

St Christopher's Catholic Primary School

Pupil Remote Learning Policy

Reviewed: Autumn 2020

New Review Date: Summer 2021

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Statement of intent

At St Christopher's, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Signed by:

Maria Waters

Headteacher

Date: September 2020

Mary Hostler

Chair of
Governors

Date: September 2020

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Equality Act 2010
 - Education Act 2004
 - The General Data Protection Regulation (GDPR)
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Data Protection Act 2018

- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2019) 'Keeping children safe in education'
 - DfE (2019) 'School attendance'
 - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2018) 'Health and safety for school children'
 - DfE (2016) 'Children missing education'
 - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
 - DfE (2020) 'Adapting teaching practice for remote education'
 - DfE (2020) 'Guidance for full opening: schools'

- 1.3. This policy operates in conjunction with the following school policies:
 - Safeguarding Policy
 - Data Protection Policy
 - Special Educational Needs (SEND) Policy
 - Behaviour and Relationships Policy
 - Accessibility Plan
 - Curriculum Intent
 - Assessment Policy
 - Health and Safety Policy
 - Attendance Policy
 - ICT Acceptable Use Policy
 - Staff Code of Conduct

2. Roles and responsibilities

- 2.1. The governing board is responsible for:
 - Ensuring that the school has robust risk management procedures in place.
 - Evaluating the effectiveness of the school's remote learning arrangements.

- 2.2. The headteacher is responsible for:
 - Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
 - Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
 - Overseeing that the school has the resources necessary to action the procedures in this policy.
 - Reviewing the effectiveness of this policy on and communicating any changes to staff, parents, and pupils.
 - Arranging any additional training staff may require to support pupils during the period of remote learning.
 - Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

- 2.3. The health and safety officer is responsible for:
 - Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
 - Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
 - Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
 - Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

- 2.4. The Data Protection Officer is responsible for:
 - Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
 - Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
 - Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
 - Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

- 2.5. The Designated Safeguarding Lead is responsible for:
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
 - Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
 - Identifying vulnerable pupils who may be at risk if they are learning remotely.
 - Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
 - Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
 - Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
 - Ensuring all safeguarding incidents are adequately recorded and reported.
- 2.6. The SENCO is responsible for:
- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
 - Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
 - Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
 - Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- 2.7. The SBM is responsible for:
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
 - Ensuring value for money when arranging the procurement of equipment or technology.
 - Ensuring that the school has adequate insurance to cover all remote working arrangements.

- 2.8. The Computing Lead is responsible for:
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
 - Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
 - Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- 2.9. Staff members are responsible for:
- Adhering to this policy at all times during periods of remote learning.
 - Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
 - Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
 - Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
 - Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
 - Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
 - Adhering to the Staff Code of Conduct, found in Safer Working Practices, at all times.
- 2.10. Parents are responsible for:
- Adhering to this policy at all times during periods of remote learning
 - Reporting any technical issues to the school as soon as possible.
 - Ensuring that their child always has access to remote learning material
 - Reporting any absence in line with the terms set out in paragraph [9.6](#).
 - Ensuring their child uses the equipment and technology used for remote learning as intended.
 - Adhering to the Parent Code of Conduct at all times.
- 2.11. Pupils are responsible for:
- Adhering to this policy at all times during periods of remote learning.
 - Ensuring that their schoolwork is completed on time and to the best of their ability.

- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

3. Resources

Learning materials

- 3.1. The school will adopt a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
 - Work booklets
 - Past test papers
 - Current online learning portals – Google Classroom, Purple Mash
 - Educational websites
 - Reading tasks
 - Pre-recorded video or audio lessons
 - Oak Academy website
 - Class Chats
- 3.2. Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.7. Work packs will be made available for pupils who do not have access to a computer – these packs can be collected from school.
- 3.8. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

- 3.9. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.
- 3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.11. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops/iPads.
- 3.12. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.13. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with [section 7](#) of this policy.
- 3.14. The arrangements for any class chats will be communicated via the class email no later than two days before the allotted time and kept to a reasonable length of no more than 30 minutes per session.
- 3.15. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.16. The school will signpost parents via parent mail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.17. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Making packed lunches available for delivery or collection
 - Providing vouchers to families

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication must:
 - Communicate in groups – one-to-one sessions are not permitted.
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.

- 4.4. All staff and pupils using audio communication must:
- Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. **This will be decided and approved by the SLT, in collaboration with the SENCO.**
- 4.6. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 4.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 4.8. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.9. The school will communicate to parents via email about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 4.10. During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 4.11. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on CPOMs and suitably stored in line with the Data Protection Policy.
- 5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. All home visits **must**:
 - Have at least one suitably trained individual present.
 - Be undertaken by no fewer than two members of staff.
 - Be suitably recorded on paper and the records stored so that the DSL has access to them.
 - Actively involve the pupil.
- 5.9. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 5.10. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- 6.5. Parents will be reminded to make sure they have given school up-to-date contact details prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked with a positive comment and feedback.
 - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the class email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. Teaching staff will ensure pupils are shown how to use the necessary systems safely and correctly prior to the period of remote learning.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- 8.4. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 8.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

- 9.1. Teachers will plan 3 key activities to be carried out each day. This can then be organised to suit family's timetables, but work must be completed by the end of the working day.
- 9.2. Parents are expected to ensure that children take adequate breaks from learning and screen time.
- 9.3. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, can work at the level appropriate to them and in discussion with the SENCo
- 9.4. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.5. Parents will inform their child's teacher no later than 9.00 am if their child is unwell.
- 9.6. The school will monitor absence and lateness in line with the Attendance Policy.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via email, text and the school website about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- 10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 10.6. Members of staff will have contact with their team leader at least once per week.
- 10.7. Pupils will have verbal contact with a member of teaching staff at least once per week via a class chat.
- 10.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.9. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- 10.10. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.11. The headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis by the headteacher.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is the Summer term 2021.

Appendix A

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Contingency planning

- 1.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.
- 1.2 The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.
- 1.3 The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 1.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 1.5 If there **is not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement remote learning immediately for that group.

2. Teaching and learning

- 2.1 All pupils will have access to high quality education when remote working.
- 2.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:
 - Current online learning portals – Google Classroom, Purple Mash
 - Quizzes
 - Online materials
 - Educational Websites
 - Pre-recorded video or audio lessons
 - Various reading tasks
 - Daily challenges
 - Times Table Rock Stars
 - Mental Health/ Well-being activities
- 2.3 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

2.4 When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

2.5 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not make the decision lightly.

2.6 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

3. Returning to school

- 3.1 The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.
- 3.2 After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.
- 3.3 The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

4. Monitoring and review

- 4.1 This policy annex will be reviewed in line with any updated to government guidance.
- 4.2 All changes to the policy will be communicated to the relevant members of the school community.

5. Teacher Management

- 5.1 Teachers should prepare now for a bubble or full lockdown. Teaching will need to begin immediately.
- 5.2 Work should continue to be at a high standard – simple activities with high impact.
- 5.3 If a teacher is self-isolating they will still be expected to prepare lessons for their class. This will count as your PPA for that week.

5.4 If a teacher is ill there should be a block of simple activities ready, which can be delivered by the Teaching Assistant.

Appendix B

Expectations of Remote Learning

Scenario	Action	Home Learning Provision
1. My child or someone in the household has suspected coronavirus symptoms.	Your child should not attend school until the test result is returned. Negative result – your child can return to school straight away. Positive result – if your child tests positive they should not come to school for at least 10 days - if a member of the household tests positive they should not come to school for 14 days	Topic Maps for each term are available on the school website in the class page. Please use these to identify the focus areas of learning for your child's year group. Oak Academy lessons are available for most subject areas. Teachers will direct parents to other suitable websites. We will also provide activities that relate to the learning in class. These will be on Google Classroom or Purple Mash. Please note that in these circumstances your child's class teacher will still be working in school. They will ring home once a week and there will be some feedback but this will be minimal. Work is not provided for children who are poorly for short periods of time.
2. My child has been identified as 'Close Contact' with someone who returns a positive test for COVID-19 by NHS test and trace	Your child should not come to school for 14 days.	
3. We have received medical advice that my child must resume shielding	Your child should not come in to school until restrictions have been lifted as advised by the GP.	Please see above. In the event of a child being unable to attend school for a long period of time due to shielding, the class teacher will be available to provide feedback. We will also arrange google meets for them to see their friends during school time if they would like to.
4. There is a confirmed positive test within a class bubble. If Public Health England advise - The entire class is required to quarantine.	Your child will not be able to attend school for the period of time specified by the health protection team (usually 14 days)	Pupils are required to log on to google classroom and access the daily lessons provided in line with year group expectations. Teachers will set 2-3 activities each day, with at least 1 Maths and 1 English each day. At least two lessons a day should be accompanied by video lessons. This work should take between 2-3 hours and include independent activities, Oak Academy, practical activities, physical activities, research and online tasks. There will be coverage of all other subjects.
5. There is a full school closure.	Your child will not attend school for the duration of the closure. School will be guided by Government Policy in relation to provision for key worker or vulnerable families.	Please see above should you require further activities for your children. Once a week your teacher will organise a class circle. Teachers will give direct feedback and the chat area will be unmuted should children or parents need further support. Pupils are required to engage with this forum and respond to the tasks set. If your teacher is unwell then this work will be set by another member of staff.

<p>6. A member of staff has to self-isolate following a track and trace text, a family member with symptoms or has tested positive.</p>	<p>Member of staff stays at home for 14 days. If they show symptoms they get a test. Positive – stay off for 10 days from start of symptoms Negative – continue with 14 days self-isolation Return to work when well after this time.</p>	<p>TEACHER: If member of staff is well Work must still be planned for each day, and emailed in. At least 2 video lessons must be recorded for each day. PPA is taken during the self-isolation if well – it is not carried forward, even in a part week. The class TA will take responsibility for delivering the sessions. If this is for more than 3 days then any overtime incurred will be paid, in respect of preparation time. The class TA will get 45/60 minute lunch. A support TA will be directed to the classroom each day to assist. This TA must socially distance as much as possible. If the teacher is unwell a block unit of work should have been left. If you are unwell this should be reported like any sickness absence. In this case supply will be booked for all or part of the time. This will all be closely supported by SLT. TEACHING ASSISTANT: If the class teacher has any appropriate work that can be dropped off, this should be completed at home and then put aside for 72 hours. Teachers must be prepared as there is no guarantee that a TA will be replaced, however there may be some “borrowing” of other Class TAs where possible.</p>
<p>7. A member of the office staff has to self-isolate following a track and trace text, a family member with symptoms or has tested positive.</p>	<p>Member of staff stays at home for 14 days. If they show symptoms they get a test. Positive – stay off for 10 days from start of symptoms Negative – continue with 14 days self-isolation Return to work when well after this time.</p>	<p>The staff member will work remotely from home if they are well. If you are unwell this should be reported like any sickness absence. TAs will be needed to each do a shift at the office answering phones or greeting visitors. They can bring classwork with them and, at quieter times, hear readers.</p>
<p>8. Wrap Around care – self isolation or positive test result as above</p>		<p>If staff numbers are deemed to be below that which is safe, then after school and breakfast club will close until such time as it is safe to open.</p>