

REMOTE LEARNING POLICY

This plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'. This operates on the basis of four tiers.

It is important, however, that we remain aware that every local lockdown may be different depending on the circumstances in our area. If a local lockdown is implemented in our area, we will follow the specific guidance for our area. The Trust will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

This is a live document that will be reviewed by the Head of School in conjunction with other key stakeholders as and when the situation develops.

Tiers of restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented. There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time. The arrangements for secondary schools are different to primary schools.

Tier 1

The school will remain open to all pupils

Tier 2

The school will remain open to all pupils

Tier 3

The school will remain open to all pupils

Tier 4

The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers. All other pupils will not attend on-site provision - remote education will be provided to these pupils.

The aim of this plan

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Remote Learning

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group. These will be provided as a hard copy and be available on the school website.

Teaching and learning

All pupils will have access to high-quality education when remote working. In order to ensure that learning is continued either due to isolation or lockdown remote learning opportunities will be offered to all pupils. For some households we recognise that it would be more appropriate for children to have hard copies of work and resources.

Blended Learning will be applied when:

- An individual is self-isolating because of a positive test in the family
- A class of pupils is isolating due to a case of coronavirus in their bubble
- A whole school bubble is self-isolating due to a positive cases of Coronavirus

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND (Special Educational Needs).

When teaching pupils who are working remotely, teachers will:

- Provide a range of remote learning depending on the length of time the child/children will need this for. We will use Seesaw and packs of learning will be provided, depending on the age and ability of the children.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Set work so that pupils have meaningful and ambitious work each day and access to a broad curriculum
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- This will be done the day after learning has taken place in class and will be uploaded on Seesaw.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive
- All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

Feedback

- Parents are asked to upload a photograph or scan of children's completed work through Seesaw.



- Teachers will provide feedback to pupils on their work via Seesaw. This may be done on a daily basis as work is received or as overall feedback for all work completed at the end of the week. Additional messages or feedback may need to be given by a Teacher where a child is having difficulty with a task.
- Scheduling a weekly Zoom call so that the Class Teacher can discuss the week's learning with the children and check on how everyone is doing. Teachers will send a Zoom invite via Seesaw.
- Getting in touch with parents/carers via Seesaw if the Teacher is not receiving any completed work from their child. Additional support, advice and strategies/organisation may be required. The Teacher to contact the Headteacher or Deputy Headteacher if they feel they need additional help with a situation of this type or have concerns about the child/family.

Please note that from October 2020, teachers are sending some Homework tasks to parents/carers, asking for completed tasks to be returned and giving feedback using the strategies outlined above. This will give pupils, parents/carers and staff the opportunity to become familiar with these procedures prior to a full Remote Learning situation.

Online Learning

Our school staff will set work in line with our current curriculum supported by Inspire Maths and Talk for Writing.

Children will keep in touch with staff through Seesaw and Lexia can be used (for Year 1 and 2 children) to support our phonic programme, Read Write Inc. Espresso, Nicholas Roberts (writing) and Numbots/Times Tables Rockstars are also available to support remote learning. Log on information will be given to parents.

We will continue to use Seesaw or Groupcall to keep in contact with you as this has already proved to be invaluable to share information and offer support.

The school website will continue to be used, as appropriate, for packs of learning.

In the event of any form of isolation it is a requirement that all pupils engage with home learning. The only exception to this is if pupils are too unwell having tested positive.

Appendix 1 outlines the different situations online or remote learning will take.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic and again in September 2020 to meet the requirements of keeping Children safe in Education 2020- we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:



- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A Designated Safeguarding lead or deputy is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst onsite.
- Pupils who remain at home are protected when they are online.

During a period of Remote Learning, Designated Safeguarding Leads/Deputies will continue to contact vulnerable children and their families in the following timescales if the school is closed or these children do not return to school during the phased return: children the subject of a Child Protection Plan (daily), children who have a Child in Need Plan (twice weekly), Looked After Children (twice weekly dependent on the child's individual placement needs) or children with an Early Help Plan (twice weekly). A record is kept of this contact.

Please note that in the case of a full lockdown situation, a Child Protection Policy Addendum will be added to the school website with more specific details relevant to the current situation.

Data Protection

When accessing personal data for remote learning purposes, all staff members will:

- Only have access to personal data (parent/carer emails) via Seesaw
- Use school devices (i.e. laptop/tablet) to access the data - rather than their own personal devices
- Continue to follow the schools Data Protection Policy

Processing personal data

- Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.
- However, staff are reminded to collect and/or share as little personal data as possible online.

Food provision

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

- The school catering team will ensure we can continue offering hot meals in school.
- Pupils who are self-isolating, have symptoms or are in close contact with someone who has tested positive will be provided with £3 a day or £15 a week for food.
- Are not attending due to local lockdown arrangements, including Rota systems will also receive food payments.

Communication

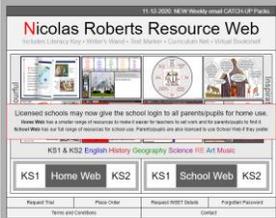
The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they

develop.

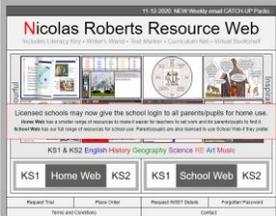
Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE). Any changes to the plan will be communicated to all relevant stakeholders.

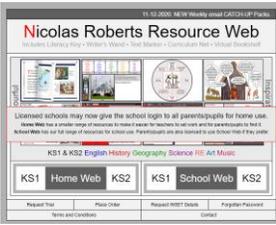
Appendix 1- Summary of Actions

A pupil is off for a short period whilst a member of household is awaiting test results	
Ongoing Support	Safeguarding /SEND
<p>EYFS: Staff in Early Years will make contact with parents via Seesaw and will provide activities for the child to do daily. This will be activities that we would be doing within the classroom so that the children can keep up with the same activities as their peers. To support with basic maths fluency, the children may use Numbots https://play.numbots.com/#/account/school-login/78441 user name and password have been given out.</p> <p>KS1: Daily reading and Phonics using Oxford Owl E - Library and Lexia as directed by the staff. An English activity based around the work being completed in school. Access to Nicholas Roberts for writing. (https://www.key-resources.co.uk/). The user name is SR68ED and the password is writing.</p>  <p>A maths activity based around the key skills the children are covering in school in Inspire Maths. Access to Times tables rockstars and Numbots for fluency. Times ables Rockstars (mainly year 2 children) https://play.ttrockstars.com/login/78441 -user name and password have been given out. Numbots https://play.numbots.com/#/account/school-login/78441 user name and password have been given out.</p>	<p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid Register detailing who is absent and their status.</p>
<p>Choice of 3 curriculum lessons geared around what the children are doing in school. A different one to be completed daily.</p>	<p>If the child is entitled to benefit related FSM, the office staff will arrange for weekly £15 Morrison's gift cards to be accessed by parents.</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p>

Pupil needs to isolate because someone in their household is symptomatic or tests positive

Ongoing Support	Safeguarding /SEND
<p>EYFS: Staff in Early Years will make contact with parents via Seesaw and will provide activities for the child to do daily. This will be activities that we would be doing within the classroom so that the children can keep up with the same activities as their peers. Access to Numbots for fluency in basic number development. https://play.numbots.com/#/account/school-login/78441 user name and password have been given out.</p> <p>KS1: Using Seesaw the teacher will upload a 2 week plan. This plan will set out the core offer for the children and allow families to see what needs to be done daily. (Although we encourage keeping to the timetable, work can be done at any time to fit in with the family.) Teachers will upload worksheets/power points daily to allow families to access what they need but not be overwhelmed. Daily reading and Phonics using Oxford Owl E - Library and Lexia as directed by the staff. An English activity based around the work being completed in school. Access to Nicholas Roberts for writing. (https://www.key-resources.co.uk/). The user name is SR68ED and the password is writing.</p>  <p>A maths activity based around the key skills the children are covering in school in Inspire Maths. Access to Times tables rockstars and Numbots for fluency. Times ables Rockstars (mainly year 2 children) https://play.ttrockstars.com/login/78441 -user name and password have been given out. Numbots https://play.numbots.com/#/account/school-login/78441 user name and password have been given out.</p>	<p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>If the child is entitled to benefit related FSM, the office staff will arrange for weekly £15 Morrison's gift cards to be accessed by parents.</p> <p>Office staff will complete the Covid register in the office shared drive detailing who isabsent and their status.</p>
<p>Curriculum lessons geared around what the children are doing in school. A different one to be completed daily. All work can be uploaded onto Seesaw to share with staff for feedback.</p>	<p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p>

A group of pupils to isolate because of a case of Coronavirus in their class bubble and the class bubble has closed or the school is fully closed in response to multiple confirmed positive cases amongst staff (business continuity) or across year groups, or both.

Ongoing Support	Safeguarding /SEND
<p>EYFS: Staff will email parents to share links and guidance for the daily activities. It will include a phonics session, a reading activity, a maths activity and another activity linked to their curriculum each day. Staff will record a daily session from the teacher so that the children maintain contact with their teacher.</p> <p>KS1: Staff will use Seesaw to upload work for parents and children to access. They will share a timetable for the week and upload individual lessons the night before to allow parents and children to be organised. The core curriculum will be: Daily reading and phonics prerecorded/ online support. English lesson - prerecorded support if needed. Maths lesson- prerecorded support if needed. Access to Nicholas Roberts for writing. (https://www.key-resources.co.uk/). The user name is SR68ED and the password is writing.</p>  <p>Times ables Rockstars (mainly year 2 children) https://play.ttrockstars.com/login/78441 -user name and password have been given out. Numbots https://play.numbots.com/#/account/school-login/78441 user name and password have been given out.</p>	<p>If the child is entitled to benefit related FSM, the office staff will arrange for weekly £15 Morrison's gift cards to be accessed by parents.</p> <p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid register in the shared drive detailing who is absent and their status.</p>
<p>Curriculum lesson - prerecorded support if needed. All children (with support from adults) will need to upload work to allow staff to give feedback.</p> <p>If children/parents are struggling to access Seesaw - please use the class email system to get support from your class teacher.</p>	<p>If the child is entitled to benefit related FSM, the office staff will arrange for Free School Meals vouchers to be accessed by parents.</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p>