Shiplake C.E. Primary School
Memorial Avenue
Shiplake , Oxon
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0118 940 2024
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April 2023

Remote Teaching and Learning Policy in the event of self-isolation and/or temporary school closure

Purpose of policy

- To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their schooling
- To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching/setting work, marking and feeding back on pupil work as part of normal schooling
- To outline procedures and practice for staff, pupils and their parents to continue with the school program if the school has to close due to advice from the Government and/or Public Health England or similar body.

Remote learning for pupils who are in self isolation whilst the school is still open

During any such period, the School will provide work for the pupil to complete at home so that no-one need fall too far behind. This work will either be sent home on a regular basis, either in hard copy format via a parent contact or online via email. This policy summarises the provision for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

Pupil expectations:

- Pupils should try and retain structure to their working day
- Pupils should try to complete all work sent home
- If pupils are having difficulty with a piece of work set or requires clarification on a particular area, parents should email the class teacher to request assistance. This email should be sent via the school office email or year group email (appendix 1)

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Teacher expectations:

- It is recognised that teachers will have to cover their normal class and may be teaching for most of the day.
- They should endeavour to find time whenever possible during lessons to set work that covers the salient points covered.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent pupils. It is recognised that some lessons are discussion based and it is more difficult for pupils at home to benefit from this kind of activity. Alternative tasks should be set by the teacher if time allows.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the class teacher if there are any concerns.

Remote teaching for staff who are in self isolation

During any such period, the School will ensure that the lessons are covered in a similar way to any other planned absence, so no-one need fall behind. This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

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

- Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher to follow.
- Additionally, they should mark work and give feedback remotely as appropriate, if this is required by the school.

Remote teaching and learning in case of enforced school closure

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupils expectations:

- Pupils should try and retain structure to their working day

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- Pupils should make an attempt to complete some of the work sent home
- Parents, on behalf of their child/ren, may raise any queries or questions on the work set with the class teacher via the class email address.

Teachers are expected to:

- Send teaching materials/lessons daily via the Parentmail system to their class
- Daily work sent home should include a piece of Literacy work, Maths work and a topic subject.
- Teachers will endeavour to set work which aligns to the classes usual weekly timetable.
- Teachers will be available during each school day between 9.30am and 10.30am and 2.30pm and 3.00pm to answer any questions pupils may have, however these questions should be sent via the parents own email account. Teachers will not be allowed to email children directly to their own email accounts.
- It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Make sure that all resources are sent online including scanned pages of textbooks.
- Teachers are expected to email parents if there are ongoing concerns.

Parents are expected to:

- Encourage and support their children's work, including: finding an appropriate place to work and checking that set work is completed
- Contact the class teacher if there are any concerns.

NOTES

All staff have been trained to use the Parentmail system.

Other online tools can be used by staff to enrich home learning such as:

- School subscribed software and platforms e.g. TimesTables Rockstars, Numbots, Discovery Coding, Espresso.

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- Collaboration - many pupils will find working from home a lonely experience, without the opportunity to collaborate with their friends. The use of online facilities such as Zoom or Google Groups (with parental supervision) can give pupils a space where they can work together with their friends to swap ideas and answer questions.
- Sharing of work via school social media platforms – during enforced closure the school is able to share pieces of pupil work via their social media outlets. If a child a particularly proud of a piece of work that they wish to share, parents are able to submit this to school for use in a future posting. A specific email account has been set up for this purpose (shiplakenews) – see Appendix 1.
- Feedback – pupils can continue to receive the feedback they need via email with their class teacher. However all emails should be sent via parent email accounts – teachers are unable to respond to emails directly to a pupils own email account.

Safeguarding

This guidance document is supported by the Safeguarding and Child Protection Policy in Shiplake CE Primary School (September 2022)

Appendix 1

Email accounts to be used during enforced closure

Office.3810@shiplake.oxon.sch.uk	Reception2020@shiplake.oxon.sch.uk
Year1@shiplake.oxon.sch.uk	Year2@shiplake.oxon.sch.uk
Year3@shiplake.oxon.sch.uk	Year4@shiplake.oxon.sch.uk
Year5@shiplake.oxon.sch.uk	Year6@shiplake.oxon.sch.uk
shiplakenews@shiplake.oxon.sch.uk	