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ODBST Statutory Policy Guidance (ALL Schools require a policy on this topic/area. All local governing bodies will follow and have due regard to this guidance when drafting their local policy.)



## Remote Learning Contingency Policy Guidance Padbury Church of England School

### Our Vision

Aspire, Achieve and Grow Together.

‘Our purpose is to foster a Love of Learning within a nurturing Christian community in a way that enables every child to be the best they can be and to flourish in an ever-changing world.’

***I am the Vine; you are the branches. If you remain in me and I in you, you will bear much fruit (John 15:5).***

### Introduction

At Padbury Church of England School our primary aim is the safety and well-being of our staff and pupils. We recognise that a school closure will impact differently on all of us and we acknowledge that children and families will face a variety of situations and challenges. With this in mind we will take all steps possible to keep our school open but have robust contingency plans should our school need to partially or fully close.

We would ask all parents and carers to take the time to familiarise themselves with the information in this remote learning policy and contingency plan so that the whole community can support our pupils and ensure minimal disruption to their learning if we should need to close for any reason.

### 1. Aims

This remote learning contingency policy for staff aims to:

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



## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available between 8:30 and 3:00pm but expected to work their normal contracted hours.

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 of contacting Lucy McFarlane at the earliest opportunity.

When providing remote learning, teachers are responsible for:

- In addition to their day to day roles, teachers from Padbury Church of England School will continue to support children that are unable to attend school as a result of Covid-19 guidance.
- Teacher will aim to meet the DfE guidance with the resources and technology available to them and within their IT capability skill set and competence.
- Teachers will be contactable during the school day if working remotely – although be aware they may not always be in front of a device the entire time.
- Teachers will plan lessons that are relevant to the curriculum focus for that year group and where relevant and practical to do so, provide video clips and tasks for home learners.
- Teachers will not be expected to teach live lessons but will consider pre-recording short teaching prompts and sessions.
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically using the website. It will be the responsibility of families to print/use these resources at home if needed.
- To respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the office or class email addresses.
- 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 as soon as possible.
- If any child is unable to access a computer, tablet or other devices for remote learning, then activities and resources can be arranged to be collected from school or posted home.
- Feedback for pupils will be through work sent back via email. Photographs of work carried out or scanned work sent across. Teacher's will mark remote learning in the same way as class work and feedback will be given verbally and written where effective.
- For families who are home learning contact will be made from school at least 2x weekly to check on progress and success of home learning. This will be through Zoom or phone calls on loudspeaker.
- Teachers should only respond to emails inside working hours.
- When attending virtual meetings with staff, parents and pupils, all staff will dress appropriately and will ensure any background in the meetings is anonymous and clear of family interruption.
- If teachers are also teaching at school, Lucy McFarlane or Teaching Assistants will cover the responsibilities above during this time.

### **2.2 Teaching assistants**



When assisting with remote learning, teaching assistants must be available between their normal contracted 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:

- Attending virtual meetings with teachers to oversee meetings and to check welfare of pupils.
- All staff will dress appropriately and will ensure any background in the meetings is anonymous and clear of family interruption.
- Supporting the class teachers in preparing material for home learning. Where appropriate, marking work sent back to school and feeding back outcomes to class teachers if they are still teaching in school.

If teaching assistants will also be working in school, they will remove themselves from the class in order to facilitate home learning for those who are learning remotely to allow the class teacher to focus on teaching those children in school.

### **2.3 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

### **2.4 Headteacher/Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – in Padbury this is Lucy McFarlane.
- Monitoring the effectiveness of remote learning. This will be done by regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 Designated safeguarding lead**

The school has a designated safeguarding lead who provides support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

### **2.6 IT staff**



Turn It On oversee the technical support for Padbury CE School and are responsible for ensuring the working efficient systems in school. They will:

- Fix issues with systems used to set and collect work
- Help staff and parents with any technical issues they are experiencing
- Review the security of remote learning systems and flagging any data protection breaches to the data protection officer

## 2.7 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## 2.8 Local Governing Body

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

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Headteacher or colleagues where appropriate.
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to computing Lead-Emma Gooding 01280 817030 or Turn It On. Raising a ticket through the school server system.
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to the data protection officer-who is the Headteacher
- Concerns about safeguarding – talk to the DSL-who is the Headteacher.

Headteacher contact: Lucy McFarlane on 01280 803070 or email [head@padbury.bucks.sch.uk](mailto:head@padbury.bucks.sch.uk).

## 4. Data protection

### Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data. Staff will use school devices where possible.



### **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, phone numbers 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**

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

### **5. Safeguarding**

Safeguarding remain of paramount importance throughout. Any concern, whether remote learning or otherwise, should be reported to the DSL, Lucy McFarlane.

### **6. Monitoring arrangements**

This policy will be reviewed termly in the first instance and then annually by Lucy McFarlane. At every review, it will be approved by Padbury's Local Governing Body.

### **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy 2020 and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy



**Below is the tiered contingency plan Padbury Church of England School will adopt with each potential scenario from partial to full school closure:**

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| <p><b>Tier 1: School is open for all pupils</b></p> <ul style="list-style-type: none"> <li>• No risk of infection and all restrictive measures removed</li> <li>• Since COVID-19 will still be circulating, outbreaks in schools will be likely to occur.</li> <li>• Lack of bubbles or social distancing among children could result in large numbers of in-school contacts for any confirmed case.</li> <li>• Single COVID-19 cases may therefore result in isolation advice for many children.</li> </ul> |  |
| Timetable:   | <ul style="list-style-type: none"> <li>• School fully open as normal, 5 days a week, wrap around care and after school clubs. Normal lessons, Day visits and swimming, No key worker groups required.</li> <li>• Whole school and class worships take place remotely or within Bubbles.</li> </ul>   |
| Learning:  | <ul style="list-style-type: none"> <li>• Learning is planned and delivered as normal. Focus on gaps and core subjects through the CASE curriculum with focus on pastoral care and mental health. Smaller group, 1:1 intervention for gaps, pre-learning, new skills and knowledge teaching. Normal home learning in the form of homework.</li> <li>• Reading, Writing and Maths assessed as usual and recorded using Target Tracker. SEN pupils are supported as per usual classroom high quality teaching.</li> </ul>   |
| Staffing:  | <ul style="list-style-type: none"> <li>• All staff in school and working usual contracted hours. Usual procedures apply for reporting absences in children and staff</li> </ul>  |
| UFSM & FSM:  | <ul style="list-style-type: none"> <li>• UFSM and PP meals ordered as usual from Chartwells.</li> </ul>  |
| <p><b>Tier 2: Individual or a small number of individuals self-isolating/awaiting a test</b></p> <ul style="list-style-type: none"> <li>• Risk level low and control measures eased. (Government current plan for Sept 2020)</li> <li>• Single COVID-19 cases, are likely with individual or a small number of pupils self-isolating.</li> <li>• Mental ill-health, abuse/ neglect are likely to be more significant.</li> </ul>   |  |
| Timetable:   | <ul style="list-style-type: none"> <li>• School fully open operating in 2 bubbles, 5 days a week, wrap around care and after school clubs. Normal lessons following guidance around seating and cleaning of resources. No key worker groups required.</li> <li>• Whole school and class worships take place face to face and/or via Zoom depending on size of CW</li> </ul>  |
| Learning:  | <ul style="list-style-type: none"> <li>• Learning is planned and delivered as normal. Focus on the Recovery curriculum in Autumn term 1, Focus on gaps and core subjects through the CASE curriculum with focus on pastoral care and mental health. Smaller group, 1:1 intervention for gaps, pre learning, and revisiting skills. Normal home learning.</li> <li>• Reading, Writing and Maths assessed as usual and recorded using Target Tracker. SEN pupils are supported as per usual classroom high quality teaching.</li> <li>• Reading books operate as normal, coming in and out of school.</li> </ul> |
| Remote Learning:   | <ul style="list-style-type: none"> <li>• Where required for individual pupils self-isolating, work will be sent home via the office email system or class pages on the school website.</li> <li>• Use of Zoom meetings weekly to support learners</li> </ul>   |



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|   | <ul style="list-style-type: none"> <li>• Pre-recorded sessions will be available on the Video Centre of the class pages if appropriate to do so.</li> <li>• Email system is in place to send and return work for marking.</li> <li>• Virtual meeting contact or phone calls will be through the Headteacher or Teaching assistant linked to that class as teachers will still have whole class teaching commitment in school.</li> <li>• Work sent in via email will be marked by the class teacher/Headteacher. Arranged as situation develops and fed back individually.</li> </ul>  |
| Staffing:   | <ul style="list-style-type: none"> <li>• All staff in school as shielding is paused.</li> <li>• School staff will contact the families 2/3 times weekly to check in on wellbeing and how the pupils are coping with the work set. This will be the best placed person in that circumstance. Headteacher, Class TA, Teacher.</li> <li>• Staff to remain within bubbles where possible.</li> <li>• Staff to ensure they can access Zoom and the website from home devices if needed.</li> <li>• If teachers self-isolating but class is in school, they will work from home and teach remotely via zoom into classrooms. TA/staff in classroom to facilitate.</li> </ul>                                   |
| UFSM & FSM:   | <ul style="list-style-type: none"> <li>• UFSM and PP meals ordered as usual from Chartwells</li> <li>• Parents of pupils isolating will be invited to collect their lunch from school daily if required. (Following the necessary social distancing guidance).</li> </ul>  |
| <p><b>Tier 3: A whole bubble will need to be closed and remote teaching utilised</b></p> <ul style="list-style-type: none"> <li>• Risk level moderate and adjusted control measures in place</li> <li>• A number of pupils who have tested positive and who are self-isolating resulting in the closure of the whole bubble – staff and pupils.</li> <li>• Mental ill-health, abuse/ neglect are likely to be more significant</li> </ul> |  |
| Timetable:  | <ul style="list-style-type: none"> <li>• School is closed to specified bubble but remains open to the other bubbles.</li> <li>• School is open 5 days a week, wrap around care and after school clubs for those remaining in school. Normal lessons following guidance around seating and cleaning of resources. There may be adjustments to timetables as a result of less staff available to cover breaks and lunchtimes.</li> <li>• Whole school and class worships take place face to face in class bubbles or via Zoom. The Headteacher will live stream or record collective worship to isolating bubble which will be available on the class website.</li> </ul>                                  |
| Learning at school:   | <ul style="list-style-type: none"> <li>• Learning is planned and delivered as normal for those bubbles in school.</li> <li>• Focus on the Recovery curriculum in Autumn term 1, Focus on gaps and core subjects through the CASE curriculum with focus on pastoral care and mental health.</li> <li>• Smaller group, 1:1 intervention for gaps, pre learning, over learning and revisit skills. Normal home learning for homework for those in school.</li> <li>• Reading, Writing and Math's assessed as usual and recorded using Target Tracker. SEN pupils are supported as per usual classroom high quality teaching.</li> <li>• Reading operates as normal, coming in and out of school.</li> </ul> |



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| Remote Learning:   | <p><b>For the temporary closure of bubbles:</b></p> <p>Pupils and Teachers will use Zoom and the emails to communicate.</p> <ul style="list-style-type: none"> <li>• Emails: for individuals to message the teacher for support with regards to work and learning.</li> <li>• Zoom: for the teacher to check in with pupils in a morning to set the daily work and in an afternoon for feedback from pupils.</li> <li>• Teachers may prepare pre-recorded video's or Powerpoints to support teaching and learning</li> <li>• Pupils who are off school due to Covid-19 will be expected to read every day.</li> <li>• Work will be uploaded to the class website for: English, Maths and the broader curriculum subjects. It will be a combination of the teachers own teaching resources, White Rose Maths, PowerPoints, BBC Bitesize Twinkl, Classroom Secrets and Oak National Academy.</li> <li>• Feedback will be to the whole class in Zoom sessions 2/3 times weekly, to individuals for specific tasks emailed in allowing a 48-hour turn around for staff to respond.</li> <li>• Pupils should keep the work at home and should bring the work back to school following the self-isolating period.</li> <li>• All work will be available for those working from home by 3pm the day before the lessons are due to take place.</li> <li>•</li> </ul> |
| Staffing:  | <ul style="list-style-type: none"> <li>• Staff who are well but self-isolating with a bubble will be expected to work in isolation in their classroom or remotely from home for their normal contracted hours, using specified platforms –Zoom, Class pages and emails.</li> <li>• Unless self-isolating staff will be expected to work their normal contracted hours in school preparing and delivering remote learning using the specified platforms.</li> <li>• Teachers will mark and give feedback on work submitted via email within 48 hours (within school working hours)</li> <li>• TA's will be allocated specific tasks that can be completed at home to support the planning of remote learning.</li> <li>• TA's will also be required to be a staff presence on any live Zoom &amp; Teams catch up sessions with teachers to ensure safeguarding of pupils and staff.</li> <li>• Regular phone calls to families who do not engage with remote home learning</li> </ul>   |
| UFSM & FSM:  | <ul style="list-style-type: none"> <li>• FSM packed lunches will continue to be provided and parents of pupils will be invited to collect every other day from school if required. (Following social distancing guidelines)</li> <li>• UFSM will not be provided for pupils not in school</li> </ul>   |
| <p><b>Tier 4: Whole school will be working remotely in the event of local lockdown restrictions</b></p> <ul style="list-style-type: none"> <li>• Risk is high with local lockdown measures in place</li> <li>• Mental ill-health, abuse/ neglect are likely to be significant</li> </ul> |  |
| Timetable:   | <ul style="list-style-type: none"> <li>• School will be open to key worker groups and vulnerable pupils only</li> <li>• School will be closed to all other pupils</li> </ul>   |



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|                  | <ul style="list-style-type: none"> <li>• Collective worship will be live streamed or pre-recorded</li> <li>• Timetable adapted to meet the needs of the pupils on site</li> </ul>  |
| Learning:        | <ul style="list-style-type: none"> <li>• Vulnerable pupils will be strongly encouraged to attend school</li> <li>• Additional small group support will be made available for SEN pupils via Zoom.</li> <li>• Learning on site for key worker children and vulnerable children only.</li> </ul>   |
| Remote Learning: | <p>Pupils and Teachers will use Zoom, class pages or email to communicate.</p> <ul style="list-style-type: none"> <li>• Email: for individuals to message the teacher for support with regards to work and learning.</li> <li>• Zoom: for the teacher to check in with pupils in a morning to set the daily work and in an afternoon for feedback from pupils.</li> <li>• Teachers/TA's to organise a twice-weekly group session - 20-30 minutes for up to 6 children per group to focus on learning and activities set that week.</li> <li>• Teacher may prepare pre-recorded video's or Powerpoints to support teaching and learning</li> <li>• Pupils who are off school due to Covid-19 will be expected to read every day.</li> <li>• Work will be uploaded to the class pages for: English, Maths and the broader curriculum subjects. (It will be a combination of the teachers own teaching resources, White Rose Maths, PowerPoints, BBC Bitesize Twinkl, Classroom Secrets and Oak National Academy.</li> <li>• Class teacher to read aloud to the children daily – teachers to set a daily time for this.</li> <li>• Additional small group support will be made available for SEN pupils via Teams/Zoom.</li> <li>• Pupils should keep the work at home and should bring the work back to school following the self-isolating period.</li> <li>• Feedback will be to the whole class in Zoom sessions 2/3 times weekly, to individuals for specific tasks emailed in allowing a 48 hour turn around for staff to respond.</li> <li>• All work will be available for all children by 3pm the day before the lessons are due to take place.</li> </ul> |
| Staffing:        | <ul style="list-style-type: none"> <li>• Unless self-isolating staff will be expected to work their normal contracted hours in school preparing and delivering remote learning using the specified platforms.</li> <li>• Staff will be required to teach their year group, key worker groups and vulnerable pupils.</li> <li>• Staff to make regular phone calls to parents not engaging in remote learning</li> </ul>   |
| UFSM & FSM:      | <ul style="list-style-type: none"> <li>• We will work with Chartwells, the Free School meal Voucher system to prepare packed lunches for all pupils eligible for benefits related free schools meals, whether they are at home or on-site.</li> <li>• UFSM will not be provided for pupils not in school</li> </ul>  |

