



MIDDLETON PARISH CHURCH SCHOOL

REMOTE EDUCATION POLICY

'Excellence, Truth & Grace'

Overview

The COVID-19 pandemic and school closure in March 2020 and subsequent closure in January 2021, has resulted in large numbers of children being absent from school for a significant period of time. Due to the prevalence of COVID-19 within the community, there is a high probability that children will have periods where they must continue to study from home. At Middleton Parish Church School, we have this policy to ensure that the impact on the children of any future closure is limited and that children continue to receive continuity in their education.

Aims

We can never recreate the approaches to learning in the classroom. However, we can ensure that we adopt an approach to remote learning which achieves the best outcomes for our children.

Our aim is to ensure a continuity of education for the children when they are unable to attend school during any periods of self-isolation or quarantine. The key principles of the policy are:

- Access to high quality resources
- Oversight and accountability
- Support and guidance
- Clear communication

Successful outcomes are only achieved through a close working partnership between home and school. Below, we outline the part we all need to play to help deliver the aims of this policy.

Quality of Resources

School - Teachers will prepare carefully planned and sequenced lessons of work in line with National Curriculum expectations.

Home – We need parents to ensure that the necessary time is given for these lessons to be completed to a high standard.

Support and Guidance

School – We will keep in contact with the children and parents and will explain tasks and activities and review outcomes. We will also provide opportunity for children to ask questions and seek clarity.

Home – We need families to facilitate an environment where learning can take place. We need the support of our families in order to work together towards a shared goal.

Communication

School – We will keep families updated throughout any form of school closure. This will be via text message, email or phone. Any questions relating to a child's work, can be addressed via, class email, Purple Mash (KS1 & 2) or Evidence Me (EYFS). Any specific or private concerns or questions that parents may have, should be directed through:

office@middletonparishsce.rochdale.sch.uk or 0161 643 0753 and not via the personal email of staff members. We will ensure that messages are passed on promptly to the relevant members of staff who will then contact you.

Home – Please inform us of any concerns or issues you may have. If there are any barriers to supporting home learning, please let us know so we can work together to find a solution.

When will this policy be followed?

This policy will be followed in the event of the following scenarios:

1. Closure of a 'bubble'

Following government guidance, pupils and staff will continue to work in zones which are then divided into class 'bubbles'. In the event of a child or adult testing positive for COVID-19, a bubble will close and its related pupils and staff will self-isolate for 10 days in line with government guidance.

2. An individual pupil is required to self-isolate

There may be occasions where an individual pupil is unable to attend school due to an instruction to isolate. This may follow guidance from 'NHS Track and Trace' or be due to a family member who has tested positive for COVID-19, or is showing symptoms.

This policy will be adaptable to the following situations:

1. When a child is off school ill and waiting for a test/test result or
When a child is well, but waiting for a test/test result for a family member
2. When a child is required to quarantine, following travel abroad, at a time when the government advises against all unnecessary travel or when the country in question is subject to quarantine arrangements at the point of travel.

We recognise the disruption caused to a child's education by such events, but it is difficult for the teacher to interact in the same way, whilst continuing to teach a class within school.

In the scenarios listed above, where school is unable to provide the level of support you may require, all families will have access to the school website where appropriate activities for maths and English will be available.

Home Learning

We do not underestimate the impact that a school closure has on families. We recognise the challenges around childcare and know that arrangements will have to be organised at very short notice. We will never be able to develop an approach which suits every unique situation, however we must aim to produce a policy and an approach to work which ensures consistency for the children.

What is outlined below, may exceed what some families feel they are able to provide, whilst not being enough for others. As a school, we have worked incredibly hard to achieve, what we feel, is the necessary balance. We recognise that families will have to build lessons around the challenges of childcare arrangements. When setting work, we have to be realistic about what can be achieved, but recognise that every situation will be different. However, we have to ensure that we cover all aspects of the curriculum each year, therefore we must set expectations of what must be completed at home. These are a daily:

- English lesson
- Maths lesson
- Reading and / or phonics lesson
- An additional lesson e.g. science, RE, history

The table below details the ambitious measures the school will do their utmost to put in place in the event that an individual, whole class or the whole school has to self-isolate from Years 1-6.

	Individuals	Whole Class	Whole School
	The measures below are for individuals who are isolating. This may be a number of children across different classes of the school.	The measures below are to be put in place if a whole class is self-isolating and the class teacher is fit, well and able to work from home.	The measures below are for if a whole school isolation period occurs.
Process	<ol style="list-style-type: none"> 1. Speak to parent / carer of pupil 2. School will provide each pupil with an exercise book 	<ol style="list-style-type: none"> 1. Send letter with self-isolation details e.g. date of return (Appendix A or B) 2. School will provide each pupil with an exercise book 	<ol style="list-style-type: none"> 1. Initial letter to whole school community with details of lockdown measures 2. Communicate regularly with whole school community to keep them updated 3. School will provide each pupil with an exercise book
Contact	The class teacher will contact the family by phone during the isolation period as a means of checking-in and maintaining contact.	<p>Each pupil will be sent emails from their teacher via Purple Mash during the isolation period. On the first day the teacher will email and will advise when the subsequent emails will be sent and when 'zoom' meetings will happen (see below). Where a pupil does not respond to the email, the teacher will notify the SLT (Senior Leadership Team) and they will arrange for a phone call to be made.</p> <p>A text will be sent to remind pupils of their return to school date.</p> <p>Each child will be invited to a 'zoom' session(s), providing we have a current email address for the family, in order for them to maintain contact with their peers as well as their teacher.</p>	<p>Pupils that are identified as being 'vulnerable' or SEND will be contacted at least once every week by phone by a member of the SLT or the pastoral team.</p> <p>Each pupil will be sent emails from their teacher via Purple Mash during the isolation period. On the first day the teacher will email and will advise when the subsequent emails will be sent and when 'zoom' meetings will happen (see below). Where a pupil does not respond to the email, the teacher will notify the SLT (Senior Leadership Team) and they will arrange for a phone call to be made.</p> <p>Each child will be invited to a 'zoom' session(s), providing we have a current email address for the family, in order for them to maintain contact with their peers as well as their teacher.</p>
		<p>Pupils may contact their teacher via Purple Mash email. This will be acknowledged through the emails sent to the class via the teacher.</p> <p>In the event of an email being sent by a child that is not curriculum related, this will be relayed to the SLT who will address the matter accordingly.</p>	

	<ul style="list-style-type: none"> • If parents require additional support they can send their questions / concerns via the school email address or by phone. • In the event of information being uploaded to the school website, parents will be notified by text. 	
Lessons	Teachers will upload work onto the school website that matches the work completed in the classroom.	<p>Teachers will upload work onto the school website for daily lessons in English, Maths and for weekly lessons in foundation subjects. Work may also be set on Purple Mash.</p> <p>Materials will be from a range of sources including:</p> <ul style="list-style-type: none"> • TT Rockstars • White Rose Hub • Pobble • The Literacy Shed • The Oak National Academy <p>Teachers will also upload recorded videos which will support effective teaching and learning.</p>
	<ul style="list-style-type: none"> • Where possible and if appropriate, paper based learning packs will be available with printouts of tasks and activities linked to the curriculum being delivered. • An exercise book will be provided for all pupils so that written work can be recorded and presented in line with the school expectations. 	
Further Support		<p>Videos will be uploaded to the school website which will explain how pupils can access the home learning materials.</p> <p>Where appropriate, teachers may also upload videos which have been recorded to address common errors or misconceptions in lessons.</p>
	<ul style="list-style-type: none"> • Some pupils e.g. pupils in receipt of free school meals will be provided with stationery, if required, to enable them to complete paper based tasks at home. • Mindfulness packs will also be provided in support of pupil well-being. 	
Feedback	Where a pupil expresses difficulties with completing their work a member of SLT will contact them to provide support.	<p>Work submitted via Purple Mash, or the class email, will be responded to by the teacher. (Work can also be dropped off at school for the teacher to review, if possible.) This should also include pupils submitting 'scores' from assessment type activities set by the teacher e.g. arithmetic, SATs style maths, SPAG questions and quizzes. This will then enable the teacher to set subsequent work to address common errors and misconceptions and to consolidate prior learning.</p> <p>The 'zoom' session(s) will also give opportunity for teachers to provide whole class feedback and for children to receive clear explanations of work.</p>
Collective Worship	<p>Collective worship will be recorded weekly by school staff and uploaded to the school website.</p> <p>'Picture News' resources will be shared on the school website.</p> <p>Links to online collective worship will be posted on the school website for pupils to access from home.</p>	

The table below details the ambitious measures the school will do their utmost to put in place in the event that an individual or the whole class has to self-isolate in EYFS (Nursery or Reception)

	Individuals	Whole Class or School
	The measures below are for individuals who are isolating.	The measures below are to be put in place if a whole class or school is self-isolating and the class teacher is fit, well and able to work from home.
Process	<ol style="list-style-type: none"> 1. Speak to parent / carer of pupil 2. School will provide each pupil with an exercise book and stationery 	<ol style="list-style-type: none"> 1. Send letter with self-isolation details e.g. date of return (Appendix A or B) 2. School will provide each pupil with an exercise book and stationery
Contact	<p>A member of the Pastoral team will contact the family by phone during the isolation period as a means of checking-in and maintaining contact.</p> <p>Parents can upload photos or videos of their child to 'Evidence me' for the teacher to view.</p>	<p>Pupils that are identified as being 'vulnerable' or SEND will be contacted at least once every week by phone by a member of the SLT or the pastoral team. (whole school closure only)</p> <p>The teacher will send a message to the children via 'Evidence Me' on the first day of isolation and will advise when the subsequent messages will be sent and when 'zoom' meetings will happen (see below).</p> <p>Where parents are not engaging with 'Evidence me', the teacher will notify SLT who will arrange for a phone call to be made.</p> <p>Each child will be invited to a 'zoom' session(s), providing we have a current email address for the family, in order for them to maintain contact with their peers as well as their teacher.</p> <p>Parents can upload photos or videos of their child to 'Evidence me' for the teacher to view.</p>
Lessons	<p>Teachers will upload work onto the school website for Phonics and Maths that matches the work completed in the classroom.</p>	<p>Teachers will upload work onto the school website for daily lessons in Phonics and Maths. They will also upload grids of ideas for activities linked to the areas of learning as outlined in the EYFS curriculum.</p> <p>Where possible, short videos with ideas for tasks (which may include signposting to the Oak National Academy or White Rose) will be recorded by the teacher and sent via 'Evidence me' or be uploaded to the school website.</p> <p>Links to songs, rhymes and books will be posted on to the school website. EYFS pupils will also have access to Purple Mash.</p>
	<ul style="list-style-type: none"> • Where possible and, if appropriate, paper based learning packs will be available with printouts of tasks and activities linked to the curriculum being delivered. • Exercise books will be provided for all pupils so that written work can be recorded and presented in line with the school expectations. 	
Feedback	The teacher may acknowledge photos / videos shared via 'Evidence me' as part of usual classroom practice.	Photos / videos submitted via 'Evidence me' will be responded to by the teacher on the basis of at least 1 per child per week.

Collective Worship	<p>Links to online collective worship will be posted on to the school website for pupils to access from home.</p> <p>Picture News resources will be shared on the school website.</p> <p>If the whole school has closed, collective worship will be recorded weekly by school staff and uploaded to the school website.</p>
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In the event of a teacher being absent due to illness whilst the whole class or whole school is self-isolating, Mrs Thomas, the remote education coordinator, will support the class in the first instance, alongside the teacher from the adjacent class. In the event that both teachers from a particular year group are both ill at the same time while the whole class or whole school is isolating, supporting the learning for the class will be more difficult. However, Mrs Thomas will endeavour to ensure that there are learning activities provided and that the class are contacted and responded to in line with the ambitious measures set out above.

Where an individual is isolating, but the rest of the class are in school, we will do all we can to support these children in the ways outlined above. However, because the teacher is teaching full time, it will not always be possible to respond as swiftly to questions / concerns. We will do all we can to provide access to the best resources possible.

Well-Being

Having to self-isolate will impact on different people in different ways. The contact that school will endeavour to provide we hope will enable families to reach out if they are struggling and require support. Pupils will also be provided with a 'mindfulness' pack which will give them ideas for activities to do, at their leisure, away from academic learning to enable them to relax and refocus .

Access to Technology

We have a number of laptops and IPad's obtained under the DfE's 'Get Help with Technology' programme. These can be loaned to families during an isolation period should they be needed to support access to remote education. These will be offered to families based on past need or if a family requests the use of a device. The device will be kept by the family for the duration of the isolation period and be returned when the child returns to school.

SEND

We realise that pupils with SEND may not be able to access materials online. Our approach will be flexible and dependent on the individual needs of each pupil; the class teacher will work alongside the SENDCo and any teaching assistants to set appropriate work. We recognise that particular families may need additional support whilst their child is self-isolating and, as a result, contact with those families will be increased at that time.

Organising Structured Remote Teaching for Very Young Pupils

In considering to the ambitious measures set out in the tables above, it must be recognised that very young pupils (EYFS and year 1) are likely to have particular needs which cannot easily be met in some of the ways described. For such pupils, it is likely that the priority will be progress in early reading. Phonics lessons will be a more focused aspect of the learning activities offered alongside an encouragement for parents to read with their children and out loud with their children as much as is possible and practical. Parents will also be signposted to freely available high-quality books and stories online as well as the Oxford Owl online reading scheme purchased by school.

Learning Activities

Across all year groups, the chosen learning activities will follow our curriculum sequencing and will be of high quality. The work being set will be of similar length to what would be completed in a school day. For example, in line with DfE guidance KS1 will provide learning activities that could take approximately 3 hours a day on average and KS2 will provide learning activities that could take approximately 4 hours a day on average. In EYFS, these activities could take up to two hours a day on average. We will not reduce our expectations just because a pupil is at home.

Work being completed at home will be accompanied by an explanation from school. We will not place a worksheet or task online without clear guidance for a pupil / parent. This guidance could be:

- Written instructions on how to complete the work
- Access to 'live' lessons e.g. Oak National Academy
- Filmed explanation by the class teacher / teaching assistant
- A link to a website with an explanation e.g. YouTube clip

Keeping Pupils Motivated and Engaged

In line with our whole school behaviour policy, pupils will continue to earn 'personal bests', Paddy Parish praise notes and gems for the class gem jar for their behaviour and attitude to learning. In addition, class success will be celebrated via the class dojo page, where teachers will share examples of excellent work and engagement for example. There will also be a weekly celebration of the successes of the class which will be conducted via 'zoom' in the case of a whole class isolation.

Monitoring Pupil Engagement

In line with DfE guidance, teachers will keep a daily record of work submitted, test / assessment scores, participation in 'zoom' sessions and other contact e.g. email / Purple Mash that they have had with their class to ensure pupils are engaged in remote education. Where a pupil is not engaging, the class teacher will call the family in the first instance to discuss any barriers to their engagement. Where a lack of engagement continues to be an issue, this will be addressed by the pastoral team.

Conclusion

This policy will adapt and change as new resources / technology becomes available. However, the core aims will remain the same. We are determined to ensure that all pupils cover the entire curriculum content. We understand the pressures on a family caused by the closure of a bubble / school, but have a legal duty to enforce the 14 day quarantine rule if a child / adult tests positive for COVID-19. We are fortunate to enjoy the support of our families, and hope that this policy matches the aspirations they have for their child's education. In these unprecedented times, we hope we can continue to work together to give the children the very best start to their education.

Review

This policy will be reviewed on a regular basis and will change dependent on the current guidance being provided by the Department for Education.

Last reviewed: 14/04/21

Shared with link Governor: 15/04/21

Date: DD/MM/YYYY

FOR PARENTS & CARERS OF CHILD TESTED POSITIVE

Advice to Self-Isolate for 10 Days

Dear Parent,

As your child had presented with symptoms and has now tested positive, in line with the national guidance your child must stay at home and self-isolate for a period of 10 days, starting the day after the date they developed symptoms (or if they do not have symptoms, the day after taking a test). **ADD DATE (10 days from date of presenting symptoms).**

Symptoms of COVID19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

Your child must remain at home for at least 10 full days after the date their symptoms appeared and **can only return to the school if they've not had a fever for 48 hours and feel well.**

Household Isolation:

Members of their household should also self-isolate for 10 days. This is quite important as, it takes up to 10 days for you to develop symptoms once you have been infected.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Household members should not go to work, school or any public areas, and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

If you are able to, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Testing:

Household members are not required to get tested unless they develop symptoms. But if anyone in your household develops symptoms, please arrange for a test.

To book a test at one of the local walk-in testing centres call free phone **119** or visit nhs.uk/coronavirus to book),

The sites are open **from 8am to 8pm seven days a week** and you must arrive on foot, by bike or in a car. – Please do not use public transport to get to the site. Face coverings are mandatory for ages 3yrs and above, and must be worn at all times during visit to testing site.

Home testing

Home testing is aimed specifically at people who cannot get to test sites and can be arranged at <https://self-referral.test-for-coronavirus.service.gov.uk/>

A test can also be booked on the NHS website using the link below which provides you options for either a drive-through test, for which you or someone you live with must have a car to get to a regional test site or you can request for a home testing kit for yourself and anyone else you live with who has coronavirus symptoms. There is an identity check for home test kits.

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Yours sincerely,

Head Teacher

Date: DD/MM/YYYY

FOR PARENTS OF DIRECT CLOSE CONTACTS OF COVID 19 at XXXXX

Advice for Child to Self-Isolate for 10 Days

Dear Parent,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child (name) has been in close contact with the affected child. In line with the national guidance (ref) your child must stay at home and self-isolate for a period of 10 days, starting the day after the date they last had contact with the positive case. This means that they will need to isolate until **ADD DATE (10 days after contact)**.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 10 days period of self-isolation, then they can return to usual activities. A negative test does not mean that your child can return to school earlier than 10 days.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 10 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they must remain at home for at least 10 days starting from the day after their symptoms appeared, and should not return until 48 hours after the symptoms have past, as advised in

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

You should arrange for testing for your child via

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or 111.nhs.uk or primary care.

The sites are open **from 8am to 8pm seven days a week** and you must arrive on foot, by bike or in a car. – Please do not use public transport to get to the site. Face coverings are mandatory for ages 3yrs and above, and must be worn at all times during visit to testing site.

Home testing

Home testing is aimed specifically at people who cannot get to test sites and can be arranged at <https://self-referral.test-for-coronavirus.service.gov.uk/>

A test can also be booked on the NHS website using the link below which provides you options for either a drive-through test, for which you or someone you live with must have a car to get to a regional test site or you can request for a home testing kit for yourself and anyone else you live with who has coronavirus symptoms. There is an identity check for home test kits.

<https://www.nhs.uk/ask-for-a-coronavirus-test>

All other household members who remain well must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill.

Household members must not go to work, school or public areas and exercise should be taken within the home. Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely,

Headteacher