy, including how and when learning should be assigned remotely, how it will be communicated, how pupils will submit work and how they will receive feedback on submitted work;

- to anticipate, identify and address any concerns associated with remote learning, relating to safeguarding, data protection, and health and safety;

- to make staff roles and responsibilities clear in relation to remote learning;

- to declare the software and online tools approved for use by Wharfedale Montessori School to support remote learning;

- and to declare how and when Wharfedale Montessori School will support the delivery of home learning by staff, including the possible provision of hardware.

Remote Learning Strategy

The systems and procedures outlined in this remote learning policy will come into effect under any of the following circumstances:

1   a pupil, groups of pupils, class or bubble are required to self-isolate at home

2   in the implementation of a local area lockdown and subsequent school closure

3   if a member of staff is required to self-isolate but able to work from home

Systems and digital workspaces

Head teachers in each setting have been supplied with company laptops which are for the sole use of managing remote learning. This includes My Montessori Child, Zoom and email communication.

Lesson sequences, content and planning

Children's House – My Montessori Child is in place for parents to access and upload observations and photographs, providing evidence of engagement levels and completed activities. My Child at Home suggests developmentally appropriate activities for parents to complete at home which are tailored to their child's development levels based on all evidence to date. Teachers monitor, adjust, and update this service continually. A black star indicates recommended activities of the week. This will be complimented by activity packages. The main focus will be on consolidation of existing learning; new learning will be implemented in the case of a local area lockdown or extended absence.

Primary

The Cabin Team will communicate with students and parents via email, My Montessori Child and Zoom to engage students in rich learning tasks. A short period of remote learning will focus on the consolidation of existing learning, alongside more independent individual cultural projects. Longer periods of remote learning will begin with reviewing skills and developing online learning routines and etiquette. New learning activities following the teaching sequence in School will then be introduced supported by weekly packages. All learning tasks for the week will be posted via email by Monday at 8:00 a.m. and will include details, resources and expectations in reference to each task. The completed tasks should be submitted weekly on Fridays with feedback given orally during weekly discussions with the student. Upper Primary student workload may be up to three hours per day and Lower Primary student workload may be up to two hours per day. Subjects such as French, Art, Music, P.E. and Technology will be offered in the form of resources on My Montessori Child.

SEND

One 30 minute weekly **child/parent** support Zoom session will be provided by a familiar School member of staff. A familiar School adult will drop off the weekly package of activities and check in with the child. Additional resources will be provided in line with the child's ILPP/EHCP.

Live learning support

Teachers will continue to carry forward their role in guiding, supporting, and challenging students to take on new responsibilities and to become excited about new learning. One weekly ten-minute discussion session will be offered to each child and the session will be monitored by a nominated safe-guarder and recorded. Zoom will be the platform used.

Communication and engagement

A member of the teaching team will be available Monday – Friday (9 am – 3.30 pm) to respond to questions from students and parents via the designated online learning email address (remotelearning@wharfedalemontessori.co.uk). Teachers will encourage communication within the School

community by promoting the active use of My Montessori Child through posting activities, quizzes and student news.

Parental engagement

As Children's House and Primary aged students are still developing independence, a teacher-parent partnership is necessary for students to engage in remote learning tasks and to access on-line resources. The designed learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual family's circumstances. Please keep the following in mind:

- Please familiarize yourself with My Montessori Child and Zoom. This will enable you to provide feedback observations on your child's learning at home and ensure that teachers can plan effectively for the next stages of learning.

- Engage in conversations on posted materials and assignments by reading them with or for your child.

- Provide an environment conducive to learning (access to technology where appropriate, safe and quiet space during daytime).

- Use an area rug to designate floor space for tactile learning with younger students. Remind your child that one activity at a time belongs in this space. Students are accustomed to routines that include cleaning up after each activity and replacing things in an orderly fashion.

- Monitor time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).

- Support emotional balance by providing ample room and time for reflection, creativity, physical activity, conversation, and play.

Email your child's classroom teacher if you or your child have questions and/or if your child needs extra help and support. During office hours the teacher will be able to respond to your questions via email within 24 hours.

Partner with us to ensure the School's behavioural expectations for students are followed while participating in remote learning. (Students are asked to be mindful of the importance of respectful online communications as outlined in our Acceptable Use Policy, while participating in remote learning.)

Safeguarding, Health and Safety Considerations

Security and online safety

Remote and blended learning will comply with Wharfedale Montessori School's Online Safety Policy, GDPR privacy notice and the My Montessori Child Privacy Policy.

Promoting good digital citizenship

Guidance provided on Parent/child etiquette, online safety awareness for primary children, parental guidance on online activity safe-guarder in all zoom sessions

Screen time and being active

Remote learning will include short lessons online, shared links with focussed challenges, activities in packs to encourage physical challenges such as yoga, mindfulness, local walks, scavenger hunt and outdoor maths.

Workload

The School aims to have 2 teachers in each setting informed on running remote learning who will work hours which are the same as directed working hours each week.

Well being

The School will monitor attendance for any online lessons and check in by email with students. Phone call check ins will be implemented to support the well being of those pupils, families and staff with identified concerns. Remote education takes the form of personalised learning based on the capabilities of the child and of family circumstance.

Software and Hardware

Software

My Montessori Child is the sharing platform for parents to upload observations and photos from home and as well as for staff to share students' news and articles. Zoom will be used to meet with parents and children online. The online program, Nessy, will be used to support children's literacy activities during remote learning.

Hardware for teachers when working from home

Head teachers in each setting have been supplied with company laptops which are for the sole use of managing remote learning.

Montessori Information and Resources

Montessori online resources for learning at home will be posted on My Montessori Child and MMC My Child at Home.