

Easebourne CE Primary School

**Remote Learning Policy**

Adopted: October 2020

Last Review: February 2021

Next Review: October 2021

**Rationale**

At Easebourne 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, whether that is an individual child who may be self-isolating because of family circumstances or a whole class self-isolating due to the bursting of a 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 2020. In line with government guidance, pupils, staff and families should self-isolate if they fit any of the following categories:

* A continuous, dry cough
* A high temperature above 37.8℃
* A loss of, or change to, their sense of smell or taste
* Have had access to a test which has returned a positive result for COVID-19 or have not had access to a test and, as a result, are isolating for 10 or 14 days
* Sibling of someone isolating and is therefore unable to travel to school
* Any child required to self-isolate due to returning from a holiday abroad
* 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 the bursting of a class Bubble, a partial school closure relating to COVID-19, an individual case or any absence related to COVID-19 and self-isolation. Individual pupils who are isolating due to the above government guidance or those with long-term health issues who choose not to return to school, 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?**

* Pupils who do not have to self-isolate for 10 or 14 days
* Children of parents who are exercising parental choice and opting to keep their children at home
* Children who are ill but are not displaying COVID-related symptoms
* Children who are on holiday
* Pupils returning from a country for which quarantine or self-isolation is not required
* 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 not attending school or being sent home due to a COVID-19 related issue, **self-directed remote learning** will be provided for Day 1 and Day 2 of their absence. This will be given to parents as they leave school, e-mailed out to them during Day 1 or accessed in the ‘COVID-19’ section of the school website which can be found at: <https://www.easebourne.w-sussex.sch.uk/website/covid-19/513956>.

The governors and senior leadership team at Easebourne Primary School are fully aware that these are exceptional times and that 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 or a ‘Bubble’ 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. With this in mind school has produced a suggested timetable for parents to follow to help structure their remote learning day. It is only meant as a guideline and one size cannot fit all, but it is broadly similar to a typical school day for each age of child so it should feel familiar to your child. That said, you may well want to vary it, depending on the age of your child, their attention span, the rhythm of the family day, etc.

08:00 Wake, breakfast, wash and dress

09:00 Between 09:00 and 10:30, children access English or maths learning

10:30 Morning break

10:50 Between 10:50 and 12:10, children access maths or English learning

12:10 Lunch break

13:00 Between 13:00 and 15:15, children access other subjects, including topic-

based learning

15:15 Finish

We encourage parents experiencing any difficulties managing remote learning at home to speak to school, so that we can support them on a case by case basis.

**Remote 1:1 and small group teaching for staff who are self-isolating**

We take our safeguarding responsibilities very seriously and have the following additional measures in place should remote 1:1 or small group teaching take place for staff who are self-isolating at home:

* Small group work may by undertaken via Google Meet. A minimum of three children plus the staff member will be required. SLT will be invited to all such group sessions and will monitor them regularly.
* 1:1 reading may take place with a child and member of staff who is self-isolating at home. Prior to this, parents will need to provide written consent on the understanding that all sessions will be recorded and stored in line with our data retention policy. Wherever possible, we ask that a family member be present during this session and that they take place in a central area of the home (e.g. kitchen, lounge, dining-room – not a bedroom).

**Teacher expectations**

Teachers will plan activities and learning tasks that are relevant to the curriculum focus for that class ‘Bubble’ or individual pupil and will endeavour to supply resources to support tasks for home learners. These learning resources will be judged to support 2-4 hours of learning per day. Following guidance from Public Health England, when a ‘bubble’ of children is asked to self-isolate and stay at home, a text message and an email with an attached letter will be sent via Teachers2Parents, informing parents/carers of the developing situation. This will be classed as Day 1 of the isolation, regardless of the time of day.

As detailed in the flowchart accompanying this policy, self-directed remote learning will be made available from Day 1 until teacher-directed remote learning begins on Day 3. At this point, work will be made available daily, following a suggested timetable which will be based on the one above and which can also be found on the school website. Teachers will give feedback to pupils via Tapestry and Google Classroom. Support staff may be asked to support this. A live and up-to-date list of tools, resources, Apps and websites the school uses will be available on the on the school website and in each class on Google Classroom.

Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Tapestry (YR) or Google Classroom (Y1-6). Wherever possible, teachers should include a ‘suggested’ allocation of time for each activity set. Those families unable to access the remote learning electronically should contact the school to discuss alternative provision; decisions will be made on a case by case basis. Teachers will aim to provide feedback between two and four times a week for each child. Teachers will respond, where possible within 24 hours, to requests for support from families at home which should be made by e-mailing the class teacher using their personal school email address. 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.

In Year R, a recorded video will form part of the teacher-directed remote learning. In Years 2 to 4, an element of each day’s learning will be recorded and/or live. In Years 5 and 6, the majority of the remote learning will be recorded and/or live.

**Family (pupil/parent/guardian) role**

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Easebourne Primary School would recommend that each ‘school day’ maintains structure. To help parents with this, the school has produced a simple timetable based on the school day (see above). This can also be found on the school website.

Should parents/carers have learning or pastoral concerns, they can communicate by e-mailing the class teacher on his/her personal school email address. This will be monitored by the class teacher between 8.30am and 4.00pm.

Should children have questions about their learning, these can be communicated through the feedback area in Google Classroom.

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 might 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 for parents and carers can be found on the Online Safety section of the website at: <https://www.easebourne.w-sussex.sch.uk/website/online_safety/229346>.

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but the school cannot guarantee that the chosen platforms will work on all devices. We cannot control when any of the 3rd party tools or resources might go offline, but should this happen, we will look at alternatives and share information with parents. Should accessing work be an issue, parents should contact school and alternative solutions will be made available. These will be discussed on a case-by-case basis.

**Remote teaching for staff who are self-isolating**

All members of teaching staff are required to self-isolate if they, or anyone in their household, show symptoms outlined at the start of this policy or they have been told to shield or they have received a letter to confirm this or they have been contacted by NHS Track and Trace or for any other reason given in accordance to official Government guidance. If a member of staff is required to self-isolate, the following points apply:

* They should follow normal reporting procedure for planned absence - following this contact with the school, the Headteacher may set up a referral to Occupational Health to support that individual.
* It is the responsibility of a member of staff to ensure they are tested as soon as possible. Should a staff member be tested, they are 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 well enough 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 and/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 the school be unable to cover a high number of staff absences, advice will be sought from the Local Authority.