

# Highfurlong School

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## Remote learning policy

Current version:	Version 2/ Level 4
Completed by:	Mark Birtles
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### Specific Aims

- To outline Highfurlong School's approach for pupils that, from October 2020, will not be attending school through choice, as a result of government guidance, due to continued shielding or illness.
- To outline Highfurlong School's expectations for staff that, from October 1<sup>st</sup> 2020, will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting the teaching, marking and planning for pupils.
- In the event of a school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

### Who is the policy applicable to?

This policy is applicable to all staff and draws together the statutory requirements and the school's commitment to continuous learning. This policy is particularly applicable when pupils, staff and families should self-isolate if they display any of the following symptoms.

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

### Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines

Highfurlong School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall behind in their educational offer. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. This provision will follow the normal planned learning and activities that would be delivered in class.

Highfurlong School is fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in a way which suits their individual needs. However, cooperation and engagement is strongly encouraged.

Assuming an absence has been agreed with the school, and the student in question is healthy enough to work from home, the school will provide work for students who are unable to attend in person. If this occurs for an individual student, the collation of work and communication with the parent will be coordinated by the student's class teacher. This will enable pupils to keep up-to-date with learning.

### Family (pupil/parent/guardian) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Highfurlong School would recommend that each 'school day' maintains structure.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the communication system embedded within Seesaw and a member of staff will signpost to support.
- Work that students complete at home should be shared on their class Seesaw page, ideally on the day the learning occurred if possible.
- To attempt to make use of the resources shared with them where possible i.e. printing sheets, using relevant mathematical methods etc.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- When attending a Zoom video lesson, families and students will initially be placed on mute to ensure an appropriate atmosphere is achieved for the delivery of the lesson. If students wish to ask a question, they should either ask it via the chat function on Zoom or gesture using their hand, upon which the teacher will unmute their microphone.
- During Zoom lessons, the families and students will ensure that they share their video in the session and will not record any of the lesson or share it with others outside of their class.
- When attending a Zoom video lesson, students and families must ensure they are wearing appropriate clothing and positioned in a room suitable to work in with minimal distractions.
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms (Seesaw/Zoom). School has assessed that all electronic resources proposed for remote learning will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.
- Should a Zoom call not be appropriate for a particular class then staff will pre-record a short lesson which will be sent directly to the absent student. They will still receive 3 Seesaw activities a day to further support the learning of the classroom.

### Teacher expectations

In addition to their classroom lessons, teachers from Highfurlong will continue to support children that are unable to attend.

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavor to replicate this through the use of zoom calls, shared videos/PowerPoints on Seesaw and activities set via Seesaw for home learners.
- Teachers should create Seesaw activities for key teaching points in English, Maths and foundation topics and upload these onto their class Seesaw activity page by 9:00am each day.
- Any resources used, including websites and worksheets should be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
- To respond promptly to requests for support from families at home within the

school day, between the times of 9am and 3pm. This should be done via Seesaw messages or by adding further video guidance for families. Staff and parents may communicate via the [admin@highfurlong.blackpool.sch.uk](mailto:admin@highfurlong.blackpool.sch.uk) email address if additional assistance is required.

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.
- Teachers must record evidence of contact with all students including those who are self-isolating, shielding or from a class bubble which is required to be closed. This will be recorded on a daily basis using the Remote learning tracker.
- Should a Zoom call not be appropriate for a particular class then staff will pre-record a short lesson which will be sent directly to the absent student. Three Seesaw activities a day will still be sent to absent students to further support the learning of the classroom.
- Should a student/parent not use Seesaw, staff will organise for a work pack to be delivered to the absent students.

### **Remote teaching for staff who are self-isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for reporting absence.
- Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

### **Loan of school resources**

If teaching staff and Level 4 TAs do not have access to the appropriate technology at home, Highfurlong will support this by loaning school resources enabling staff to facilitate remote learning for their class.

If families are without the necessary technology to facilitate remote learning, Highfurlong will endeavour to provide a suitable ICT device. Devices will be allocated based on their suitability for each individual student to ensure that all are able to access an educational offer at their academic level.

Devices loaned to students will be preloaded with individual access to that student's network login details and to their own seesaw account.

Any devices issued will be on a loan basis and families are required to sign the remote learning agreement in appendix 1 before loaning a device.

If families have difficulty providing students with access to printed resources, school will endeavour to provide these where possible.

### **Pastoral Care**

Highfurlong School is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.



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During such periods the normal channels of communication regarding pastoral care remain open; parents/students can contact their class teacher or member of the SLT. Parents and students should follow the usual channel of communication, telephone, admin email and Seesaw.

**Safeguarding**

During any period of school closure, the “Safeguarding and Child Protection” Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement. Any live contact between students and staff must only take place through official school channels and must be documented to ensure that students are safe and accounted for. If staff have any concerns regarding their pupils’ welfare, they must record all information on the school’s CPOMS system. Any incidents recorded will be followed up by members of the school safeguarding



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