

Version	1
Owner	Skelton Primary School
Proposed Review Cycle	Autumn '20 annual
Next Review	Autumn '21



# Pupil Remote Learning Plan

## 2020

Skelton Primary School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child.

We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

**Headteacher Sarah Walker**  
**Chair of Governors Helen Swarbrick**



## CONTENTS

1. Statement of Intent
2. Legal framework
3. Roles & Responsibilities
4. Resources
5. Online safety
6. Safeguarding
7. Data protection
8. Communication
9. Teaching and Learning
10. Monitoring and Review

## APPENDICES

- Process upon receiving a positive case
- Letters



# PUPIL REMOTE LEARNING

## 1. Statement of intent

The current pandemic is having a transformational impact on the delivery of learning across the world. We understand the need to continually deliver high quality education, including during periods of remote learning – 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. We accept that children working remotely cannot achieve the full classroom experience but we are committed to ensuring that the teaching & learning opportunities provided extend and deepen thinking, enabling all children to continue to learn and make progress.

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

**Engagement in home learning is compulsory to ensure that learning time is not lost. It is the expectation that S.P.S. make the provision available and accessible to all.** However, we are sensitive to exceptional circumstances and appreciate that all family contexts are different. Please let us know if we can help; we are happy to work with you.

This plan will be applied to:

- An individual who is self isolating because of a positive test within the household or notification from track and trace
- A group of individuals who are self isolating because of a case of coronavirus in the bubble
- A whole bubble is self isolating because of an outbreak of coronavirus

This plan aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Set out expectations for all members of the school community with regards to remote learning.
- 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.

This plan will be kept under review in the light of legal developments and best practice

Next review: Autumn 2021



## 2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including but not limited to:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation
- Data Protection Act 2018

This policy will have due regard to national guidance including but not limited to:

- DFE (2020) Keeping Children Safe in Education
- DFE (2019) School Attendance
- DFE (2017) Special educational needs disability code of practice; 0-25 years
- DFE (2018) Health & Safety; responsibilities and duties for schools
- DFE (2018) Health & Safety for school children
- DFE 2016 Children missing in education

This policy operates in conjunction with all school policies:

- Child Protection & Safeguarding Policy
- Data Protection Policy
- Special Educational Needs Policy
- Good Behaviour Policy
- Feedback Policy
- Curriculum & Big Ideas
- Assessment Policy
- Online Safety Policy
- Health & Safety Policy
- Attendance Policy
- ICT Acceptable Use policy
- Staff Code of Conduct
- Data & E Security Breach Prevention & Management Plan
- Children Missing Education

This plan will be kept under review in the light of legal developments and best practice

Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## 3. Roles & Responsibilities

### GOVERNING BODY

- Ensure that school has a robust risk assessment in place.
- Ensure that school has a business continuity plan in place.
- Evaluating the effectiveness of the whole school's remote learning arrangements.

### HEADTEACHER

- Ensure that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning.
- Providing additional training for staff to support pupils during period of remote learning.
- Conducting weekly reviews of remote learning arrangements to ensure maximum effectiveness

### DATA PROTECTION OFFICER

- Overseeing that all school owned devices used for remote learning have adequate anti virus software and malware protection.
- Ensure that all staff, parents and children are aware of the data protection principles outlined in GDPR.

### DESIGNATED SAFEGUARDING LEAD

- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.

### SENCO

- Ensure that EHC plans continue to have their needs met while learning remotely.
- Identify the correct level of support or intervention required while pupils with SEN learn remotely.

### BUSINESS MANAGER

- Ensure that school has adequate insurance to cover remote working arrangements.
- Ensure that contingency plan is in place should office team be compromised.

### TEACHERS

- In the event of staff being notified that their bubble has a positive case, the whole bubble will be sent home as safely and quickly as possible.
  - ✓ Staff should put on their mask.
  - ✓ Calmly speak to their children about being sent home as safely and swiftly as possible; not being drawn into why as blame may be inappropriately appointed.
  - ✓ Children will exit from the usual door in the usual way as family arrive.
  - ✓ Staff will collect their things and leave the building as soon as possible after their children.
- Staff must be available between 9-3 in suitable dress in suitable location. If they are unable to work for whatever reason during this time eg due to sickness/ caring for a dependent they should report this in usual way.

### SUPPORT STAFF

- Where possible staff will be directed to be the second adult in sharing and feeding back on lessons and learning.
- Staff will lead on well being check ins for children within their team.
- In the event of a full lockdown, support staff will lead key worker care in school.

This plan will be kept under review in the light of legal developments and best practice

Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## PARENTS

- Solely responsible for the care and well being of their children while not in school
- Be contactable during the school day
- Follow policy and support their child to complete and submit work on time to the best of their ability.
- Report any absence in line with school procedures
- Seek help from school if needed
- Not record, store or distribute material without permission

## PUPILS

- Make sure they are ready to learn and complete their school work on time.
- Report any technical issues to their teacher.
- Not record, store or distribute material without permission

## OFFICE

- Year group email lists prepared
- Follow procedures as identified in Appendix A upon receipt of a positive test confirmation

## 4. Resources

A range of different teaching methods will be utilised during remote learning eg work booklets email, educational websites, reading tasks and pre recorded videos. Children will be equipped with school resources and KS2 will be able to take their IPAD home if a disclaimer has been signed.

## 5. Online Safety

Staff are reminded of their statutory safeguarding obligations. Staff will report any safeguarding incidents or potential concerns in line with school policy. Members of the Designated Safeguarding Team will be available via various methods (phone, email or in person) if staff have any concerns and a record will be kept on CPOMs.

As per our online safety policy, children are reminded of who they can contact within school for help or support with online or offline concerns.

Staff will be mindful of the context of recording on TEAMS and choose backgrounds that are blurred to prevent distraction or revealing personal data (family photos etc).

## 6. Safeguarding

Weekly phonecalls to vulnerables by DST & attendance officer with outcomes recorded onto CPOMs. All members of staff will take the appropriate steps to ensure their devices remain secure.

## 7. Data Protection

GDPR will be adhered to when teaching. Confidentiality and integrity of devices will be ensured at all times.

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021



# PUPIL REMOTE LEARNING

Sensitive data will only be transferred between devices if it is necessary to do for the purposes of teaching and learning. Pupils are not permitted to let any family members or friends use any school owned equipment. Any breach of confidentiality will be dealt with in accordance with Data management protocol. Any deliberate breach of confidentiality will be dealt with in accordance with Good Behaviour Policy and Disciplinary Policy.

## 8. Home school communication

School will communicate with parents/ carers via email, school website and Facebook. As much as possible, all communication with pupils and parents/ carers will take place within school hours. Parents and pupils will inform the relevant member of staff as soon as possible via year group email if their child is unwell or unable to complete schoolwork.

## 9. Contingency planning

1. We have completed a full risk assessment and published it on school website.
2. We will work closely with local health protection teams when restrictions apply.
3. We will communicate with families as soon as we can should part or all of school need to isolate.
4. In the event of a full lockdown, teaching assistants would resume key worker cover so that teachers could offer full teaching capacity.
5. In the event of two teachers becoming unwell within a bubble, learning will divert to Oaktree Academy.

## 10. Teaching & Learning

### Prep for parents/ carers

- All parents informed about the 'what if' scenario via dedicated letter detailing process of notifications during school time/ during out of school hours, resourcing provided by school and remote learning options.
- The letter includes chance for parents/ carers to communicate information about hardware/ wifi/ broadband/ free school meals should a lockdown occur. All parents/ carers are encouraged to complete and return
- KS2 parents / carers informed that IPAD can come home but a signed commitment is required
- FS/ KS1 parents informed about website links and remote learning options

### Prep for staff

- Training programme to ensure that staff feel confident in using technology to support their teams remotely.
- Explanatory film and 3 stand alones prepared
- Yr gr website explanation of home learning
- Grab list ready for self to take home
- Oaktree Academy offer explored and to be utilised fully in the event of multiple staff becoming unwell
- Grab list ready for children
  - KS2 IPad/ disclosure (can't go home until signed)
    - Blank jotter
    - Stationery kit
    - Reading book
  - FS/ KS1
    - Blank jotter
    - Stationery kit
    - Reading book

This plan will be kept under review in the light of legal developments and best practice

Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## Day 1

- Watch the launch/ explanation film – offer and expectations and complete 3 stand alone tasks Eng/ Maths/ BI, providing staff time to field queries and prepare first proper day

## Day 2+

- Work planned to develop basic skills and the current curriculum to be uploaded by tea time the night before to prepare parents/ carers. Differentiated activities to support and challenge will be shared via the chat function. Examples can also be shared using the interactive whiteboard function. Where it is clear that an individual is experiencing particular difficulties, these children can be identified for extra intervention
  - Plan with the team and SENCo where appropriate to ensure consistency and pitch, from the lowest threshold to challenging the most able.
  - Design work in English (incl reading), Maths and Big Ideas
- Completed work- sharing mechanism of screenshots/ photos by email.
- Feedback mechanisms established- immediate q and a and email responses to written work
- Work packs will be made for pupils who do not have access to computer or printer (collected from school)
- Make weekly check in phonecalls where contact has not otherwise been made
- 1-1 sessions may be appropriate with SEN pupils
- PPA Friday afternoon – PE & story.

## 11. **Monitor**

This policy will be formally reviewed annually. When it practice it will be reviewed weekly.

## **APPENDICES**

- A In the event of a positive case
- B Notification to live case staff
- C Notification to live case parents
- D Notification of non case parents
- E Notification of non case staff
- F FB Message

This plan will be kept under review in the light of legal developments and best practice

Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## APP A (A positive case)

<b>Notification of a positive case during the SCHOOL DAY</b>	<b>ROLE</b>
1. Partial lockdown siren activated, all children to return to class	Office
2. Phone calls to bubble teachers with case	Office
3. Contact governors	SW
4. Contact case bubble staff with app B	Office
5. Contact case bubble parents with app C	Office
6. Contact non case bubble parents with app D	SW
7. Contact non bubble staff with app E	
8. FB message F	
9. Station Lane gate to be opened	SW
10. Bylands Rd gate to be unlocked (opened as children exit)	DC
11. Bubble with a case will be notified by phone <ul style="list-style-type: none"> <li>- Staff should put on a mask</li> <li>- Children should be calmly spoken to that they will shortly be collected (no mention of a positive case as blame may be inferred)</li> <li>- Children will exit through usual door</li> <li>- When children are gone, staff will collect their things from their room and exit directly-spraying areas touched</li> </ul>	Staff Staff  Staff/ children Staff
12. PHE notified	SW
<b>Notification of a positive case OUT OF HOURS</b>	<b>ROLE</b>
1. Contact RnC team	SW
2. Edit letter C	SW LK/ DC
3. Letter C to bubble with case	SW
4. Teams message to bubble staff	SW
5. Teams message to SLT	SW
13. FB message F	SW
When back in school:	
14. Contact governors	SW
15. Contact case bubble staff with app B	Office
16. Contact non case bubble parents with app D	Office
17. Contact non bubble staff with app E	Office
18. PHE notified	SW

## App B (Staff notification of live case)

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021

# PUPIL REMOTE LEARNING



Station Lane  
Skelton  
Saltburn-by-the-Sea  
Cleveland  
TS12 2LR  
  
Telephone  
01287 650689  
Fax  
01287 654496

office@skeltonprimaryschool.co.uk

Head Teacher  
Ms S.E Walker



**INSERT DATE**

Dear Colleague,

## **Advice for to Self-Isolate for 14 Days**

We have been advised that there has been a confirmed case of COVID-19 within school.

We have identified that you have been in close contact with the affected case. In line with the national guidance we recommend that you now stay at home and self-isolate until **ADD DATE (14 days after last contact)**. You must not go to work or other public areas. Further details of what you need to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

Other members of your household can continue normal activities provided you do not develop symptoms within the self-isolation period.

If you are well at the end of the period of self-isolation, you can return to usual activities.

## **What to do if you develop symptoms of COVID 19**

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

The most common symptoms of 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)

If you develop any of these symptoms of COVID-19, you must remain at home and make arrangements to be tested. At that time, all other household members must also stay at home, not go to work, school or public areas, even for exercise. Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://nhs.uk/coronavirus). When the result of your test is known further advice will be available.

"Skelton Primary School" is an exempt charity. It is a Company limited by guarantee registered in England & Wales under company registration number 8693259. Registered Office Address: Station Lane, Skelton, Saltburn-By-The-Sea, Cleveland, TS12 2LR.

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## App C (Case parents)



Station Lane  
Skelton  
Saltburn-by-the-Sea  
Cleveland  
TS12 2LR

Telephone  
01287 650689  
Fax  
01287 654496

office@skeltonprimaryschool.co.uk

Head Teacher  
Ms S.E Walker



**INSERT DATE**

Dear Parent/ Carer,

### **FOR PARENTS OF CLOSE CONTACTS OF COVID-19**

#### **Advise for child to self isolate for 14 days**

We have been advised that there has been a confirmed case of COVID-19 within our school.

We have identified that your child has been in close contact with the affected case. In line with the national guidance we recommend that your child now stays at home and self-isolate until **ADD DATE (14 days after last contact)**. Your child must not go to school or any public areas: your child must remain at home. Further details of what your child needs to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

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

If your child is well at the end of the period of self-isolation, then they can return to usual activities.

#### **What to do if your child develops symptoms of COVID 19**

For most people, especially children, COVID-19 will be a mild illness.

The most common symptoms of 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)*

If your child develops any of these symptoms of COVID-19, they should remain at home and arrangements should be made for them to be tested. At that time all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

"Skelton Primary School" is an exempt charity. It is a Company limited by guarantee registered in England & Wales under company registration number 8693259. Registered Office Address: Station Lane, Skelton, Saltburn-By-The-Sea, Cleveland, TS12 2LR.

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021

# PUPIL REMOTE LEARNING



## App D (non case par



Station Lane  
Skelton  
Saltburn-by-the-Sea  
Cleveland  
TS12 2LR

Telephone  
01287 650689  
Fax  
01287 654496

[office@skeltonprimaryschool.co.uk](mailto:office@skeltonprimaryschool.co.uk)

Head Teacher  
Ms S.E Walker



**INSERT DATE**

Dear Parent/ Carer,

### CHILDREN NOT IN CLOSE CONTACT

We have been advised that there has been a confirmed case of COVID-19 within school.

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 14 days after their last contact.

**Your child has not been identified** as a close contact and therefore does not need to make any change to their usual routine, including school attendance.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If your child, or anyone in your household, develops these symptoms, you whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

### **How to stop COVID-19 spreading**

There are things we can all 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 [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

Keep safe

Sarah Walker

"Skelton Primary School" is an exempt charity. It is a Company limited by guarantee registered in England & Wales under company registration number 8693259. Registered Office Address: Station Lane, Skelton, Saltburn-By-The-Sea, Cleveland, TS12 2LR.

**ents)**

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021



# PUPIL REMOTE LEARNING

## App E (non case staff)



Station Lane  
Skelton  
Saltburn-by-the-Sea  
Cleveland  
TS12 2LR

Telephone  
01287 650689  
Fax  
01287 654496

[ffice@skeltonprimaryschool.co.uk](mailto:ffice@skeltonprimaryschool.co.uk)

Head Teacher  
Ms S.E Walker



**INSERT DATE**

Dear Colleague,

### STAFF NOT IN CLOSE CONTACT

We have been advised that there has been a confirmed case of COVID-19 within school.

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 14 days after their last contact.

You have **not** been identified as a close contact and therefore you do not need to make any change to your usual routine, including coming to school.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If anyone in your household develops these symptoms, you whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

### **How to stop COVID-19 spreading**

There are things we can all 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 [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

Keep safe!

Sarah

"Skelton Primary School" is an exempt charity. It is a Company limited by guarantee registered in England & Wales under company registration number 8693259. Registered Office Address: Station Lane, Skelton, Saltburn-By-The-Sea, Cleveland, TS12 2LR.

This plan will be kept under review in the light of legal developments and best practice  
Next review: Autumn 2021



## PUPIL REMOTE LEARNING

### App F (FB message)

We have been advised that there has been a confirmed case of covid-19 within one of our bubbles.

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self isolate for 14 days. They can return to school on.....

If you have not received an email identifying your child's class, then your child has not been identified as a close contact and does not need to make any change to their usual routine.

The most common symptoms of covid-19 are

- New continuous cough
- High temperature
- Loss or change in sense of taste or smell

If your child or anyone in your household develops these symptoms, your whole household must stay at home and not go to work, school, shops or public places. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available. Testing can be arranged by calling 119 or via [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus).

Keep safe everyone.

Ms Walker