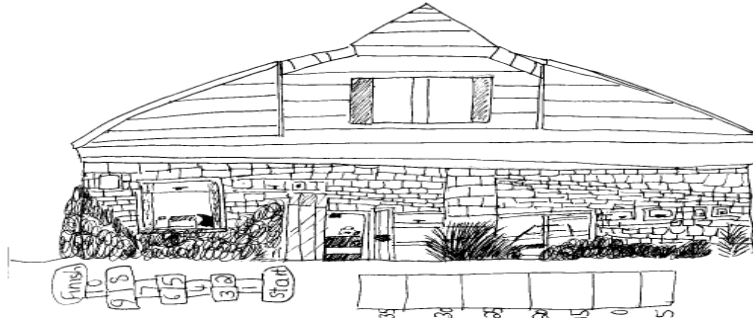


# **Graveley Primary School**

## **A Church of England (VC) School**



# **Remote Learning Policy**

<b>Date of policy</b>	<b>Autumn 2020</b>
<b>Ratified by the Governing Body</b>	<b>September 2020</b>
<b>Date of next review</b>	<b>Autumn 2021 (or sooner, when required)</b>

## 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 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 1<sup>st</sup> 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

This policy is intended to outline expectations for class bubble or partial school closure. Individual pupils who are isolating due to health issues (based on government advice) and choose not return to school in September will be supported on a case by case basis, primarily with the use of 'paper packs' which mirror the work being taught to the rest of the class in school.

### Remote learning for pupils

We will provide links to appropriate remote learning for pupils that are not able to attend school so that no-one need 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.

The governors and senior leadership team at Graveley Primary School 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 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. There will be a range of activities and web pages linked to class learning available on day 1 of absence. By 9am of day 2 the child's absence, English, Maths and other subject links and resources will be uploaded onto Google classroom which matches closely with what is currently being taught within the classroom.

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Google classroom. Staff will add these resources to their class page electronically and it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack')
- Teachers will respond within 24 hours during the school week, to requests for support from families at home. This should be done via email. Staff and parents should communicate via the class 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.

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

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Graveley Primary School would recommend that each 'school day' maintains structure. A suggested timetable will be put on the relevant Google classroom as a guide.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class or admin email address. They should make clear which year group and subject the question relates to.
- 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.
- 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).

### **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 headteacher 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, 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 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.

# Google meet code of conduct

These codes **MUST** be followed so that all pupils and adults can have a safe and fun experience.

- 1) Set up your laptop or tablet in a suitable place before you join a meeting (ensure your back is against a wall so no one can walk behind you; there are no inappropriate things in the background and make sure that you are comfortable).
- 2) Wear appropriate clothes; everyone in the meeting will be able to see you.
- 3) Put yourself on mute when you join - this is so that there are not lots of voices speaking at once - then the teacher will call on you to un-mute if needed.
- 4) When you are asked to un-mute, ensure that there are no inappropriate sounds in the background first, i.e. language, music, TV programs.
- 5) If you use the typed chat function during a meeting you must be kind, sensible and proper.