



St Stephen & All Martyrs' CofE Primary School – Remote Learning Policy



Learning
by Questions



OAK
NATIONAL
ACADEMY



In order to ensure that learning is continued, irrespective of lockdown and self-isolation, SSAM Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. A child is self-isolating
2. A group of children are self-isolating
3. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus.
4. A class teacher is self-isolating

The plan complies with the expectations and principles outlined in the DFE document. [contingency framework](#)

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that SSAM makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning, we would expect parents to notify us if this was the case.

In preparation for home-learning, all children will have a 'Home Learning Book' – this will include all relevant learning platforms and log in and password details for the individual child.

- MS Teams
- Reading Eggs
- Purple Mash
- Spelling Shed
- Maths Shed
- TT Rockstars
- Learning by Questions (KS2)

Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will leave school with a pack of work and their own stationery pack. Children will have immediate opportunity to continue their learning.

The work packs should be basic skills work that would be relevant at any stage of the year i.e. arithmetic, spelling, reading, writing (with a visual prompt) and handwriting.

Remote Learning

The initial response to any isolation will be to provide children with home learning materials alongside their class stationery pack (this might need to be delivered). In the case of whole cohort isolation, resources will be uploaded to MS Teams and children without relevant home technology will have packs delivered. This measure will afford teachers a short time to prepare their remote learning resources.

In the event of a forced 'school closure' – where school remains open for Vulnerable children and those whose parents are 'Critical Key Workers' – a blended approach will be taken with the teacher delivering to children in school and at home working remotely- simultaneously. In this instance school will ensure that every family, who do not have access to a device, has access to either a school laptop or iPad, in line with the results of our Parent Questionnaire at the start of the academic year.

A pupil needs to isolate	
Ongoing Support	Safeguarding/SEND
Immediate learning tasks are available on our school website. These can be found: under the 'Home Learning Provision' Tab – these are reviewed half-termly and are appropriate tasks for children to complete whilst awaiting their home learning pack. These can be collected from the school office or can be posted via Royal Mail. Any supplementary tasks/worksheets will be uploaded to MS Teams, the teacher will decide what materials are most appropriate for the individual child – a text will be sent if tasks are loaded here. If teaching input is required for core lessons, the teacher can either direct the parent to a relevant Oak National taught session or White Rose Teaching sequence session. Non-core lessons and resources will be uploaded to MS Teams. In KS2 –the LBQ Codes will be text and added to MS Teams. Allowing children to engage from home.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to office@ssam.bolton.sch.uk If child is entitled to benefit-related FSM ensure food made available, collection of a grab bag from school kitchen. If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). If a child does not engage, the Class teacher is to call the parents to discuss obstacles and support.

A group of children (10+) from the same class, are self-isolating	
Ongoing Support	Safeguarding/SEND
Using MS Teams, the Class teacher will upload tasks/worksheets before 9.00am, to allow parents to see the learning materials prior to supporting their child/ren. If teaching input is required for core lessons, the teacher can either direct the parent/child to a relevant Oak National or White Rose taught session. Non-core lessons and resources will be uploaded to MS Teams. Child can then use Teams to communicate with the class teacher/TA, via the chat function if further support is required.	School office to contact parents know to communicate test results to office@ssam.bolton.sch.uk or by telephone. If children are entitled to benefit-related FSM ensure food made available – collection of a grab bag from school kitchen. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus	
Ongoing Support	Safeguarding/SEND
An information sheet will be provided in the 'Home Learning Book' explaining the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of an English session (reading or writing or SPAG), Maths session and another subject session per day. Using MS Teams, the Class teacher will upload tasks/worksheets before 9am on the day to allow parents to see the learning materials prior to supporting their child/ren. Teaching assistants will be able to support the Class teacher in identifying resources. A 'live input session' will be delivered at the beginning of each day. Care will be taken to ensure that in there are multiple class groups home learning – these sessions will not overlap, to allow for families to share devices. Where LBQ is being used in KS2 a code will be posted on MS Teams.	Parents notified so they know to communicate test results to office@ssam.bolton.sch.uk or by telephone. If any children are entitled to benefit-related FSM ensure food made available through, collection of a grab bag from school kitchen. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and the support needed by the family.

The Class teacher will share links to appropriate lessons from White Rose Maths or Oak National lessons through MS Teams. Teachers will then be accessible to children through Teams chat so that any issues or re-teaching can be delivered live, if necessary. Teaching assistants will also access the Teams chat, so that they can support children should this be required.

For other subjects, resources will be uploaded to MS Teams and where possible web-links to appropriate support materials will be shared. This will often be through Oak National using lessons that link to the SSAM curriculum.

A recorded 'story time' will be delivered – to allow the children to continue with their class novel (KS2) or specified author/appropriate texts (KS1 & EYFS)

An assembly will be posted each day and a live celebration assembly will be delivered on a Friday- with awards posted out to children. This will encourage children to keep working, celebrate successes and promote a togetherness.

Completed work should be attached to the child's MS Team account and emailed directly to the teacher. Teachers can then review the work completed and ensure that the following day's lesson addresses misconceptions etc. Feedback and queries can take place throughout the day using Teams chat. Those children that need additional support following feedback will receive details, when necessary, of a group meeting with either the teacher/TA – to address misconceptions. Attendance is expected.

In the event of teachers becoming ill, support staff will be required to 'takeover' the Teams account with resources being identified by the other phase teachers. (R, Yr1 & Yr2 will support each other in this event)
(Yr3 & Yr4 will support each other) (Yr5 & Yr6 will support each other)

If staffing becomes an issue it may be that the number of lessons will be reduced, until such a time where it is possible to return to full schedule.

Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage.

The SENDCO will share appropriate Oak National SEND lessons with teachers who will disseminate accordingly.

Teacher needs to isolate	
Ongoing Support	Safeguarding/SEND
Using MS Teams, the Class teacher will deliver live lessons from home, providing they are well enough to do so. The teacher will upload tasks/worksheets – which will be shared with the children in class. The class TA will facilitate this learning for the class – supporting the teacher’s delivery and supporting children directly with their learning.	Children with SEND may need to be supported by other adults from other classes, as a result of the class teacher being unavailable in the classroom. Adults who support in the class (ie deliver PPA cover) should be considered first to reduce the number of adults in bubbles.

Critical Key Workers and Vulnerable Children only are in school – as directed by Government. The remaining children are completing home learning.	
Ongoing Support	Safeguarding/SEND
An information sheet will be provided in the ‘Home Learning Book’ explaining the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of an English session (reading or writing or SPAG), Maths session and another subject session per day. Using MS Teams, the Class teacher will upload tasks/worksheets before 9am on the day to allow parents to see the learning materials prior to supporting their child/ren. Teaching assistants will be able to support the Class teacher in identifying resources. A ‘live input session’ will be delivered at the beginning of each day. Care will be taken to ensure that if there are multiple class groups home learning – these sessions will not overlap, where possible to allow for families to share devices. This live session will also be recorded and will sit on the ‘feed page’ – to allow children and parents to review the input at any time during the day or to access it at a later time, should they need to. Where LBQ is being used in KS2 a code will be posted on MS Teams –to enable the children to access the code.	If any children are entitled to benefit-related FSM ensure food made available through, collection of a grab bag from school kitchen/food hamper or meal vouchers if appropriate If any child is vulnerable in any way, the DSL will ensure that they are invited into school. If the parent/carer refuses the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL or ‘eyes on’ visit from the attendance officer or SLT member if necessary (record on CPOMS). Those not engaging with home learning School’s non-engagement Protocols will be used to ensure all children are accessing the correct support. Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue face to face if possible or via Teams, as long as the agencies are able to engage. The SENDCo will share appropriate Oak National SEND lessons with teachers who will disseminate accordingly.

Children in school will also access the 'live input session' – they will complete tasks in line with the home learning tasks in school. The children will access the same learning whether they are at home or in school.

The Class teacher will share links to appropriate lessons from White Rose Maths or Oak National lessons through MS Teams. Teachers will then be accessible to children through Teams chat so that any issues or re-teaching can be delivered live, if necessary. Teaching assistants will also access the Teams chat, so that they can support children should this be required. Phone calls will be made to support families at home with any challenges or difficulties.

The class teacher will share DfE, 'letters and sounds' home videos as part of the phonic lessons.

For other subjects, resources will be uploaded to MS Teams and where possible web-links to appropriate support materials will be shared. This will often be through Oak National using lessons that link to the SSAM curriculum.

A recorded 'story time' will be delivered – to allow the children to continue with their class novel (KS2) or specified author/appropriate texts (KS1 & EYFS)

An assembly will be delivered on a Monday pm- with awards posted out to children. This will encourage children to keep working, celebrate successes and promote a togetherness.

Completed work should be attached to the child's MS Team account and 'handed in' this will go directly to the teacher. Work should be 'handed in' by 4pm – for feedback the same day. Teachers can then review the work completed and ensure that the following day's lesson addresses misconceptions etc. Feedback and marking will be completed for each piece of work submitted.

Feedback and queries can take place throughout the day using Teams chat. Those children that need additional support following feedback will receive details, when necessary, of a group meeting with either the teacher/TA – to address misconceptions.

Work handed in after the '4pm deadline' – will be marked and feedback given, but this may not be in time for the following days lesson.

Attendance is expected. School's non-engagement Protocols will be used to ensure all children are accessing the correct support in order to ensure they are able to access learning.

In the event of teachers becoming ill, support staff will be required to 'takeover' the Teams account with resources being identified by the other phase teachers. (R, Yr1 & Yr2 will support each other in this event)
(Yr3 & Yr4 will support each other) (Yr5 & Yr6 will support each other)

If staffing becomes an issue it may be that the number of lessons will be reduced, until such a time where it is possible to return to full schedule.

Policy approved Oct 2020

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