

Crofton Junior School

Remote Education Procedure

In order to meet the governments guidance on 'Remote Education' stated in the Guidance for full opening: schools (updated 29th August 2020), Crofton Junior School will undertake the following procedure:

The provision for remote education will required in the following circumstances:

- Individual pupils who are required to self-isolate as a result of themselves, members of their household or someone that they have had close contact with either showing symptoms of or having a confirmed case of Covid-19.
- The school bubble having to be closed due to a member of the bubble having a confirmed case of Covid-19.
- The class teacher needing to self-isolate due to showing symptoms of or having a confirmed case of Covid-19 or being a close contact.

Each week, teachers will create a master pack of activities, mirroring the work that children in school will complete throughout the week thereby ensuring that the curriculum sequence is exactly the same remotely as it is in school. They will also provide a timetable in order to support the children structure their learning whilst they are absent. The pack will be formed from subjects across the curriculum, thereby ensuring the children will receive a broad and balanced curriculum whether they are completing them in school or remotely. Work set will be of an appropriate standard to meet the educational needs of the individual pupil.

In the circumstance of individuals being required to self-isolate, the pack will be taken home with the pupil. All pupils will also be provided with: an exercise book, pencil and ruler in order to complete the work. Completed work will be stuck into the exercise book and brought back to school so that there is an on-going record of the pupil's work. It may be checked by the teacher when it is returned after a period of 72 hours isolation; however, it will not be marked.

The pack of work will be supplemented by set weekly activities on TTRockstars and Spelling Shed and the expectation that they will read at least three times per week in line with the homework policy. If a pupil has completed their reading record book, they have access to Serial Mash, which is an online library resource. Engagement in TTRockstars and Spelling Shed will be monitored in line with normal practice. Reading record books will be monitored when the pupil returns to school.

Parents / carers will also be provided with the teacher's work email address so that they can receive support and advice if required.

After the second day of self-isolation, the teacher or a member of staff will make a phone call to the pupil and parent / carer to check on levels of engagement and to provide any additional support.

On completion of the work, pupils will be asked to either take a photograph of or scan the work and then email to the teacher so that they can make effective on-going assessment and feedback. Feedback will then be provided.

At the end of the first week of isolation, all pupils and their parent / carers will receive a welfare call from their class teacher or another member of staff. This will be to check on the pupil's mental health and well being, discuss how effectively they have engaged in their remote learning and ascertain if they are able to return to school the following week. In the case of individual pupils having to self-isolate, an additional pack of paper-based activities will then be prepared and

delivered to the pupil if it is unable to be collected from school. The pack will once again mirror the learning the children remaining in school are completing.

In the case of the school bubble having to be closed, the remote learning pack will be provided at the point of self-isolation or within 24 hours if this is not possible. In order to enhance the learning process, links to live online lessons via the Zoom platform will be added to the timetable for those children who have online capability. If children do not, school will make every effort to provide this for them. The live lessons may be in the form of whole lessons, particularly for English and maths or the introduction and modelling of tasks. They may also make use of online platforms such as Learning by Questions. Throughout the live lessons, children will be provided with instant feedback and the opportunity to self-mark and the teacher the opportunity to address misconceptions and adjust the work as appropriate.

Work completed may be checked by the teacher when it is returned after a period of 72 hours isolation; however, it will not be marked.

In the case of the class teacher needing to self-isolate, they will deliver a programme of live online lessons via the Zoom platform to the class. These again maybe in the form of whole lessons, particularly for English and maths or the introduction and modelling of tasks. The children will be supported by in class by other members of staff. Throughout the live lessons, children will be provided with instant feedback and the opportunity to self-mark and the teacher the opportunity to address misconceptions and adjust the work as appropriate. Staff in class will also support the feedback process.

Work completed will be labelled as 'online.' The teacher will not be expected to mark this work when they return to school.

If the teacher is unable to deliver online lessons or the learning doesn't lend itself to this platform, school staff will lead as appropriate.