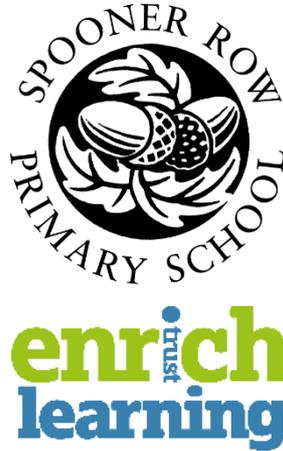


Spooner Row Primary School



Remote and Home Learning Policy

Formally adopted by the Governing Board of:-	Spooner Row
On:-	25.11.20
Chair of Governors:-	Martyn Lemon
Last updated:-	Created November 2020

Rationale:

At **Spooner Row Primary School** we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance - individual children who may be self-isolating or the closure of a class bubble.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the school with the teaching, marking and planning for pupils.

Who is the policy applicable to?

Every child is expected to attend school from September 3rd 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste
- o Have had access to a test and this has returned a positive result for Covid-19
- o Any child self-isolating due to returning from a holiday abroad
- o Any child absent due to being contacted by NHS track and trace or isolating due to a family member with symptoms.

This policy is intended to outline expectations for a class bubble suspension, partial school closure relating to COVID-19 and individual cases or for any absence related to COVID and self-isolation. Individual pupils who are isolating due to the above government guidance or those with long-term health issues and choose not return to school in September, will be supported on a **case by case basis**, primarily with the use of online tools and resources, which mirror the work being taught to the rest of the class in school.

Who is this policy NOT for?

- o Pupils who do not have to self-isolate for 14 days
- o Parents choosing to keep children at home due to parental choice
- o Children who are ill but are not displaying COVID related symptoms
- o Children who are on holiday
- o Any reason given contrary to official Government guidance

Remote learning for pupils

We will provide online tools and resources as well as links to appropriate remote learning for pupils that are not able to attend school so that no-one needs to fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. In the event of a child awaiting test results, activities relating to the current week's learning will be provided from the end of Day 2 where school is informed of Covid related absence relating to the statements identified above.

The governors and senior leadership team at Spooner Row Primary School are fully aware that these are exceptional times, each family is unique and because of this, should approach home learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides.

Teacher expectations

Teachers will plan activities and or learning tasks that are relevant to the curriculum focus for that class 'bubble' and endeavour to supply resources to support tasks for home learners. Following guidance from Public Health England, when a 'bubble' of children is asked to self-isolate and stay at home, a message with an accompanying letter will be sent via Parent Mail informing them of the developing situation. This will be classed as Day 1 of the closure. Self-directed remote learning will begin on Day 1 and continue into Day 2 (set by teachers via Microsoft Teams). Teacher led remote learning will begin from Day 3. Work will be made available daily following a suggested timetable. Teachers and Support Staff will give feedback to pupils via Microsoft Teams. A live and up-to-date list of tools, resources, Apps and websites will be made available to pupils unable to attend school.

For individual pupils who are self-isolating and absent from school, work will be set via Microsoft Teams daily, however, this may be one day behind their class schedule.

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Microsoft Teams.
- For those families unable to access the remote learning electronically, separate plans for a work pack to be delivered/collected could be made on a **case by case** basis.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home. This will be done through emailing the school office: office@spoonerrow.norfolk.sch.uk or emailing the class teacher.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Spooner Row Primary School would recommend that each 'school day' maintains structure. To help parents with this, the school has written a suggested timetable which will be shared with parents in the event of a home learning situation.
- Once a 'bubble' is isolated, a message with an accompanying letter will be sent home via Parent Mail on Day 1. On Day 2, self-directed remote learning will be made available and parents will receive information about remote learning. On Day 3, teacher led remote learning will be available for all children in the isolating 'bubble'.

- Teachers and School Leaders will respond, within reason, to requests for support from families at home. This will be done through emailing the school office on: office@spoonerrow.norfolk.sch.uk or via class teacher emails.
- We aim to deal with any request for support or feedback by the next working day. This will be dependent on the time of request and circumstances within school.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work alongside the suggested timetable.
- This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with their learning and encouraging them to work with good levels of concentration.
- Children should be supervised in their use of the Internet. More information can be found at <https://www.internetmatters.org/advice/>
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school and alternative solutions will be made available (e.g. paper copies of work, workbooks and loaning of stationary equipment or devices). These will be discussed on a **case-to-case basis**.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they or anyone in their household shows symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this or have been contacted by NHS Track and Trace, or any reason given in accordance to official Government guidance. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- Following contact with school, the Headteacher may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested if displaying any of the listed above. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school as soon as possible so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, teaching assistants and non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision. These projects will be communicated by the Senior Leadership Team or Class Teacher and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work. Should staffing levels reach a critical point, the Local Authority will be informed.

Feedback for pupils using remote learning.

In line with the Department for Education's guidance, **Spooner Row Primary School** will be giving feedback on work submitted through our remote learning platforms. Feedback will be as and where appropriate.

- If school is fully operational and a child or a small group of pupils are absent due to a COVID-19 issue, pupils will get regular feedback. This could take the form of comments on work submitted from the class teacher or during live teaching sessions.
- If a bubble has burst and all the 'bubble' are at home accessing remote learning, over the course of the school day, each child will receive some form of regular feedback. This could take the form of comments on work submitted from the class teacher or during live teaching sessions.