**Chigwell Row Infant School**

**Remote Learning Policy**

Adopted by Governors: October 2020

To be reviewed: September 2021

Signed: A.Dowling and P.Kapasiawala

Date: 10th October 2020

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### Chigwell Row Infant School want to support children’s learning irrespective of lockdown and self-isolation.

### This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to electronic devices and would require hard-copies of work or resources.

### This plan will be applied in the following instances:

* A child has had one of the key Covid 19 symptoms and is still awaiting a test appointment or results. They feel well enough to access school work
* Someone else in the household has Covid 19 symptoms, so a child needs to isolate and the child is well
* Test & Trace advises a child to isolate and the child is well
* A child has returned from a country that has been added to the list of destinations requiring a 14-day quarantine on return
* A child receives a letter requiring that they shield at home
* A child in our school tests positive for Covid 19 AND The Department for Education's Public Health Team advise that close contacts need to isolate at home for 14 days
* A child’s class teacher tests positive AND The Department for Education's Public Health Team advise that close contacts need to isolate at home for 14 days
* The school is required to partially close, remaining open only to vulnerable children and children of key workers

### The plan complies with the expectations and principles outlined in the [DFE document Guidance for Full Opening of Schools.](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res)

**The governors and Head Teacher** are fully aware that these are exceptional times completion of work is recommended but not compulsory. 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 may cause our school to close or children that are self-isolating will affect families differently. This document seeks to inform and guide families but not impose expectations.

**Teachers Role:**

Teachers will continue to plan lessons that are relevant to the curriculum focus for each year group during term time.

***Pupils self-isolating***

Teachers will endeavour to supply resources to support tasks for home learners. Access to home learning support during this time will reflect the work that is covered in school so that children will be covering the same objectives as the children in school.

***Full/Part Closure***

In the eventuality of a whole year group bubble closing or the school returning to a full lockdown, teachers will provide home learning for pupils. This will incorporate daily English, Maths and Topic work for the children. The teachers will endeavour to cover all curriculum areas maintaining high expectations and access for all. Mrs Webb and Miss Dowling will support children with individual targets (one plans/EHCP’s).

During full\part closure teachers will provide:

* Planning containing all website links, some online resources along with clear information the expectations for that week. This will include reference to daily tasks for relevant subjects and a suggested timetable (fortnightly)
* Interactive online programmes including: Bug Club, links and Oak Academy, BBC Bitesize and PhonicsPlay
* Individual feedback via Class Dojo
* Resources provided will be sent via Class Dojo, including website or worksheet links.
* Teachers will respond as promptly as possible, within school hours, to requests for support from families at home. This should be done via Class Dojo. Staff and parents should communicate via Class Dojo. Teachers will respond to non-academic messages with 72 hours.

*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 children to maintain a regular and familiar routine. Chigwell Row Infant School would recommend that each ‘school day’ maintains structure. If a year group bubble is isolated, the children will be sent home with blank exercise books which can be brought back to school when safe to do so.

* Should anything be unclear in the work that is set, parents can communicate with class teachers via Class Dojo. Please make clear the subject the question relates to.
* We would encourage parents to support their children. The children are young and will find it hard to start tasks independently
* Find an appropriate place for your child to work, turn off background noise, television, radio and where possible find an area free from distraction
* Be clear about time expectations e.g. tell the child ‘we will be working on this until 10.30 and then it will be snack or play time’
* Encourage children to do their best! Can we write one more sentence than yesterday? Last week? Look at work from last week – is the work this week better? What can we do to make it better? Look at your progress, well done!
* 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
* Try to remain calm and if things aren’t working try another way or move on to the next activity – *contact the school for ideas if you think the work is too difficult or easy for your child or they simply won’t engage!*
* Ensure your child happy, exercising well, eating a healthy diet and is safe. Consider internet safety especially – see ‘Think you Know’ website: <https://www.thinkuknow.co.uk/4_7/> and <https://www.thinkuknow.co.uk/4_7/hectorsworld/>
* **Remember the family wellbeing is our main priority!**
* If any children are entitled to benefit-related FSM contact the school so that we can arrange for you to collect a school packed lunch when partially open or to receive vouchers if fully closed.

**Safeguarding and Pupil Welfare**

* If any child is vulnerable in any way, the Designated Safeguard Lead (DSL) or Deputy Designated Safeguard Lead will ensure that appropriate agencies are notified. Families will be supported and the DSL team will check in with families on a regular basis (phone calls or Zoom Meetings). This will be recorded on ‘Safeguard Software’
* Families not engaging with home learning will receive a phone call from a member of SLT or SENDCO to discuss the obstacles and the support that may be needed
* Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue, where possible, via video or telephone contact

**Staff who are self-isolating**

If a member of staff is required to self-isolate, they are expected to:

* Follow normal reporting procedure for planned absence
* Following contact with headteacher, 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, non-teaching staff will be given an individual project to work on which is line with whole school development priorities, online training or asked to support with the online learning provision for year groups. These projects will be communicated by the Head Teacher and will be allocated on a case-by-case basis
* If unwell, where appropriate, staff will be covered by another staff member to support the education of pupils. *Home working will not be undertaken until the staff member is fit to work.*