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|  | Chenies School<br>Remote Learning Policy | September 2020<br>Chenies/Policy/0078 |  |
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## Chenies School Remote Learning Contingency Policy

2020

### 1. The Aim of this Policy

AIM: To continue to provide an ambitious and broad curriculum in all subjects and across all phases of Chenies School. This policy is primarily concerned where face-to-face sessions cannot be facilitated at school either as a result of the following:

- A pupil self-isolating
- A member of staff self-isolating
- A partial school closure due to COVID 19
- A full school closure due to COVID 19
- A local lockdown
- A national lockdown

### 2. Remote Teaching Plan

The approach that will be taken by the school from the end of September 2020 is outlined below.

| Action  | By Who   | Supported By                                       | By When   |
|---|--|--|---|
| <b>Preparing for Remote Learning:</b>   |  |  |   |
| All teaching staff issued with remote access logins   | Buckinghamshire Schools Technical Support Team |  | End of September 2020   |
| All children issued with a chenies.bucks.sch.uk email address.  | Buckinghamshire Schools Technical Support Team | Paul Furcovici<br>Kate Dinwiddy<br>Louise Burchell | End of September 2020   |
| Parents will be made aware in the school newsletter that the school can help with the provision of laptops if needed.           | Suzanne Powell                                 |  | End of September 2020   |
| Continue with allocating work on Active Learn   | Class teachers                                 |  | July 2020   |
| All teaching staff to be trained in Google Classroom functions, how to set up and deliver online learning and track submissions | Class teachers                                 | Paul Furcovici                                     | Session 1 – Wednesday 2 <sup>nd</sup> September 2020<br>Session 2 – Wednesday 16 <sup>th</sup> September 2020 |
| Year group groups set up on Google Classroom  | Class Teachers                                 | Paul Furcovici                                     | End of September 2020   |
| Homework set through Google Classroom (when ready)  | Class Teachers                                 |  | From October 2020   |
| Teachers prepare weekly planning in such a way that it can be added to Google Classroom at short notice                         | Class Teachers                                 | Julia Tillyer                                      | From October 2020   |

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| ICT lessons in order for children to become familiar with how to use Google Classroom platform.   | Class Teachers  | P Furcovi                    | Lessons to be delivered from October 2020 |
| Languagenut subscriptions continued.  | S Powell        |                              | Beginning of September 2020               |
| Share remote learning plan with parents in the weekly newsletter  | SP              |                              | October 2020                              |
| <b>Provision for children who are unable to attend school due to isolating because a household member has COVID-19 symptoms:</b>  |                 |                              |   |
| The work being set for the class will be set on Google classroom at the beginning of each day. It should be submitted and feedback will be given through google classroom           | Class teachers  |                              | 21 <sup>st</sup> September 2020           |
| <b>Provision for children who are unable to attend school due to shielding:</b>   |                 |                              |   |
| The work being set for the class will be set on Google classroom at the beginning of each day. It should be submitted and feedback will be given through google classroom           | Class teachers  |                              | As needed                                 |
| <b>In the event of whole class groups isolating:</b>  |                 |                              |   |
| Blank exercise book sent home along with class textbooks as appropriate   | Class Teacher s |                              | Last day of school                        |
| Weekly learning tasks uploaded onto google classroom  | Class Teacher   |                              | Every Friday for the following week       |
| Foundation subjects may be delivered using BBC Daily Bitesize or Oak Academy as appropriate following the curriculum map. Links to be uploaded to Google Classroom                  | Class Charts    |                              | Every Friday for the following week       |
| Home learning tasks handed in and feedback issued through google Classroom –tasks maybe completed online or photographs taken and uploaded  | Class Teacher   |                              | Weekly                                    |
| Parents can email the school office and ask for a teacher to contact them if they need clarification about something.   |                 |                              |   |
| <b>In the event of Whole Primary Phase closure or Tier 4 National Framework:</b>  |                 |                              |   |
| All measures identified above in year group closure section above plus:   |                 |                              |   |
| Communicate final remote learning plan with parents   | S Powell        | -                            | Last week of school                       |
| Rota implemented for supervision of key worker/vulnerable children. TAs and LSAs to supervise key worker/vulnerable children enabling teaching staff to facilitate remote learning. | S Powell        | Julia Tillyer<br>Bal Sahotay | Last week of school                       |
| Google Meet sessions arranged by class teachers for 2-3 slots per day   | Class Teacher   |                              | Weekly                                    |

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| Weekly wellbeing phone calls home to parents with children who have an EHCP                                 | Suzanne Powell  | Class teachers | Weekly                                       |
| Weekly wellbeing phone calls home to parents where there is social service involvement and for CLA families | Suzanne Powell  |                | Weekly                                       |
| Office Email continued to be used by parents.   | Louise Burchell | Kate Dinwiddy  | Daily monitoring                             |
| Phone call home to all parents once every 6 weeks   | Class teachers  |                | Every 6 weeks from the beginning of lockdown |

# Chenies Staff and Pupils Self Isolation Guidelines

We have had a number of staff self isolate since March this year. Now that we are back at school, self isolation of staff members and pupils poses a very different for the school.

## **Staff Members:**

### **Self Isolation:**

Staff members who are self isolating because they have been contacted by track and trace, have a member of their household who has symptoms or potential has been sent home from school because of a positive case of COVID in their bubble will still be paid in full by the school.

If a member of staff becomes ill during this time, they will need to let the school know of this change in circumstance, as would need to record that as a sickness absence.

### **Working from Home:**

If you are self isolating you will be classed as working from home. Working from home for some staff can be problematic because of their role. Suzanne Powell will contact you with clear information on the work they would like you to complete while at home. Again this will be different for staff across the school due to their roles. You may also be asked to carry out admin duties that you are not normally responsible for, but under the circumstances, providing effective tasks is important.

If you are a teaching member of staff, we may ask you to teach your class via Google Classroom, while a covering member of staff or supply teacher monitors the class.

In the event that a whole year group is sent home, remote teaching will take place in line with the school timetable as per the Remote Teaching Plan.

All members of teaching staff can remotely access their school accounts on any computer using the link provided by Buckinghamshire Schools Technical Support Team

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19 you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

### **Pupils Self-Isolation:**

Pupils who are self-isolating are coded as C other circumstances, until the point they display symptom, where they should be coded as ill.

Pupils who are self-isolating should be provided with work to complete. Work will be available for pupils on google classroom and will be updated regularly to ensure they are keeping pace with the work in class.

If a pupil develops symptoms, they should be considered sick and not be expected to complete work. Teachers will need to ensure they are caught up on returning to school