Oakfield Primary School

Remote Learning Plan

2022/ 2023

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. Because a high % in the class / school test positive.
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, primarily supplemented by a range of resources provided by Oak Academy, Class Dojo, Active Learn, Phonics Bug Club and Reading plus.

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support. Oak academy will be used to support teaching and learning in Literacy, Science, History and Geography.

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 and Reading plus in KS2.

Class Dojo will support school in offering true online learning with the opportunity for the children to communicate with their teacher.

Class Dojo will remain in use 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 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 (likewise teaching staff need to be familiar with them):

- MS Teams
- Active Learn
- 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 Classdojo 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 Classdojo 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.
Pre-recorded session's 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
- Because someone tests positive
- A teacher is isolating because a member of their household has tested positive or is displaying symptoms

The three-tier approach is outlined below :

Pupil(s) needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND
• Teachers will plan remote learning alongside Dojo and be supplemented with paper copies / normal lessons for the week ahead. This will be achieved using sites such as Oak National Academy, Education City, Abacus, & Phonics Bug for this. These lessons will be based on lessons that are part of the current learning journey taking place in school. • Due to safeguarding concerns we will not be conducting live lessons but pre-recorded ones may be available. • Feedback will be conducted through MS Teams. • As during the Summer term, paper copies will be available for those families that need them.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to admin.oakfield@northlincs..gov.uk or telephone the school office on 01724 842246 or on Class Dojo. If a 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). If a child does not engage, the class teacher is to call the parents to discuss obstacles and support.

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus	
Ongoing Support	Safeguarding/SEND

• Teachers will upload a timetable for the week ahead on Class Dojo • In the instance of the whole class/cohort having to isolate, teachers will then upload this PowerPoint to MS Teams or Class Dojo. • Admin staff will notify parents when the PowerPoint has been uploaded via the Dojo app. • 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. • Staff will have an hour lunch break. During this time, the chat features will be disabled. • 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 the following day's lesson addresses these. Feedback will be given as a whole class at the start of the next lesson using the pre-recorded PowerPoint for that day. • Due to issues accessing technology at certain times, we will not conduct live lessons. • Due to safeguarding concerns, we will not be conducting live lessons. • Teachers will work with partner teachers to enable 'live' sessions with pupils in order to ensure pupils still feel part of the class. This will be at least once a week and will	Parents notified so they know to communicate test results to admin.oakfield@northlincs,.gov.uk or telephone the school office on 01724 842246 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). 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. Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams or phone as long as the agencies engage. The SENDCO will share appropriate Oak National SEND lessons with teachers who will disseminate accordingly.

A teacher isolating because a family member has symptoms of coronavirus	
Ongoing Support	Safeguarding/SEND
• 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. • 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. • A timetable as close to 'normal' in terms of content and time is expected.	Parents notified of teacher's absence. Teaching assistant reminded about any vulnerable children and are reminded to follow safeguarding procedures. Attendance procedures for vulnerable children are followed.

• 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. • 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. • Teachers will dress following professional standards. • Teachers will avoid background noise and be aware of their surroundings when teaching remotely. • Communication with parents will follow normal procedure – parents contact the school office and the admin staff will pass on any messages.	

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 IT – contact AdEPT via email or telephone
- Issues with workload or wellbeing – talk to line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to S Williams/Tracey Beacher (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