



**POT KILN**  
PRIMARY SCHOOL



# REMOTE & HOME LEARNING POLICY

# Remote and Home Learning Policy

## **Rationale:**

At Pot Kiln 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, timescales, communication, 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?**

Since 5th January 2021, in line with government guidance, all Primary Schools in England were asked to move to remote learning for all pupils apart from the children of key workers and vulnerable children. This policy not only outlines what happens in the event of a National Lockdown, but also outlines what happens once school is fully open again where we may see periods of absences for individual pupils, small groups or 'Bubbles', similar to Autumn Term 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 whole school move to remote learning, 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 with long-term health issues and are not able to return to school for a period of time, 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 10 or 14 days
- o Pupils who are attending school as normal
- o Pupils who are classed as vulnerable or key worker's children attending school
- 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 1 where school is informed of Covid related absence relating to the statements identified above.

The governors and senior leadership team at Pot Kiln Primary 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, or indeed, the school is required to move all pupils to remote learning, a text message and an accompanying email informing them of the developing situation will be sent to parents. This will be classed as Day 1 of the closure. Self-directed remote learning will begin on Day 1 continuing on Day 2. Teacher led remote learning will begin from Day 3. Work will be made available daily following a suggested timetable which can be found on the school website. Teachers and Support Staff will give feedback to pupils. A live and up-to-date list of tools, resources, Apps and websites the school uses can be found on the school website [HERE](#).

For individual pupils who are self-isolating and absent from school, work will be set via Tapestry, Seesaw and Teams daily, however, this will be one day behind their class schedule. This is to ensure the teacher can effectively teach their class and, on a daily basis, retrospectively transfer resources from that day online for the absent pupil(s) to complete.

If the school has been asked to move entirely to remote learning (like the announcement on 4th January 2021), School will be aiming to provide a minimum of 3 hours of remote learning per day. \*Government guidance in the 31st December update)

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Tapestry, Seesaw and Teams.
- Should accessing work be an issue, parents should contact school and alternative solutions will be made available (e.g. workbooks and loaning of stationary equipment or devices). These will be discussed on a case-to-case basis.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home using Tapestry or Seesaw and will be responded to within one working day.
- SLT will monitoring the quality of remote learning ensuring the delivery of high quality education
- Teachers will, on a weekly basis, monitor the engagement of their class with the remote learning platform. This will be sent to SLT to be monitored in relation to safeguarding.
- 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. Pot Kiln Primary would recommend that each 'school day' maintains structure. To help parents with this, the school has written a suggested timetable which can be found on the school website [HERE](#).
- Once a 'bubble' is isolated, a text message and an accompanying email informing them of the developing situation will be sent to parents. This will be classed as Day 1 of the closure. Self-directed remote learning will begin on Day 1 continuing on Day 2. Teacher led remote learning will begin from Day 3.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home using Tapestry or Seesaw and will be responded to within one working day.
- 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 which can be found on the school website, by following [this link](#). 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 for parents and carers can be found [here](#).
- 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. 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 symptoms 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, teachers, 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 Headteacher or the teaching staff 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, teachers will be giving feedback on work submitted through our remote learning platforms. Feedback will be given in two forms: Detailed feedback in the form of comments and/or whole class general feedback. If school is fully operational and remote learning platforms are being used for homework, feedback and assessment will match our existing feedback policy for homework.

- 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 feedback on a daily basis. This could take the form of comments on work submitted, an audio comment or a short video from the class teacher.
- If a bubble has burst and all the 'bubble' are at home or the school has been asked to move entirely to remote learning, over the course of the school day, each child will receive some form of feedback either detailed feedback, an audio comment, or in the form of group/whole class video.