

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 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. <https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-primary-teachers>

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. 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
- Teachers will send tasks to parents by 3 pm for the following day either through Purple Mash or class email. For work on a Monday, this will be sent to parents by 09.15
- Staff have access Purple Mash, Twinkl, the class email and the school shared drive, and that these are set up
- Pupils within classes have access to the Purple Mash
- Pupils regularly use our online learning platform, Purple Mash, so they will be familiar with the structure of this resource.
- Staff are familiar with the main functions of Purple Mash and are confident in using this facility to set remote learning tasks
- 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
- 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
- Parents will be encouraged to mark the work which their children have completed in order to give feedback and address mis-conceptions
- 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:

- Pupils will have access to work that allows them revise and reinforce learning and where possible, to continue progress while at home

In as far as is possible Spinfield School will set the following tasks each day as a “to do” on Purple Mash, via another on-line resource or as a handwritten task. Purple Mash activities will be marked, online by the class teacher 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 longer 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.

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 via the class email, emails from parents/carers will not be responded to during a school closure, unless there is an exceptional circumstance.

6. Information for parents

Parents will find the following useful information on the school website, and will already have some information:

- A copy of their child’s timetable
- Email contact details for their child’s teachers
- Curriculum plans
- Purple Mash log-ins
- Links to educational websites
- 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 should be working towards.

7. Safeguarding

During any school closure the safeguarding of all children and staff will remain a priority. A DSL 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 guidance of the school CP policy and Keeping Safe in Education and the current guidance from the DFE <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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
- Teachers 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.

8. 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.

March 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.