



## Joseph Hood Primary School

### Remote learning policy

2021-2022

#### ❖ Interim review 3- December 2021

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

More recent symptom: severe headache.

#### Aims of this policy

- To outline Joseph Hood Primary School's expectations for all staff that are having to self-isolate but are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.
- To outline Joseph Hood Primary School's approach and expectations for pupils who have to self-isolate due to:
  - [Government announcing a whole school closure.](#)
  - A child displays symptoms of Covid-19 and is going for a PCR test.
  - The child tested positive for Covid-19 ([on LFT or PCR](#)).

#### *Please note:*

- *Children will not be expected to engage in remote learning if they are feeling unwell with covid. Parents / carers should contact school once their child's symptoms have gone however they are still within their 10 day isolation period.*
- *Remote learning will not be offered to pupils who are absent from school for any other reason than covid related absence.*

### Section 1

#### 1a. Teachers' responsibilities if they are still in school and a child in their class is self-isolating:

- Teachers will continue to teach in their classrooms with all other children.
- Teachers in Years 1 – 6 will record their lesson on GSuite. The expectation will be that this part will just be the teaching with slides.
- Children can opt to watch the lesson live or watch it at a later, more convenient time.
- Children must have their microphone off at all times and only turned on if a teacher directly asks them to answer a question.
- Children are permitted to have their cameras on however, the child must be in a shared space – **not their bedroom** - and a parent / carer must be overseeing and monitoring what they are doing.
- Only slides will be shown and audio (where necessary) to hear questions being asked by children in the class lesson and teacher explaining the learning.
- There will be an English, maths and topic / other lesson provided daily whilst there is one or more child/ren, in the class, at home isolating.
- The lesson videos must be uploaded onto the Google classroom, [if the child was not present for the live lesson](#).
- Work "turned in" on the Google Classroom must be marked and feedback given in a prompt manner.
- Children must be prepared with the correct equipment.

#### 1b. Teachers' responsibilities if they are self-isolating and not in school however they are fit and healthy enough to work from home:

- Teachers will provide differentiated planning and slides / Notebook pages for each lesson for the covering teacher.

- Teachers must provide differentiated learning for any child/ren in their own class who are also self-isolating at home.
- Teachers must mark this work on a daily basis and provide support where needed.

## **Section 2.**

### **In the event of a full school closure**

#### **2a. Organisation**

- All staff will be in school. Teachers will be on a 2 week rota- one teacher providing support for the children who are at home watching the live lesson and the other teacher will be in front of the key worker / vulnerable children in class, teaching the main lessons throughout the day. These lessons will be streamed to children who are at home.
- Teachers will sign out a Google Chromebook for use at home.
- 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 promptly.

#### **2b. Key Stage 1 and 2- remote learning in the event of a full school closure**

- Teachers must compile a brief overview / timetable of learning for the week and upload this to Google classroom on Monday morning and submit a copy to the Headteacher.
- There must be the following differentiated learning opportunities planned and available for the week- a minimum of 5 maths, 5 English, 5 Reading and 3 other (SCIENCE, RE, PSHE, SRE, ART, PE, DT, GEOG, HISTORY), in line with the whole school Curriculum overview for the year.
- If the teacher is well enough to do so, they will teach maths and English live on Google Classrooms and they will use a variety of live and set lessons for the other subjects. If a child is isolating, the live sessions will also be recorded if a child is unable to attend at the time of recording. Children can watch these videos and submit questions on Google classroom.
- Teachers may wish to use videos from BBC Bitesize, NCETM, White Rose Maths or Oak Academy alongside videos of themselves. Teachers MUST watch any videos prior to uploading to ensure their suitability and to check for errors.
- Year group teacher teams will provide a mixture of live lessons and independent tasks each day.
- Teachers will create a 'meet link' which must be hidden from the class until 5 minutes before the live lesson.
- Teachers will be responsible for making sure that all pupils have left the 'virtual meet room'.
- Teachers must monitor the use of the Google Classroom and report any inappropriate or worrying behaviour to the Headteacher / DSL. The DSL will log this and contact parents / carers.
- Teachers must mark all work submitted by the end of each week.
- Teachers must monitor the thread on a partner teacher's Google Classroom if the teacher is in school with key-worker children, however it is the responsibility of the class teacher to mark their own class' work.
- Teachers will need to provide appropriate work for children with Education and Health Care Plans or School Support Plans.
- Teachers will need to provide appropriate work for any pupils new to English and who have varying EAL needs.

#### **2c. Early Years remote learning in the event of a full school closure**

- Teachers must compile an overview / timetable of learning activities for the week in line with the Nursery/Reception curriculum maps and the Early Years Outcomes and upload to the school website.
- Teachers should provide daily live phonics sessions, stories and maths sessions.
- Teachers will use Evidence Me to liaise with parents and carers and for the parents and carers to upload photos and comments about work.
- Teachers must give written feedback to every child each week.

### **Section 3.**

#### **Family (pupil/parent/carer) role**

- Children must log on and register on the class chat feed by 9.00 am every day so that the teachers can take a class register.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Joseph Hood Primary School would recommend that each 'school day' maintains some structure.
- On Monday, each week, an overview/timetable for the week, in English, Maths and Topic will be posted on the Google classrooms / Evidence Me. Families should view this together, and then make appropriate plans to complete the work.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address; [josephhoodprimary@josephhood.merton.sch.uk](mailto:josephhoodprimary@josephhood.merton.sch.uk) or by commenting on the Google Classroom / Evidence Me page with a question.
- Any work that children complete at home should be kept safe and can be brought back to school when safe to do so. Alternatively, it can be uploaded to the relevant digital platforms.
- Attempt to make use of the resources shared with the pupils, i.e. printing sheets, using relevant mathematical methods, etc.
- We would encourage parents and carers to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.
- Monitor that your child is using the Google Classroom appropriately and not posting offensive comments or materials. Any inappropriate use of Google Classroom will be reported to and logged with the Headteacher / DSL\*. Parents / carers will be called to discuss any incidents.
- If you have more than one of your children isolating at the same time and you do not have the devices to manage this at home, you can contact school who may be able to loan a Chromebook for the duration of the isolation. There will be a contract that parents / carers must sign; taking full responsibility for the device whilst on loan. You can contact the office to arrange this.

### **Section 4.**

#### **Remote working for all school Support Staff and non-teaching staff who are self-isolating**

Staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.

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

- Follow normal reporting procedure for planned absence.
- Following contact with school, the School Business Manager may set up a referral to Occupational Health to support that individual. School also suggest that, if needed, staff can contact the Employee Support Programme individually. Details of this can be obtained from the School Business Manager or the Headteacher.
- School will ask staff to get tested if they are reporting they have any Covid symptoms. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating due to shielding and they are well enough to do so, staff will be expected to support on Google Classrooms remotely.
- 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 promptly.

### **Section 5.**

#### **Role of the School Leadership Team**

- Ensure all pupils have access to a computer or tablet. These can be borrowed from school and returned when the child/ren return to school. Priority will be given to our more disadvantaged groups and children with EHCP's.

- Monitor the planning and feedback of online/remote learning.
- Monitor the Google Classroom threads.
- Make welfare calls to children and families who are self-isolating and provide support and guidance where needed.
- Keep up to date with changes in government guidance, both national and local.
- Communicate well with the school community.
- Ensure the safeguarding of all pupils whilst they are at home, self-isolating or there is a full school closure. Support or report where necessary via MyConcern or Merton Family and Children's Hub. 020 8545 4226/7
- Monitor the school website to ensure that all communications are uploaded weekly.
- Oversee and monitor the work of all school staff to ensure all children at Joseph Hood Primary School have access to good quality learning opportunities.

<b>Policy written by</b>	Anita Saville / Libby Wright
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<b>Interim Review date 1</b>	December 2020 – addendums in yellow
<b>Interim Review date 2</b>	February 2021
<b>Interim review date 3</b>	December 2021
<b>Interim review date 4</b>	September 2022

\*DSL- Designated Safeguarding Lead

Blue indicates additions made to the policy in review 3.