



# Oakfield Primary School



## Remote Learning Plan 2021



In order to ensure that learning is continued, irrespective of lockdown and self-isolation, Oakfield Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. Pupil(s) needs to isolate because someone in their household is symptomatic or tests positive
2. A group of children are self-isolating because of a case of coronavirus in the bubble. There are restrictions on the number of children permitted in school due to a partial closure.
3. A teacher isolating because a family member has symptoms of coronavirus

This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

## Software and online platforms

Within all plans, teachers will set appropriate work in-line with our current curriculum meeting the requirements set out by the DfE.

If parents wish to supplement these there are an additional range of resources which the school subscribes to including Education City, Active Learn and Phonics Bug Club and Bug Club.

In addition to these school-based resources learning supplementary remote learning can be accessed through The Oak Academy and also Cebeebies. These can be accessed through the red button on the television.

Active Learn Abacus Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources.

[Abacus](#) will all be utilised to support maths skills.

[Bug Club](#) will support reading skills.

[Education City](#) will support all curriculum areas.

MS Teams will support school in offering true online learning with the opportunity for KS2 children to communicate with their teacher.

Class Dojo will remain in use to support learning in Early Years and for KS1.

It will also be used as the communication element and has already proved to be invaluable. Teachers and parents will be able to message one another to share information and offer support. The Class Story page will offer the chance for teachers to celebrate children's work and maintain our school community. Oakfield now have the Comms package within Scholarpack, this allows the school to send emails to individual parents, bulk classes or whole school.

## **School Learning Expectations**

**In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that Oakfield Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.**

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms

- MS Teams
- Active Learn
- Education City
- Oak National Academy
- BBC Bitesize / BBC Teach Live Lessons for Primary Schools
- Bug Club

## **Worksheets and Practical Resources**

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will leave school with a pack of work (this might need to be delivered). Children will have immediate opportunity to continue their learning. The work packs should be basic skills work that would be relevant at any stage of the year i.e. arithmetic, spelling, reading, writing (with a visual prompt) and handwriting.

## **Vulnerable pupils**

If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).

## **Remote Learning**

### **Nursery, Reception, KS1**

All teaching provided on Class dojo with paper packs provided and additional support resources/activity packs provided.

Daily work set in accordance with DfE guidelines.

Pre-recorded live sessions uploaded onto Class dojo for individual classes and parents able to respond through Classdojo with evidence of work in order for staff to give daily feedback and respond to messages and interact with families and pupils.

### **KS2 (Years 3-6)**

All teaching provided through Teams 365.

Daily work set in accordance with DfE guidelines with daily feedback

Pre-recorded and live sessions uploaded and daily marking and feedback given to respond to and support children and families.

Weekly welfare contact made offering additional support.

School technology available for loan where required. Identification of need explored through home/school contact.

The school will adopt a three-tier approach to remote learning which will cover the following circumstances:

- A pupil needs to isolate because someone in their household is symptomatic or tests positive
- A whole 'bubble' or cohort is isolating because someone tests positive or there are restrictions on the number of children permitted in school due to a partial closure.
- A teacher is isolating because a member of their household has tested positive or is displaying symptoms

<b>Pupil(s) needs to isolate because someone in their household is symptomatic or tests positive</b>	
<b>Ongoing Support</b>	<b>Safeguarding/SEND</b>
<ul style="list-style-type: none"> <li>• Teachers will plan remote learning alongside Dojo and supplemented with paper copies / normal lessons for the week ahead. Resources will be shared and. These lessons will be based on lessons that are part of the current learning journey taking place in school.</li> <li>• Pre-recorded lessons may be available and in some cases, where appropriate, live lessons may be included.</li> <li>• Feedback will be conducted through MS Teams, Dojo messaging and phone calls</li> <li>• As during the Summer term, paper copies will be available for those families who prefer to access work in this way.</li> <li>• Loan machines will be available to families without the required equipment.</li> <li>• Additional learning can be accessed using sites such as Oak National Academy, Education City, Abacus, &amp; Phonics Bug</li> </ul>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to <a href="mailto:admin.oakfield@northlincs.gov.uk">admin.oakfield@northlincs.gov.uk</a> or telephone the school office on 01724 842246</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safety and wellbeing checks via a phone call from the DSL (record on CPOMS).</p> <p>If a child does not engage, the class teacher is to call the parents to discuss obstacles and support.</p>

<b>A whole bubble/cohort of children is isolating because of an outbreak of coronavirus or there are restrictions on the number of children permitted in school due to a partial closure.</b>	
<b>Ongoing Support</b>	<b>Safeguarding/SEND</b>
<ul style="list-style-type: none"> <li>• Teachers will upload a timetable for the week ahead.</li> <li>• In the instance of the whole bubble/cohort having to isolate, teachers will then upload this PowerPoint to MS Teams or Class Dojo.</li> <li>• The chat features on MS Teams will be usually disabled however during the working day (9.00am-3.15pm) this will be allowed. The children can use the chat feature to ask any questions to the teacher regarding the work.</li> <li>• Staff will have an hour lunch break. During this time, the chat features will be disabled.</li> </ul>	<p>Parents notified so they know to communicate test results to <a href="mailto:admin.oakfield@northlincs.gov.uk">admin.oakfield@northlincs.gov.uk</a> or telephone the school office on 01724 842246</p> <p>If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safety and wellbeing checks via a phone call from the DSL (record on CPOMS).</p>

<ul style="list-style-type: none"> <li>Completed work should be uploaded directly to MS Teams or photographed and uploaded onto Dojo. Teachers can then review the work completed and ensure that feedback is given prior to the following day's lesson.</li> <li>Due to issues accessing technology at certain times, we will not conduct live lessons for all subjects but arrange for some sessions to be live.</li> <li>Teachers will work with partner teachers to enable 'live' sessions with pupils in order to ensure pupils still feel part of the class.</li> </ul>	<p>Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and the support needed by the family.</p> <p>Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams or phone.</p>
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<b>A teacher isolating because a family member has symptoms of coronavirus</b>	
<b>Ongoing Support</b>	<b>Safeguarding/SEND</b>
<ul style="list-style-type: none"> <li>If the class teacher is self-isolating due a family member having symptoms, they will teach from home using Microsoft Teams. Children will still attend school.</li> <li>Teachers will teach normal lessons following their relevant timetable. Teachers will be available between 9am and 3.15pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal procedures on the designated absence number. If it affects the completion of any work required, ensure that arrangements have been made with year group/subject partners or SLT to ensure work is completed.</li> <li>A timetable as close to 'normal' in terms of content and time is expected.</li> <li>Instructions will be given by the teacher through MS Teams and with support from the teaching assistant the teacher will give verbal feedback to the pupils.</li> <li>Work carried out on Teams will be marked by the class teacher.</li> <li>In this instance, teachers will plan the work alongside their partner teacher remotely over MS Teams or the telephone. The teacher will also work closely with the teaching assistant to feedback on behaviour.</li> <li>Teachers will dress following professional standards.</li> <li>Teachers will avoid background noise and be aware of their surroundings when teaching remotely.</li> <li>Communication with parents will follow normal procedure - parents contact the school office and the admin staff will pass on any messages.</li> </ul>	<p>Parents notified of teacher's absence.</p> <p>Teaching assistant reminded about any vulnerable children and are reminded to follow safeguarding procedures.</p> <p>Attendance procedures for vulnerable children are followed.</p>

## **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with subject specific work - talk to the relevant subject lead or SENCO
- Issues with behaviour - talk to key stage leader
- Issues with workload or wellbeing - talk to a member of the Senior Leadership Team
- Concerns about data protection - talk to the data protection officer
- Concerns about safeguarding - talk to S Williams/A Chafer/L Redfearn & N Smith (DSL)

## **Data protection**

### **Accessing personal data**

When accessing personal data held by the school for remote learning purposes, all staff members will:

- access work and data via Microsoft 365 (secure cloud program)
- each member of the teaching staff will have a secure laptop. Staff are aware that these laptops are for professional use only.

### **Processing personal data**

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online, and to comply with GDPR guidelines in doing so.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- keeping the device password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- making sure the device locks if left inactive for a period of time
- not sharing the device among family or friends
- ensuring all antivirus and anti-spyware software is up to date.
- keeping operating systems up to date - always install the latest updates