

EASTWAY PRIMARY SCHOOL



COVID19 Absence and Remote Learning Policy 2020

Written: 30th September 2020
Approved by Governors:
To be reviewed:

By: EMorris

This policy has been written to provide clear guidance for the school and its community on the steps to take and the responsibilities of all in the event of self-isolation of staff or pupils due to suspected and confirmed cases of COVID19, further local or National Government restrictions. We have followed the guidance provided by the DfE on Remote Learning, reviewed case study schools and followed the Good Practice Guide.

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>.

<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Specific Aims

- To outline our approach for pupils who will not be attending school, as a result of government guidance, self-isolation or the partial or full 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, assessing and planning for pupils.

Who is the plan applicable to?

Every child is expected to attend school from September 1st 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 plan outlines expectations for class bubble or partial school closure, rather than individual cases. 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 in addition to online learning resources. There is clear protocol in school for handling of reported positive cases in school. Letters embedded are the current agreed format that will be sent in response to a confirmed COVID19 case in school.



remote learning

letter individual.doc



remote learning

letter bubble.docx

Refer to the most up to date and specific guidance on self-isolation and requirements in our Whole School Plan and Risk Assessment informed by current Government DfE, Public Health England and Wirral LA guidance

SECTION 1- PUPILS

Remote Learning for Pupils

We will provide links to appropriate remote learning for pupils who 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. Eastway Primary School has used research from the Educational Endowment Foundation as a basis for our approach to remote learning. <https://educationendowmentfoundation.org.uk/covid-19-resources/best-evidence-on-supportingstudents-to-learn-remotely/>

When implementing strategies to support pupils' remote learning, or supporting parents to do this, key things to consider include:

- Teaching quality is more important than how lessons are delivered
- Ensuring access to technology is key, especially for disadvantaged pupils
- Peer interactions can provide motivation and improve learning outcomes
- Supporting pupils to work independently can improve learning outcomes
- Different approaches to remote learning suit different types of content and pupils

Curriculum

Eastway Primary School knows that there has been much disruption to children's education, therefore, is committed to ensuring that all children continue to receive a quality education should the need for remote learning arise.

Our approach includes a blend of paper resources, online learning including some pre-recorded taught sessions and resources available through online learning platforms such as:

- Oak National Academy
- BBC Bitesize
- White Rose Maths
- Spelling Shed
- Read Theory
- Bug Club
- Times Tables Rockstars

Alongside our own school website and mirroring the provision and curriculum delivered in school.

The remote learning set for children will be in line with the learning that would take place in the classroom so the teachers will provide resources that deliver the main aspects of the curriculum plan.

Eastway Primary School values community spirit and ethos, therefore whole school curriculum projects such as the Family Learning Quizzes Holiday Community projects will continue to be included in the remote learning delivery. The remote learning set by the teachers will follow the long-term curriculum plan for their class so that children can continue to access the relevant curriculum for their year and keep up. Teachers will provide adapted learning resources for children with additional learning needs, i.e. SEND or where English is an additional language.

The governors and senior leadership team at Eastway Primary School are fully aware that these are exceptional times and each family is unique, because of this will

approach remote 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.

Family (pupil/parent/carers):

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Eastway Primary School recommend that each 'school day' maintains structure. A suggested timetable will be made available on the relevant class web page as a guide. This includes regular bedtimes and daily reading for pleasure, with links to our YouTube channel with Bedtime Stories.
- If a class bubble is isolated, the children will be sent home with their home reading book in addition to their English and maths books; this is so that work that children complete at home can be kept safe, ideally in their exercise books, and can be brought back to school when safe to do so. Information on expectations is included in the Remote Learning Packs
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email address or by contacting the school office. They should make clear which year group and subject the question relates to.
- We 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, loan of iPads etc.). These will be discussed on case-to-case basis. To establish which families may need further support or access to IT equipment, school leaders will survey parents so that any potential barriers to children accessing online learning can be addressed as soon as possible. To help parents to feel confident when helping their child to access remote learning, teachers and leaders will continue to upload 'how to' guides and videos on the school website.
- We will provide regular updates on our social media, email and text message service to families sharing top tips, links to guidance and support and making our expectations clear. <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>



REMOTE LEARNING
PLAN FOR PARENTS

SECTION 2- STAFF

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they or a member of their household 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.
- It is expected that staff get tested if they have symptoms. 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 improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by their phase leader, or the Deputy Headteacher or Headteacher 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.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30 to 4.30pm for full time contracts, pro rota working hours and part time staff to be agreed with your line manager.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teacher expectations for providing remote learning

Teachers will plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners. Should remote learning need to be set for a class or bubble, the work for the week in English, Maths and other subjects will be posted on the class's 'Remote Learning' website page, within the 'Learning' section by 9.00am on a Monday morning. The information will contain:

- o all website links needed to access home learning resources along with clear information about the learning for that week. This will include reference to daily tasks for relevant subjects
- o a curriculum map which details home learning for subjects other than English and maths
- o Links to daily English lessons - a mixture of Oak Academy and the school's own curriculum plans.
- o Links to daily Maths lessons - these will predominately be linked to the White Rose Maths curriculum however teachers may provide further resources and guidance.

- Staff will add these resources to their class webpage electronically and it will be the responsibility of families to use these resources at home
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via the class email address that corresponds to each child's year group i.e. the address for children in Year 3 is year3@eastway.wirral.sch.uk. Staff and parents should communicate via the class email address. Our SCD1 and 2 Bases will use DoJo to communicate with families.
- Teachers will receive training and guidance so that they are confident in using the remote learning resources.

This approach was developed and used in Eastway Primary School, during the school closure between March and July; therefore, there is a high level of confidence when using the various remote learning approaches.

Members of the leadership team and professional partners at Eastway are available to support any teachers when setting and accessing remote learning resources.

- Teachers will make sure all children and parents/carers have access to logins by providing the details in their Remote Learning Packs

When providing remote learning, teachers are responsible for:

- Setting work daily and uploading to the website as per the Remote Learning Plan guidance given to all teachers



Remote Learning
Plan- Staff Guide.pdf

- Providing feedback on work when pupils share their learning e.g in setting individual tasks and targets via online platforms such as Read Theory, Bug Club and TT Rockstars and when parents share completed work via class email
- Keeping in touch with pupils who aren't in school and their parents
 - o Teachers should be accessible during their working hours via email, there is not expectation for teachers to be communicating with parents/ carers outside of their teaching hours
 - o Teachers should handle any complaints or concerns shared by parents and pupils in line with our school's complaint procedure - for any safeguarding concerns, the HT must be contacted immediately
- Attending virtual meetings with staff:
 - o Ensure to adhere to the school dress code, level of professionalism and confidentiality agreement in staff code of conduct

- Ensure you are accessing in an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background, earphones if other members of the household are present and may overhear the content of the meeting)

For teachers working in school, there may be a need to further cover the responsibilities of absent staff during this time or support for those having to self-isolate and deliver learning to pupils.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely, if assigned to provide additional support as directed by the class teacher
 - Supporting class teachers in carrying out welfare checks and courtesy calls home
- Attending virtual meetings with staff:
 - Ensure to adhere to the school dress code, level of professionalism and confidentiality agreement in staff code of conduct
 - Ensure you are accessing in a appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background, earphones if other members of the household are present and may overhear the content of the meeting)

If not required to self-isolate, teaching assistants may also be working in school, where relevant explain who will cover the responsibilities above during this time.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject - explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Keeping their subject area on the school website up to date with relevant working links to support for families and pupils.

- Promote their subject via our school Twitter feed
- Continue to work on the actions set in their subject leader action plans.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - Nic Coverdale, Deputy Headteacher is responsible for overseeing all remote learning across school.
- Monitoring the effectiveness of remote learning -through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents via Google Forms.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Supporting the emotional wellbeing of staff, pupils and families
- Ensuring safeguarding continues to be a primary focus

Non-Teaching Staff

All non-teaching staff must follow all above procedures regarding availability for work and absence reporting. Work will be set and monitored by line managers and headteacher. Where working from home is not possible for the role, leaders will work on a case by case basis.

Designated safeguarding lead

The DSL continues to have overall responsibility for all safeguarding and child protection. Please refer to the most up to date Safeguarding Policy and COVID19 Safeguarding addendum, available on our Google Drive.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it - our school website has lots of additional information and li external support for our families
- Be respectful when making any complaints or concerns known to staff

Governors

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Supporting the leadership team in monitoring staff workload and wellbeing
- Ensuring that school continues in its statutory duties when children are unable to attend school due to COVID19

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Will have remote access the data on our school Google Shared Drive
- Staff should only use school provided devices to access the data - staff should not use their own personal devices when working remotely.

Processing personal data

Staff members may need to collect and/or share personal data such as parents' email addresses and contact details as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

We will continue to working in line with our current policies and practises in regards to school device security, PMDs and GDPR.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date - always install the latest updates

Safeguarding

Our current Safeguarding Policy remains in place and for children absent from school, please refer to our COVID19 Safeguarding addendum 2020. Available on our school Google Drive under COVID19. Our duty of care and welfare responsibilities remain in place when a child is absent from school due to self-isolation (X Code) and so our welfare check and monitoring must continue during this period. The spreadsheet of welfare checks and those pupils classed as vulnerable will be maintained by Mrs Dennett, Family Support and Wellbeing Lead.

Supporting Children with Additional Needs

Mrs Brodie SENCo, will continue to be responsible for meeting the needs of those pupils with SEN. She has created support materials for parents and carers for remote learning and what Eastway's offer is during periods when pupils cannot access in school provision. This offer will be published on our school website.



COVID 19 SEN
Information Report

Free School Meals

Those children entitled to income based free school meals (not Universal Infant Free School Meal UIFSM) will have the following options to ensure they have access to their lunches whilst absent from school due to COVID related reasons;

- Grab Bag Packed Lunch delivered home daily/ Weekly
- Voucher to cover the cost of providing lunches for the duration of days absent from school

Links with other policies

This policy is linked to our:

- Full School Reopening Plan, Risk Assessment and associated embedded documents
- Behaviour policy
- Safeguarding Policy 2020 and coronavirus addendum 2020
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Staff Handbook and COVID19 Staff Guidance

All policies are available on our Google Drive under current policies.

All key documents are embedded into this policy and will be reviewed systematically when guidance is updated.