

Remote and Home Learning Policy

Rationale:

At West Earlham Infant and Nursery 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 - individual children who may be self-isolating or the closure of a class/year 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 3rd 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19
- Any child self-isolating 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 a class/year bubble suspension, partial school closure relating to COVID-19 and individual cases or for any absence related to COVID and self-isolation. Individual pupils who are isolating due to the above government guidance or those with long-term health issues and choose not return to school in September, 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 14 days
- Parents choosing to keep children at home due to parental choice
- Children who are ill but are not displaying COVID related symptoms
- Children who are on holiday
- Any reason given contrary to official Government guidance

Remote Learning for Pupils

We will provide online 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.

The governors and senior leadership team at West Earham Infant and Nursery School 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/year '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, a letter will be sent home (text/ added to the website/school Facebook page if necessary) informing them of the developing situation. This will be classed as **Day 1** of the closure. Family self-directed remote learning will begin on Day 1 and continue in Day 2 and 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](#). Mulberry Class children will access teacher led remote learning via Mulberry Class Dojo or their year group class Dojo. Teachers will give an appropriate amount of feedback to pupils via Class Dojo. A live and up-to-date list of tools, resources, Apps and websites the school uses is available on the [school website](#).

For individual pupils who are self-isolating and absent from school, work will be set via Class Dojo message. This will be set on a weekly basis for the period of time the child is isolating.

<http://www.weins.co.uk/>

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Class Dojo.
- For those families unable to access the remote learning electronically, separate plans for a work pack to be delivered could be made on a case by case basis.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home between 9am and 4pm on school working days. This will be done through messaging individual class teachers on Class Dojo or through the office - office@westearlhaminfant.norfolk.sch.uk
- 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. West Earham Infant and Nursery School would recommend that each 'school day' maintains structure. To help parents with this, the school has written a suggested timetable for each year group which can be found on the school website. ([Nursery](#) and [Reception](#), [Year 1](#), [Year 2](#)).
- Once a 'bubble' is isolated, a letter will be sent home (text/ added to the website/school Facebook page if necessary) informing them of the developing situation on Day 1. This will be classed as **Day 1** of the closure. Family self-directed remote learning will begin on Day 1 and continue in Day 2 and teacher led remote learning will begin from Day 3 for children in the isolated bubble. Mulberry Class children will access teacher led remote learning via Mulberry Class Dojo or their year group Class Dojo.
- Teachers and School Leaders will respond, within reason, to requests for support from families at home between 9am and 4pm on school working days. This will be done through messaging individual class teachers on Class Dojo or through the office - office@westearlhaminfant.norfolk.sch.uk
- We aim to deal with any request for support or feedback by the next working day. This will be dependent on the time of request and circumstances within school.
- 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 ([Nursery](#) and [Reception](#), [Year 1](#), [Year 2](#)).

- 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](#) by viewing our Online Safety Policy.
- 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. paper copies of work, 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 Head Teacher may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested if displaying any of the 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, 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 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 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, West Earlham Infant and Nursery School will be giving feedback on work submitted through our remote learning platforms. Feedback may be given in two forms: detailed feedback in the form of comments and general feedback in the form of general observations.

- If school is fully operational and remote learning platforms are being used for homework, the feedback 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 regular basis.
- If a bubble has burst and all the 'bubble' are at home accessing

Remote learning children will receive feedback which may be individual, groups or in the form of whole class feedback.

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was adopted and approved in **November 2020**. The date of the next formal review will be **November 2021** and every year thereafter, unless statutory legislation changes.

Policy approved by the **Head Teacher** of West Earlham Infant and Nursery School.