



Remote Education and Blended Learning Policy

Version 1 January 2021 (National Lockdown)

1. Introduction

This policy sets out the arrangements for remote education and blended learning as a response to the COVID-19 global pandemic, particularly the new UK variant B117, first identified in December 2020.

2. Background

On 4th January 2021 it was announced that all schools should restrict opening as part of the national lockdown, this included AP providers.

Further guidance was issued on 7th January 2021 (See section 17)

This guidance stated that

"Alternative Provision schools should remain open to vulnerable children and young people and children of critical works (recognizing that the characteristics of the cohorts in alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). We expect AP schools to actively encourage those they consider to be vulnerable – identified in partnership with local services - to attend provision. They should provide robust remote learning for those who are not attending."

3. Vulnerable Pupils

The school has identified three priorities of vulnerable pupils

- a. Pupils who are looked after or have a social worker
- b. Pupils who have an EHCP
- c. Pupils who are involved with multiple agencies

Under national lockdown the school will offer a face-to-face timetable for all of priority 1 and 2, plus additional pupils from priority 3, at our discretion.

The places offered will not be full time, but allow staff at school to check on pupils' welfare and safety as well supporting them with their learning.

Follow-up risk assessments are carried out every week, looking at all pupils' engagement with learning, any safeguarding concerns and whether staff consider that they were safer in home or at school. Following this assessment, further face to face places will be offered, at the school's discretion.

The safety of staff and pupils in school is of utmost priority, whilst infection rates remain high in the local community, so the numbers of pupils and staff on site is restricted

4. Remote Education

Pupils all have access to Microsoft Office and live lessons delivered using the Microsoft Teams platform.

- Pupils have their own timetable of when to access lessons. They will be called into lesson by their teacher.
- Pupils are provided with 4 hours of live lessons every day. A typical format would be some live instruction and independent tasks set. Pupils work independently then submit work completed.
- Teachers remain available online through out the lesson to help with any queries.
- Feedback at the end of the lesson.
- Pupils will also be set work independently and can submit via email or Microsoft Assignments.

5. Blended Learning

There are some pupils who do not access virtual school for any or part of their timetable. This has agreed as bespoke provision for individual pupils.

- Some pupils access all teaching and learning face to face.
- Some pupils access some teaching and learning face to face and then are given packs of work to complete independently.
- Some pupils do not access virtual school and do not attend face to face but have independent work emailed to them or packs of work delivered or posted out.
- Pupils who are not in virtual school or attending face to face have additional welfare checks and doorstep visits.
- Two members of staff are carrying out doorstep visits in the afternoons, as needed. They are also providing a “learning bus” service to deliver work packs and collect completed work, provide stationery, resources and art supplies as needed by pupils working from home.

6. Access to devices

The School Business Manager is responsible for identifying pupils who need access to laptops and Wi-Fi routers, and is responsible for ensuring that all learners with parental permission have access to a device. This includes laptops and routers provided by the DfE, but also laptops

procured and supplied directly by the school. Some parents are unwilling to sign laptop agreements, so in these cases packs of work have been supplied.

7. Free school meals

The School Business Manager is responsible for identifying pupils who are entitled to free school meals. Free school meals vouchers became available again from 18th January. Prior to this the School Business Manager was responsible for food packages to be made up in the school kitchen and then delivered to families.

8. Welfare of pupils

It is the responsibility of pastoral teams (form tutor and key worker) to contact families if pupils have not attended virtual school, returned work that they have carried out independently or attended face to face learning, where it has been offered. If families cannot be contacted by phone, doorstep visits will be carried out.

All welfare contacts must be entered onto the daily welfare contact log. Any safeguarding concerns must be notified to the DSL using the CPOMs system.

The DSL is responsible for ensuring that any actions required are flagged and followed up. This includes notifying and working with other agencies, as required.

9. Risk Assessment

The Deputy Head and Assistant Head are responsible for reviewing welfare and CPOMs logs every week and carrying out a RAG rated risk assessment for each pupil. Any pupil RAG rated Amber or Red, will need an action plan of next steps to be taken.

10. Working with Other Agencies

The DSL and other senior staff are expected to attend Skype/Zoom meetings for CLA/Child in Need/Child Protection/TAF/Intervention review meetings whilst we are in lockdown.

All staff are expected to contact any allocated multi agency workers of young people if they have any concerns. Staff have contact details of agencies involved and inform DSLs of any contact via CPOMS.

The DSL is responsible for phone calls to MASH for advice from Safeguarding Officers, as required. Staff will phone duty social worker or 101, following advice from the DSL.

11. Testing

Lateral flow testing kits have been supplied to all staff on site, who have given their consent to be tested. Staff are responsible for twice weekly testing at home and then reporting the results to school and to the covid results website. Testing is offered once a week to all pupils attending school who have parental consent to be tested.

12. Communication with staff

As staff are working remotely the Assistant Head is responsible for sending out morning briefings on Monday, Wednesday and Friday. The School Business Manager hold a Virtual Staffroom meeting for staff Welfare/Q&A session every Wednesday afternoon. The Deputy Head is responsible for sending an SLT briefing every Thursday with staff, pupil and operational updates.

13. Feedback from teachers

The Assistant Head is responsible for seeking feedback from teachers, identifying best practice, any areas for improvement and any barriers to learning for pupils.

14. Links to Government guidance

Guidance issued 7th January 2021 for all schools

[Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/restricting-attendance-during-the-national-lockdown-schools.pdf)

Guidance issued 14th January 2021 for special schools and AP providers:

[Guidance for special schools, specialist post-16 providers and alternative provision during the national lockdown \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/guidance-for-special-schools-specialist-post-16-providers-and-alternative-provision-during-the-national-lockdown.pdf)

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