



Parkwood Hall
CO-OPERATIVE ACADEMY

PARKWOOD HALL – REMOTE LEARNING

Aims:

- Ensure consistency in the approach to remote learning for students who aren't in school
- To provide individualised work for the students appropriate to their ability and interests.
- Ensure students and parents are able to access the platform
- Provide appropriate guidelines for data protection

Educational staff:

- There will be a team comprised of Education staff linked to each learning pathway. They will liaise with the class teacher and et work for the students each day:
- They will provide learning tasks in Literacy, Numeracy and one other topic each day taken from the relevant Scheme of Work or ASDAN/AQA unit awards.
- Individual student work will be uploaded to SharePoint in Student Home.
- Student work uploaded into their work folder will be checked regularly, feedback will be given as appropriate.
- Class home pages will be updated at regular intervals.

Multi-disciplinary Team:

As part of our preparation for reopening in September, we had included plans for a virtual educational. We are planning to implement this through our Parkwood hall Intranet platform for Online Learning during Learning Pathway closures. As we move into an online world, we have tried to ensure our systems will work in a variety of contingencies, depending on what the future brings, always keeping students at the heart of everything we do.

How it works:

When providing remote learning, teachers will:

- Set work for their pupils each day:
- They will provide learning tasks in Literacy, Numeracy and one other topic each day taken from the relevant Scheme of Work.
- The learning for the day will be uploaded to the class page.
- If it is for an individual student, this will be uploaded to student home
- A weekly Zoom meeting will be set up with the student, class teacher and one other member of staff.

Feedback:

- Where possible staff will provide feedback on the work that students submit to the school
- If children are well, they are expected to participate in learning provided by school.
- All reasonable steps will be made to respond to emails from parents and pupils during school hours.

Parent Contact:

Contact will be made (minimally) weekly via Zoom with the class teacher and one other member of staff from the class. Parents have been provided with the class teacher email address. Andy Smith (Deputy Principal) and Clare Hollick (Student Liaison) will contact additional students via telephone.

The Integrated Therapy Team:

During lockdown periods or when home learning is necessary due to COVID 19 pandemic restrictions, the integrated therapy input may be provided in the form of:

- Provision of therapy links for therapy resources and activities for home to support communication, independence, emotional regulation and sensory processing. This might include videos.
- Individual programmes to be carried out at home which include communication, sensory programmes, activities of daily living and/or fine motor skills development through games and crafts.
- Activities for home to promote and develop communication, well-being, physical and sensory development e.g. Physical activities, sensory circuit.
- Resources and programmes will be uploaded to the school platform or be sent home by post if required.
- Liaison and monitoring with school staff and families
- Training for school staff and parents
- Completion of assessments and reports
- Attendance to annual reviews
- Collaboration with school staff to devise school policies and specific curriculum
- Provision and/or advise on social stories, visual schedules, strategic use of space and individual resources/equipment
- Advisory service to those students who have specialist OT/SALT input on their EHCP either via email or phone calls.
- Teletherapy may be agreed in special circumstances and discretion of the therapist.
- Further telephone conversation as required.
- Further specific input may be delivered and agreed between the therapist and family.

Senior leaders:

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of **remote learning – through regular meetings with the remote learning team.**
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations with the support of the IT manager.

Designated safeguarding lead (DSL) :

- The DSL is responsible for all safeguarding concerns, arising from remote learning. Please contact Andy Smith and Claire Hollick.

IT staff:

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the DSL.
- Assisting students and parents with accessing the internet or devices.

Who to contact:

- If it is a technical issue that you are experiencing please email contact@parkwoodhall.co.uk and label it to the attention of Michael Powis.
- Any queries regarding the remote learning in the first instance please contact the remote learning team on – remotelarning@parkwoodhall.co.uk
- If they feel the need to speak to someone else, they can contact one of the Assistant Principals (Jenna Freeman or Laura Parker).
- If families continue to experience issues with remote learning, they should contact Jaz Kaur (Deputy Principal – Curriculum) or Anna Mansaray (Principal).

Data Protection:

- When accessing personal data for remote learning purposes, all staff members will: access the data on a secure cloud service provided by Microsoft.

Links with policies:

This policy is linked to our:

- Remote Learning policy
- Safeguarding and Child Protection with Covid amendments and additions
- Data protection policy
- E-safety and social media policy