

# REMOTE LEARNING POLICY



## Learning, Developing, Growing Together

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Updated:	September 2020
Review date:	Ongoing
Signed:	
Position:	
Date:	

To be ratified by the Full Governing Board on 30/09/2020

# Spinfield School Remote Learning Policy

## 1. Background

This policy is to ensure the ongoing education of Spinfield School pupils under unusual circumstances. This policy will be future-proof against closures that could happen at any time due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy has been written in accordance with joint union guidelines. [Coronavirus: distance teaching and learning for primary teachers](#) and guidance from the gov.uk <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#main-changes-since-this-guidance-was-last-updated>

## 2. Remote Learning Lead

The Senior Leadership Team is responsible for formulating and overseeing Spinfield School's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Senior Leadership Team in the first instance.

## 3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Spinfield School. We would expect that there will be future benefits to putting these plans into place.

### Spinfield School will be proactive in ensuring that:

- Pupils who do not have access to any equipment to support online learning will be offered the use of school equipment during a whole school closure or in the case of a bubble having to be isolated. This equipment will be the responsibility of the parent/carer. If it is damaged or broken while in their care, the parent/carer will be expected to cover the cost of any repair or replacement. Parents/carers will be expected to follow the school's internet code of practice and ensure that inappropriate material is not accessed on the device.
- In the event of a whole school closure or the isolation of a bubble, staff will send an outline of tasks to parents/carers via the class email.
- Tasks will be on Google Classroom, Purple Mash or a Home Learning Planning sheet will be set via the class email with instructions on how to access tasks.
- Staff have access to Google Classroom, Purple Mash, Twinkl, the class email and the school shared drive.
- Pupils within classes have access to the Google Classroom and Purple Mash
- Pupils regularly use our online learning platform, Purple Mash, so they will be familiar with the structure of this resource. Pupils are becoming more familiar with Google Classroom and information has been shared with parents so that they understand how to use this platform.
- Staff are familiar with the main functions of Google Classroom and Purple Mash and are confident in using this facility to set remote learning tasks.
- As far as possible, teachers will mark work which the children have completed in order to give feedback and address mis-conceptions via these platforms. Parents are also encouraged to support home learning and where possible, work alongside their child/ren to address misconceptions.
- If required, children will be given an exercise book and pencil to record work
- If adequate notice is given for closure, teachers may prepare "work packs" for the children to take home for a period of remote learning

- Where possible, children will be given reading books to take home; the titles of these books will be recorded. Any books which are not returned will be charged for. Children will also be directed to websites which will allow them to access e-books.
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

**Spinfield school will ensure that staff are supported in the development of the above framework by:**

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable equipment at home and if not, supply them with a device during the closure period.

**Staff should ensure that they:**

- Have received appropriate training
- Have read the guidelines in Appendix 1
- That their computer- based teaching resources are available outside of school
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the Senior Leadership team to the situation

**4. Continuity of Education in Event of a Closure**

Spinfield School will make provision for remote contact with pupils on a daily basis:

1. Pupils will have access to work that allows them to continue progress while at home and to revise and reinforce learning
2. Staff will monitor pupil engagement as there is an expectation that all pupils will complete home learning tasks in the event of any form of closure. If a pupil is not engaging in home learning, this will be discussed with the Senior Leadership Team and a member of this team will contact the parents/carers to investigate why home learning is not being accessed and offer support and solutions.
3. In the event of a whole school or bubble closure, staff will deliver some recorded sessions to introduce a lesson, explain the task and set expectations for the lesson.
4. In the event of individual children isolating, the child/ren will be provided with a home learning pack or directed to specific lessons from Oak Academy, which will be in line with the learning for that year group.

Spinfield School will set the following tasks each day via Google Classroom, as a “to do” on Purple Mash, via another on-line resource e.g Oak National Academy or as a handwritten task. Google classroom and Purple Mash activities will be marked, online on the following day. (Or Monday for Fridays work) A short comment or emoji will be used. Work that is recorded in exercise books will be marked by parents, if possible, so that feedback can be given and mis-conceptions can be addressed.

1. Reading
2. Writing, which could have a spelling, punctuation and grammar focus
3. Maths

In addition to this, a research/topic based activity will be set.

Teachers will need to make themselves available during their normal working hours and should communicate with the Senior Leadership team if this is not possible due to illness.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

While school will communicate to parents/carers via the class email, emails from parents/carers will be rescinded to during normal school hours. There is no expectation for staff to respond to emails immediately or outside of school hours.

## **5. Information for parents**

Parents will find the following useful information on the school website:

5. A copy of their child's timetable
6. Email contact details for their child's teachers
7. Curriculum plans
8. Links to educational websites
9. Parents will be asked to refer to the age related expectation posters on the school website so that they have a clear idea of targets that their child/ren should be working towards.

## **6. Safeguarding**

During any whole or partial school closure the safeguarding of all children and staff will remain a priority. A Designated Safeguarding Lead will remain on site when the school is open wherever possible and available by telephone at all other times. Safeguarding remains the responsibility of all staff and as such staff will follow the school Child Protection policy and Keeping Safe in Education and the current guidance from the DFE .

If any parent/carer has a safeguarding concern and a Designated Safeguarding Lead can not be contacted, First Response must be contacted immediately. <https://www.bucksscp.org.uk/>

In addition:

- Staff will make regular contact with parents/carers of children who are vulnerable, looked after, on Children in need plans or who have an education health care plan.
- School will remind parents/ carers about the need for pupils to remain safe on line and direct them to sites where they can obtain more information
- Staff will not live-stream lessons from their homes.
- Teachers will not engage in any video-calling with children and only in exceptional circumstances, with parents or carers.
- Live streaming can present safeguarding concerns as there is little control over what occurs in the background or on the microphone of those attending the lesson. In addition, any live session that does take place should have two members of staff present and be recorded to protect staff from a potential allegation.
- Teachers should not be asked to personally contact their students daily on an individual basis unless agreed with SLT or as part of the rota for checking on vulnerable children.
- Teachers must not use personal phones, emails or social media to carry out any contact with families.

## Summary

The primary purpose of this policy is the continuity of education for pupils at Spinfield School.

Using existing school systems means this provision can be put into place quickly and pupils and parents only need their existing login details and class email.

**September 2020**

## Appendix 1

### Guidance for Staff Working from Home

As the ongoing efforts to curb the spread of the coronavirus outbreak increase, many members of staff will find themselves working from home over the coming weeks and months. This document will provide guidance on what “Working from Home” will entail, and how to protect your own wellbeing during periods of social distancing or self-isolation.

#### General guidance for Working from Home

Whilst working from home, you should be available for contact, where possible, during your normal working hours. You should undertake work following the instructions / guidance of the headteacher, senior leaders or class teachers, as appropriate. This work may take the form of:

- Planning work / activities for children who are not currently in school via online learning platforms or through the class email.
- Reviewing work that has been completed on online platforms and responding to children, where appropriate.
- Planning work / activities for children of key workers or vulnerable children who are currently in school.
- Undertaking research or reading that is relevant to your role, such as EYFS or working with children with SEND.
- Completing online CPD courses (a list of these will be provided by senior leaders).
- Completing outstanding tasks relevant to your class.
- Completing work relevant to the subject you lead, such as action planning and long-term planning.

#### Physical well-being

The following is advice for keeping yourself physically healthy whilst working from home:

- Daylight – try to spend time each day outside, in the fresh air and daylight. Do this several times throughout the day if you can.
- Daily exercise – take one or two 30 mins breaks throughout the day which are dedicated to movement / exercise. If you have limited space or resources, there are many fantastic videos online which can guide you through a workout.
- Sleep – try not to sleep during the day; however, if you feel you need to then try to do this between 2 and 4pm as this works best with your body’s natural cycle.
- Breaks – take regular breaks while working; try to work for 45-50 minutes, then have a 10-15 break where you move or do something different. This will not only make your work more productive, but will help reduce inactivity levels through the day, set a timer so that you don’t forget to take breaks

- Meals – where possible, try to schedule your meals as you would usually, with a lunch break of an hour spent away from your work.

### Mental well-being

The following is advice for keeping yourself mentally healthy whilst working from home:

- Stick to a start time and end time, making a clear transition from “not working” to “working”.
- Follow your usual morning routine – have breakfast, get dressed, brush your teeth and get ready for your working day as you usually would.
- Check in with your colleagues to share what you are doing and how you are feeling – connecting with each other is an important part of working life in schools and one which should continue whilst working from home
- If possible, create a dedicated working environment in your home. This should be separate from where you spend your leisure time and not in your bedroom. If this is not possible, set up your working environment each day and pack it up again at the end of your working hours, returning that part of your house to its original purpose
- Be realistic about what you can achieve in a day – it is tempting to believe that you can get through a long to-do list because you are working from home, but set yourself one or two tasks each day to accomplish and feel satisfied that you have done this, rather than disappointed that you could have done more

### Additional guidance for people who are self-isolating and / or social distancing

- Stay in contact with friends and family daily, not weekly; if possible, have visual contact through apps.
- Plan social events into your calendar as you would usually do, even though you can't meet physically. There are many apps and websites emerging which can help with this.
- Turn off news notifications on your electronic devices. Choose 2 or 3 times each day to check the news – constantly having updates on the current situation can be damaging to your mental health
- Try to focus on “now” 2-3 times each day for 5 minutes. Turn off technology and focus on your breathing. There are Apps which have free meditations and activities that can help with this.

As the current situation continues, guidance is constantly changing and being updated. Therefore, you should always refer to government guidance and follow the advice that is most recent.

### Appendix 2

If your child is absent for any reason, including displaying symptoms COVID-19, you must contact the school office to report the absence and state the reason. If your child has had a COVID-19 test, please inform the school of the results as soon as you receive them.

In individual cases of absence, as detailed below, all efforts will be made to deliver home learning activities promptly. Please be aware, that unless a whole bubble is isolating, the class teacher will be teaching and therefore unable to respond immediately to requests for home learning. Resources and activities will be sent to you as soon as the teacher is able to do this. In the interim period, please refer to links on our school website under the “Home Learning” tab.

#### **How will home learning be managed?**

- My child is not attending school due to sickness (including colds, stomach upsets etc).

*No home learning tasks will be set for your child. If your child improves over the minimum 48 hour period in which they need to be absent from school, there are links on our school website that you can access.*

- My child is not attending school because they have symptoms of COVID-19 and I am awaiting a test result.

*If your child is unwell, there will be no expectation for your child to access home learning. If you think your child is well enough to access home learning, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.*

- My child is not attending school because they have symptoms of COVID-19 as a parent/carer, I have taken the decision to isolate them for 7 days as my child is unable to access a test.

*If your child is unwell, there will be no expectation for your child to access home learning. If you think your child is well enough to access home learning, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.*

- A member of my family is displaying symptoms, therefore the whole family is isolating pending a test result.

*As your child is well enough to access home learning in this instance, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.*

- A child in my child's bubble has displayed symptoms but has not yet received the results of their test

*Guidance states that your child will attend school as normal.*

- Any adult who works with my child's bubble has displayed symptoms but has not yet received the results of their test.

*Guidance states that your child will attend school as normal. The adult who has displayed symptoms will not be in school until they receive a negative test result. In the event that there is no adult to deliver education in school to a bubble, the bubble will work from home and home learning will be provided.*

- My child has had a test and has tested positive for COVID-19

*Your child will need to isolate from school for 14 days, along with the rest of your household. The school bubble that your child is in will have to be isolated for 14 days. Home learning activities will be sent to the school bubble. If your child is unwell, there will be no expectation for your child to access home learning.*

- A child in my child's bubble has tested positive for COVID-19

*Your child will need to isolate from school for 14 days. The school bubble that your child is in will have to be isolated for 14 days. Home learning activities will be sent to the school bubble. If your child develops symptoms, there will be no expectation for your child to access home learning.*

- An adult who works with my child's bubble and has tested positive for COVID-19.

*Your child will need to isolate from school for 14 days. The school bubble that your child is in will have to be isolated for 14 days. Home learning activities will be sent to the school bubble. If your child develops symptoms, there will be no expectation for your child to access home learning. Please note that in this circumstance it may not be your child's class teacher who is setting home learning tasks.*



# PHE South East - Thames Valley Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19

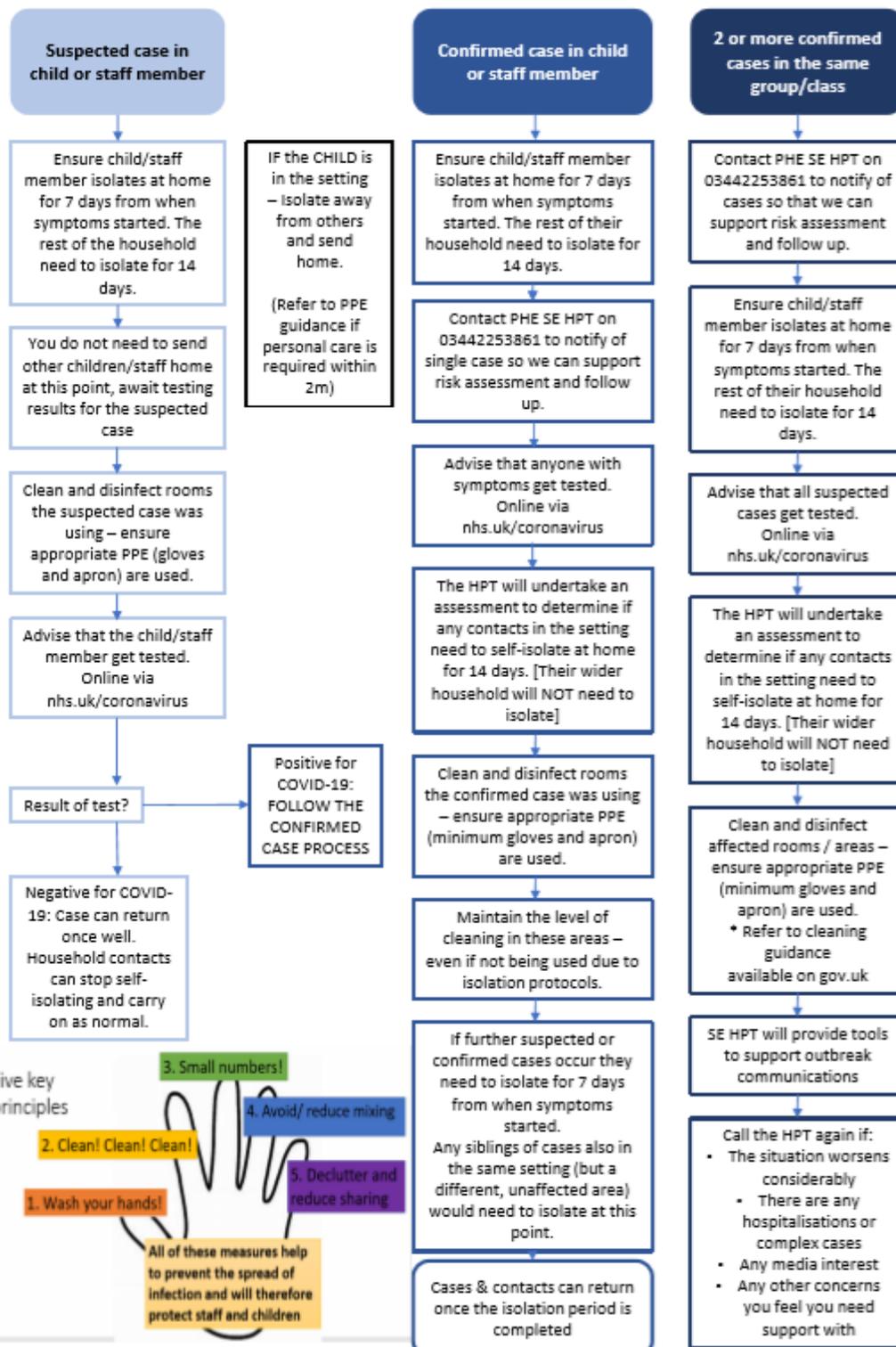
Version 1.5 Date 10/07/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Thames Valley Health Protection Team on 03442253861. If the matter is not urgent you can also email [TVPHE@phe.gov.uk](mailto:TVPHE@phe.gov.uk).

GUIDANCE: Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://nhs.uk/ask-for-a-coronavirus-test)



Five key principles



**COVID-19 Case Definition:**  
(as of 18/05/20) – any of the following:

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

**Cleaning:**  
For detailed guidance refer to the guidance on [gov.uk](http://gov.uk)

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – i.e. cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

**School Closure**

if you think you may need to close the school contact PHE SE HPT on 03442253861 first to discuss the public health perspective.

