Nutgrove Methodist Primary School

Pupil Remote Learning Policy

(Including Coronavirus (COVID-19) Contingency Plan)

During the Coronavirus (COVID-19) Pandemic and 2020-21 academic year

School Remote Learning Plan – to be kept under review

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Statement of intent

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At Nutgrove Methodist Primary School, we understand the need to continually deliver high quality education, including during a period 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.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

1.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Marking Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Data Protection policy

2. Roles and responsibilities

2.1. The School's Board of Trustees is responsible for:

- Ensuring that the school/trust has robust risk management procedures in place.
- Ensuring that the school/trust has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's/trust's remote learning arrangements.

2.2. The Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a required basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require for supporting pupils during the period of remote learning.
- Conducting reviews on a frequent basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3.   The Headteacher and SBM is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4.   The SBM is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programmes used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5.   The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the Trust Finance Officer to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the Headteacher and other organisations to

make alternate arrangements for pupils who are at a high risk, where required.

- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

2.6.   The SENDCO is responsible for:

- Liaising with SBM to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and SLT and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7.   The Headteacher and SBM are responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8.   The SBM and St. Helens ICT is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programmes or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the Inclusion Manager to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9.   Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.

- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the Headteacher and SBM.
- Adhering to the Staff Code of Conduct at all times.

2.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- This obviously will need to be updated in line with the age range of pupils in attendance at the school i.e. EYFS and Year 1 to ensure any remote learning is accessible.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

3. Resources

Learning materials

3.1. The school will take a blended approach to learning. This means the school will develop a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Current online learning portals e.g. Purple Mash, Oak Academy
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons
- Microsoft Education (Microsoft Teams) and Tapestry

3.2. The School and Teachers may review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features.

3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

3.6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats.

3.7. Work packs will be made available for pupils who do not have access to a printer – these packs will be posted out/delivered by school.

3.8. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.9. The SENDCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls from a member of staff.

3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.11. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

3.12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the DfE.

3.13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.14. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with [section 7](#) of this policy.

3.15. If the school decide to use any 'live' lessons, e.g. webinars, will be communicated via Microsoft Education no later than one day before the allotted time and kept to a reasonable length of no more than 40 minutes per session. Teachers should always consider whether delivering shorter sessions with smaller groups of children, e.g. 10 minute group interventions, or just delivering part of a lesson to a class will maximum impact on learning as opposed to delivering whole lessons.

Food provision

3.16. The school will inform parents via parent mail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.17. Where applicable, the school may provide the following provision for pupils who receive FSM:

- Making lunch bags available for delivery or collection (as deemed appropriate). This may mean more meals provided every few days, as opposed to daily.
- Providing vouchers to families in a full lockdown. In these circumstances, these will be sent out to families electronically, or as a gift card for those without internet access.

Costs and expenses

3.18. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

3.19. The school will not reimburse any costs for travel between pupils' homes and the school premises.

3.20. The school will not reimburse any costs for childcare.

3.21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Acceptable ICT Agreements prior to commencing remote learning.

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the Online Safety Policy.

4.2. Where possible, all interactions will be textual and public.

4.3. If the school choose to use any form of video communication, including live lessons for teaching and learning, all staff and pupils must adhere to the following points below. Please note, live lessons will only be used as deemed

appropriate, through the school's learning platform, in order to enhance learning; such as delivering a group intervention or part of a lesson:

- Live streaming should **only** be used if it is safe, reliable and will enhance learning.
- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication. There should be no inappropriate objects or information visible.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programmes as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.
- No eating is permitted by pupils /staff during a live lesson.
- An adult SHOULD BE PRESENT and visible on the screen with the child at all times during the lesson.
- Teachers will make contact with pupils at least twice a week in the event of a lockdown.
- The school and IT support (St. Helens) have audited the settings first (who can chat? Who can start to stream? Who can join?); to ensure all safety measures are in place.
- The school will decide on a set of ground rules for usage which will be shared with staff. E.g. when a pupil can speak and how.
- Staff and pupils will only use their school-registered accounts to access learning platforms, e.g. Microsoft Education. Personal accounts must not be used under any circumstances for the purpose of distance learning within school.
- Secure password accounts must not be shared with any other household and can only be used by pupils for internal use. However, if a child lives in more than one household, they may use the same login details at both addresses.
- Teachers who stream a live lesson should always have another member of staff 'in the room' and never start without them. Lessons should never start without the Headteacher or member of SLT being aware this is taking place.
- Teachers should introduce themselves and the accompanying staff member, who should be visible to the children and should wear their school lanyard throughout the session.
- Teachers will keep a log of any live lessons, recording what, when, with whom and anything that went wrong. Report to a DSL /SLT immediately if any concerns.
- Where possible, teachers will try to adapt /differentiate the lesson to suit the needs of different learners – however this may not always be possible.

- All online lessons will be recorded by staff for safeguarding and professional development purposes. Children are NOT permitted to record or screenshot any part of the live lesson.
- Children will not be able to contact each other when staff are not present on line.
- Children will be given clear rules at the start of each session and will be given the opportunity to respond appropriately. If there is any inappropriate or disruptive behaviour, the teacher may ask the child to leave the session.
- Children must always be respectful to teachers and fellow pupils as they would be in a classroom session.
- Pupils MUST leave at the end of the session once instructed to do so. The teacher MUST BE the LAST person in the meeting to leave.
- Parents and pupils will be asked to sign a 'Live Learning and Conduct' Agreement before being allowed to access 'live learning' platforms. (see Appendix 3)

4.4.   All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programmes as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5.   The school will consider whether one-to-one sessions are appropriate in exceptional circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the Inclusion Manager.

4.6.   Pupils not using devices or software as intended will receive a consequence in line with the school's Behaviour Policy.

4.7.   The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.8.   The school will consult with parents where appropriate prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.9.   The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

4.10.   The school will communicate to parents via letter and App about any precautionary measures that need to be put in place if their child is learning

remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.11. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.

- Direct parents to useful resources to help them keep their children safe online.

4.12. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The DSLs and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3. The DSLs and Headteacher will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.4. Phone calls made to vulnerable pupils will be made using school number app or a school phone. Personal phone number must NEVER be used.

5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable pupils will be recorded and suitably stored in line with data protection policy using CPOMs and Microsoft teams.

5.7. The DSLs/Safeguarding Team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required. E.g. CYPS

5.8. All home visits **must**:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.

- Be suitably recorded on CPOMS and the records stored so that the DSL has access to them.
- Actively involve the pupil.

5.9. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning. E.g. share work telephone numbers only and share e-mail addresses.

5.10. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.11. All members of staff will report any safeguarding concerns to the DSL immediately.

5.12. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times. Staff members will use the school's remote access system when accessing video and audio communication for remote learning so it can be tracked on the school's device monitoring and management device e.g. FortiClient.

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.6. All contact details will be stored in line with the Data Protection Policy.

6.7. The school will not permit paper copies of contact details to be taken off the school premises.

6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Positive Behaviour Policy or the Trust's Disciplinary Policy and Procedure.

7. Marking and feedback

7.1. All schoolwork completed through remote learning must be:

- Returned on or before the deadline set by the relevant member of teaching staff; usually by the end of the day or straight after a session.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking Policy.

7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher or SENDCO as soon as possible.

7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the Inclusion Manager as soon as possible.

7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

8.1. This section of the policy will be enacted in conjunction with the Health and Safety Policy.

8.2. Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.

8.4. Screen break frequency will be adjusted to ten minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

8.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the class teacher immediately so that appropriate action can be taken.

9. School day and absence

9.1. Children will be set a daily / weekly timetable of activities to complete. These will, wherever possible, follow the timetables pupils would follow in school.

9.2. Pupils are expected to complete work set daily within school hours. There is an expectation that children have regular breaks in the morning, afternoon and at lunchtime.

9.3. Pupils are not expected to do schoolwork outside the school times of 9am and 3.15pm.

9.4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

9.6. Parents will inform their child's teacher no later than 8:45am if their child is unwell and unable to access a remote learning activity set by the teacher.

9.7. The school will monitor absence and lateness in 'live lessons.'

10. Communication

10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2. The school will communicate with parents via parent mail and the school website about remote learning arrangements as soon as possible.

10.3. The Headteacher will communicate with staff as soon as possible via email or Team chat about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

10.6. Members of staff will have regular contact with a member of SLT.

10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9.

10.8. Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call.

10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.10. Issues with remote learning or data protection will be communicated to the pupils' teacher via phone call or email as soon as possible so they can investigate and resolve the issue.

10.11. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set via phone call or email .

10.12. The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

10.13. Staff will NOT use personal telephone numbers or personal e-mails to contact parents/carers at ANY time.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the school.

11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

11.3. The next scheduled review date for this policy is September 2021.

Remote Learning during the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Legal framework

1.1   This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

2. Contingency planning

2.1   The school will open to all pupils at the start of the autumn term, in line with national and local guidance.

2.2   The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.

2.3   The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

2.4   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, or if remote working will be applicable for all.

2.5   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.

3. Teaching and learning

3.1   All pupils will have access to high-quality education when remote working.

3.2   The school will use a range of teaching methods to cater for all different learning styles, this includes:

- **Purple Mash**
- **Microsoft Education (live learning)**
- **Home learning packs**

3.3   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.

3.4   When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- 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 in school, ideally including daily contact with teachers.

3.5   All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

3.6   In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

3.7   Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

3.8   The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

3.9   Under the scheme, the school can access laptops, tablets and 4G wireless routers via the DfE to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 6

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice

- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.10 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.11 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to school

4.1 The Headteacher / Trust will work with the LA to ensure following any period of lockdown or closure pupils only return to school when it is safe for them to do so.

4.2 After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

4.3 The Headteacher and SLT will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

5.1 This policy annex will be reviewed in line with any updates to government guidance.

5.2 All changes to the policy will be communicated to relevant members of the school community.

Appendix 2

Dear Parents,

Re: Remote Learning Update

In individual circumstances, where your child is absent due to self-isolating or waiting for test results and is feeling well, we will set home learning tasks from the second day of absence. Tasks will be set through Purple Mash. You will receive a daily/weekly timetable which will link to current learning in class.

As you know, if a 'bubble' has to close, we will be delivering all of our learning remotely from the first day of closure. This will be via recognised learning platforms – including Purple Mash. School will be taking a blended approach to learning using a range of teaching strategies and resources. Moving forward we will also be using the Remote Learning Platform, 'Microsoft Education.' Your account details for the above platforms have or will be distributed to families by teachers. The secure accounts or passwords must not be shared with other households and can only be used by the pupil for school use. However, if your child lives in more than one household, they may use the same login details at both addresses. Pupils are not to use any other account under any circumstances for the purposes of distance learning within school.

In order to make this process as effective and as engaging as possible we are utilising a variety of new technologies and teaching strategies. Where deemed appropriate to further enhance learning; Staff will be making use of pre-recorded and live lessons. This is going to be an important element of our teaching and learning strategy and, as such, we need to ensure that all students and parents are aware of, and agree to, the code of conduct outlined below. This supports our usual acceptable usage agreements.

The agreement below is developed within an overarching aim to provide the very best teaching and learning for our students whilst at the same time protecting our children and staff. It is essential that all parties are respectful of each other and that the use of video technology does not become an invasion of privacy.

Live Learning Agreement & Conduct
Parental Agreement

	Please circle
-My child can take part in live lessons	YES / NO
-My child can be on screen during virtual assemblies with other parents / carers present (*Children can still be included without being visible*)	YES / NO
-My child's work can be shared with classmates as part of live lessons	YES / NO
-My child's work can be shared to celebrate work during our Friday celebration assembly	YES / NO
-I understand that videos and screenshots of live lessons **must not** be taken or shared under any circumstances. (*In the event that videos / pictures are taken and placed on social media I understand this could lead to exclusions, permanent exclusion or police involvement.*)	YES / NO
-I understand that during a 'live lesson' an adult should be present and visible on the screen with the child at all times during the lesson.	YES / NO
-I will talk to my child regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them	YES / NO
-I will ensure my child will use any messaging service appropriately and for school purposes only. All messages will be screened and monitored by school.	YES / NO

-I have read and understood the pupil agreement and will support my child with the areas identified.	YES / NO

Pupil Agreement

Please circle

I understand that the normal high expectations of behaviour are expected of me, my interactions and engagement will be focused, polite and respectful at all times.	YES / NO
I understand that this is a new way of working and that I need to focus even harder and really apply my listening skills to make the most of my learning.	YES / NO
I agree that I will always complete the work to the best of my ability and that I will work to the normal expectations of the schools behaviour policy in all interactions and the effort that I apply to my learning.	YES / NO
I agree that I must never use some or all of this material for any purpose other than my own learning.	YES / NO
I will never place any of a teacher's video or audio file on any on-line platform or social media platform.	YES / NO
I will not record any part or whole of a live video or pre-recorded lesson.	YES / NO
I will not edit any part or whole of a live video or pre-recorded lesson.	YES / NO
I agree that my teacher will always record any live video lesson; I understand that this is an agreement to ensure the safety of all students and teachers.	YES / NO
If I am involved in a live lesson I agree to ensure that I am aware of others in my own home and that they know I am engaged in a lesson to avoid unnecessary or inappropriate distractions.	YES / NO
If I am involved in any live video lesson I will ensure that I am wearing sensible and appropriate clothing that would be deemed acceptable on a school non uniform day.	YES / NO
I understand that my teacher will be recording or delivering the lesson from their own home and that I should be respectful that this is their private space and is not a subject that should be discussed with them or with others.	YES / NO
I understand that other students will also be inside their homes, which may also be visible on camera, and that I should be respectful that this is their private space and is not a subject that should be discussed with them or with others.	YES / NO
I will not attempt to invite anyone to the live video lesson. Only teachers will invite students to live lessons.	YES / NO
During a live video lesson I will use the audio 'mute' function when instructed to do so by the teacher.	YES / NO
During a live video lesson I will cut the camera feed to stop the visual link when instructed to do so by the teacher.	YES / NO
I agree that if I am involved in a live video session and I do not adhere to any of the rules above I will be removed from the lesson by the teacher.	YES / NO
If I am removed from a lesson by a teacher, I will not be permitted to re-join the class until the teacher or a senior member of staff has spoken with my parent/carer.	YES / NO

Signed: …………………………………………………….. (child)

Signed: …………………………………………………….. (parent)

Please return these agreements as soon as possible and **by XXXXXX**. Until we have received these signed agreements, we will not be able to deliver learning in this way.

Yours sincerely,

Mrs Bottell, Headteacher

Contingency plan for COVID 19.

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities and public health England will decide which measures are required to be implemented to help contain the spread – these measures could include the partial closure of schools in our area.

This document outlines how our school will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, our school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the school in conjunction with other key stakeholders as and when situations develop.

On-site provision

Pupils

The school will continue to offer on-site provision for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers as during previous lockdown periods.

The number of pupils who will be attending school from these groups will be identified by contacting parents via Parent Mail – this number will be used to agree what staffing resource is required.

Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.

In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the Pastoral Manager and the child's social worker will explore the reasons for this directly with the parent or carer, and may work together with them to support the child to attend.

The Headteacher will work with relevant staff to decide appropriate pupil bubbles. We will also ensure that adequate support is in place for any pupils with SEND who are attending school.

Pupils will be kept where possible in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.

Staff

Critical workers, which includes school staff, are permitted to travel during a lockdown period to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported and appropriate leave or pay measures will be discussed with the Trust.

Staff with roles that must be undertaken on site will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role in full from home will be supported to do so.

An audit of all staff will be conducted by the Trust to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with the Headteacher.

If a Teacher is not well enough to work, their class maybe joined up with a teacher from the same Bubble who will provide remote learning resources for that class too.

Infection prevention and control

The school's Infection Control Policy and Whole School Risk Assessment will continue to be adhered to – these meet the requirements set out in the DfE's system of controls. The policy and Risk Assessment remain live documents.

The Whole School COVID 19 Risk Assessment must be followed at ALL times.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to the schools designated isolation area while they wait to be collected. The pupil will be supervised by a member of staff from their bubble while they await collection. Staff are advised to wear PPE and maintain a 2 metre+ distance why awaiting the child's collection. They will wear PPE which is readily available within the isolation room. After the pupil has left the premises, any areas they were in will be cleaned by the staff member / cleaning team. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately (from 2nd day) by their class teacher.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the DfE advice line, Trust and LA. The individual's close contacts at school will be sent home to self-isolate for 14 days and

encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote Education

If a local or national 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.

All remote learning will be delivered in line with the school's Pupil Remote Learning protocols.

Remote Learning Teaching and learning protocols

All pupils will have access to high-quality education when remote working.

The school will continue to use a range of teaching methods to cater for all different learning styles in these scenarios. This includes:

- Class Dojo
- Tapestry
- Purple Mash
- IXL
- Recommended sites e.g. Oak Academy, BBC Bitesize
- Microsoft Education
- Recorded Teaching
- Home Resources Packs (pupil and teacher)

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.

When teaching pupils who are working remotely, teachers will:

- Set assignments/work so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent, and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- 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 in school, ideally including daily contact with teachers.

All provisions for remote learning will be subject to the class group's age, ability, and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year.

The school will consider the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the school may be eligible to order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 6
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process in line with the school Risk Assessments and/or local or national provision put in place.

Returning to school

The Headteacher will work with the Trust, LA and HPT to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher / School Pastoral Team will inform parents when their child can return to school.

The Headteacher and Deputy Headteacher will lead on listening to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

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

The school and senior leadership team 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 DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision

The school catering team will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible – this section will be updated in line with any new guidance. We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

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, 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.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager in the first instance
- Pupils – their class teacher or a member of pastoral staff
- Parents – via Class Dojo or Tapestry

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.