



Remote Learning Policy

Specific Aims

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

Who is the policy applicable to?

Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate for any one of the following reasons:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- They have had access to a test and this has returned a positive result for Covid-19
- Someone else in their house is displaying symptoms/is waiting for a test result/has had a positive test result.

This policy is intended to outline expectations for class bubble or partial school closure, rather than individual cases. Home learning, historically, wasn't provided when a child was absent from school with a cold/infection. It is Gayton's view that if a child is off school waiting for a test result, they can read, work on Reading Eggs or Mathletics or visit sites such as BBCBitesize to research the topic they are studying in school. If children are off for a prolonged period of time – for example, because they have had a positive test or are quarantining after returning from abroad - they can request work from the school. Individual pupils who are self-isolating due to one of the above reasons will be supported on a case by case basis, primarily by the use of teams/email to provide work which will mirror the work being taught to the rest of the class in school.

Remote learning for pupils

In the event of a whole school or bubble closure, we will provide links to appropriate remote learning for pupils using MS teams. Every child has been given a username and password and homework and class messages will be posted weekly on the platform in order for the children to become familiar with using teams in case it is needed in the event of a closure.

In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

The governors and senior leadership team at Gayton are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. 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:

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

Teacher expectations

- Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Daily lessons for English, Maths and other subjects will be posted on the class teams page by 9:00am each morning. This may include:
 - A class newsletter/Learning Log containing all website links needed to access home learning resources along with clear information about the learning for that day. This will include reference to daily tasks for relevant subjects
 - Oak Academy lessons which include a video, task and assessment
 - Teacher recorded lessons
 - Lesson ideas
 - Worksheets to accompany lessons
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via email. Staff and parents should communicate via the teacher's email address (provided when necessary).
- 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.
- Teachers are expected to mark any work that is returned on teams to acknowledge it has been seen.
- In the event of a prolonged closure, staff will endeavour to phone each child in their class at least fortnightly to do a well-being check.
- In the event that a teacher is too unwell to post daily work, a member of the SLT will upload work onto that class platform.
- Teachers will report any safeguarding incidents or concerns onto CPOMS and ask for guidance as appropriate.

E-safety

- Staff are encouraged to NOT use teams for 'live' lessons to their class, but are allowed to record messages/lessons and post these if they are able and believe this to be beneficial to the class.
- Staff must NOT use teams to conduct a 'live' meeting with an individual child.
- If posting a video, staff must wear suitable clothing and be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas in the home, such as bedrooms, are not permitted during video communication.
- If posting a video, staff must use appropriate language and maintain the standard of behaviour expected in school.

Family (pupil/parent/guardian) role

- 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. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the teacher's email address or by contacting the school office. They should make clear which year group and subject the question relates to.
- 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 promptly and alternative solutions will be made available (e.g. paper copies of work etc). These will be discussed on case-to-case basis.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. 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 school business manager (SBM), may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, teaching staff should continue to plan and prepare lessons to be delivered by a supply teacher and to support their year group team with tasks such as planning. Non-teaching staff may 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 for their year group. These projects will be communicated by the Senior Leadership Team 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.