

# Meltham CE Primary School Remote Learning Plan (v8)

First version September 2020

**V5 revised as of January 2021 – please see section highlighted in yellow**

**V8 revised as of September 2021 – highlighted in green**

In order to ensure that learning remains uninterrupted when children or staff members are required to work away from school, Meltham CE Primary has developed the following remote learning plan. It details the provision of remote learning under a range of varying scenarios, whilst also acknowledging that some households have limited access to devices and may require hard-copies of work and resources.

This plan will be applied in the following instances:

1. An individual or group of children are self-isolating awaiting the results of a test, **with COVID symptoms**;
- ~~2. An individual or group of children are self-isolating because of a positive test within the household;~~
- ~~3. A group of children are self-isolating because of a case of coronavirus in the bubble;~~
4. A whole class or cohort is self-isolating because of an outbreak of coronavirus;
5. A teacher or teachers are required to self-isolate whilst children remain at school; and
- 6. Restricted attendance during national lockdown**

The plan complies with the expectations and principles outlined in the DFE document *Guidance for full Opening: schools* a link to which can be found below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>

and *Restricting attendance during the national lockdown: schools*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

In each of the scenarios listed above, teachers will set appropriate remote learning which, as far as possible, is in line with the current school curriculum. It will be supplemented by a range of resources which include those produced by the school itself, by White Rose Maths and by the Oak National Academy.

Remote learning will be uploaded to the Purple Mash year group learning platform each week where it can be accessed daily by children and families working from home. Children and families will be provided with login information and a remote learning exercise book which will include passwords for the required websites. This book will remain at home.

Teachers and senior leaders will be able to communicate with children and families using the Purple Mash Class Blog feature, which will also be used as a communication tool and a place to celebrate learning. All families have been made aware of teachers' direct email addresses. In addition to this, the school already has a long standing engagement with parents and learners through the school Twitter feed and email. For many families, this will provide increased communication.

Engagement with remote learning also forms the first tier of the safeguarding system for children learning at home. See the addendum to the safeguarding policy for further information.

In the event of lost learning attributed to coronavirus related absence, parents must understand that engagement in home learning is compulsory. School will ensure that it makes remote learning provision available and accessible to all. If children themselves are too ill to attend (with symptoms of coronavirus or other ongoing illness) then they will not be expected to engage in remote learning.

<b>Teacher is in school - A child or small number of children are self-isolating due to COVID 19</b> (awaiting a test, awaiting test results, with COVID symptoms. Children without symptoms DO NOT need to isolate)	
First Day Support	Safeguarding / SEND
In order to facilitate immediate access to remote learning, students displaying coronavirus symptoms in school will be sent home with a pack (e-pack / paper pack if requested) of remote learning activities appropriate for their year group.	School office to contact parents know to communicate test results to: <a href="mailto:office.meltham@kirkleeseducation.uk">office.meltham@kirkleeseducation.uk</a>

<p>Activities will focus on skills relevant for any stage of the year i.e. arithmetic, reading spelling, grammar, TTRockstars.</p> <p>If children are kept at home because they are displaying symptoms of coronavirus, class teachers will send an electronic copy of the remote learning pack.</p>	<p>If a child is entitled to benefit-related FSM, school will contact Kirklees LWP (Local Welfare Provision) via online forms. They will then liaise with families entitled to benefit-related FSM.</p>
<p>On-going Support <b>if result is positive</b></p>	<p>Safeguarding / SEND</p>
<p>On a weekly basis (each week in PPA), class teachers will upload remote learning provision to Purple Mash:</p> <ul style="list-style-type: none"> <li>• A year group timetable with embedded links to learning videos, resources or websites;</li> <li>• Directions and instructions for accessing daily White Rose Maths resources and daily English (either Oak Academy or bespoke school resources);</li> <li>• Resources for foundation subjects which mirror those taught in school as far as possible;</li> <li>• Relevant information / passwords for accessing maths arithmetic games – TTRockStars etc</li> <li>• Daily phonics activities (where appropriate) directing to DFE videos following Letters &amp; Sounds or other appropriate resources following Letters &amp; Sounds.</li> </ul> <p>Teachers will make this learning available to children who are unable to attend school as a result of coronavirus isolation.</p> <p>Parents will be made aware that teachers will be working in class and that further daily contact with isolating children <i>may</i> not be possible.</p>	<p>School office to contact parents know to communicate test results to: <a href="mailto:office.meltham@kirkleeseducation.uk">office.meltham@kirkleeseducation.uk</a></p> <p>If a child is entitled to benefit-related FSM, school will contact Kirklees LWP (Local Welfare Provision) via online forms. They will then liaise with families entitled to benefit-related FSM.</p> <p>If any child is regarded by the school as vulnerable (EHCP, CIN, LAC), DSLs will ensure that any appropriate people / agencies are notified and safeguarding arrangements are made.</p> <p>Children not engaging with home learning will be contacted by school using a phased approach (email from teachers, phone calls from office staff, contact from SLT) to discuss any obstacles and potential support. <i>See addendum to safeguarding policy.</i></p> <p>Teachers will ensure children with SEND are provided with appropriate resources and will offer extra support where necessary.</p> <p>Hard copies of learning will be sent out if families are unable to access online provision.</p>

<b>The teacher and a group of children are required to self-isolate due to COVID-19</b> (e.g. a positive result in bubble, multiple members contacted by track and trace)	
First Day Support	Safeguarding / SEND
<p>In order to facilitate immediate access to remote learning, students displaying coronavirus symptoms in school will be sent home with a pack of remote learning activities appropriate for their year group.</p> <p>Activities will focus on skills relevant for any stage of the year i.e. arithmetic, reading spelling, grammar, TTRockstars.</p> <p>If children are kept at home because they are displaying symptoms of coronavirus, class teachers will send an electronic copy of the remote learning pack.</p>	<p>School office to contact parents know to communicate test results to: office.meltham@kirkleeseducation.uk</p> <p>If a child is entitled to benefit related FSM, school will contact Kirklees LWP (Local Welfare Provision) via online forms. They will then lease with families entitled to benefit related FSM.</p>
On-going Support	Safeguarding / SEND
<p>On a weekly basis (each week in PPA / from home), class teachers will upload remote learning provision to Purple Mash:</p> <ul style="list-style-type: none"> <li>● A year group timetable with embedded links to learning videos, resources or websites;</li> <li>● Directions and instructions for accessing daily White Rose Maths resources and daily English (either Oak Academy or bespoke school resources);</li> <li>● Resources for foundation subjects which mirror those taught in school as far as possible;</li> <li>● Relevant information / passwords for accessing maths arithmetic games — TTRockStars etc</li> </ul>	<p>School office to contact parents know to communicate test results to: office.meltham@kirkleeseducation.uk</p> <p>If child is entitled to benefit related FSM, we will contact Kirklees to ensure a replacement is made available</p> <p>If any child is vulnerable in any way, the DSLs will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone from the DSLs (record on CPOMS).</p> <p>Those not engaging with home learning will receive a phone call class teacher if not in set to discuss the obstacles and support.</p>

- Daily phonics activities (where appropriate) directing to DFE videos following Letters & Sounds or other appropriate resources following Letters & Sounds.

Teachers will make daily contact with children each morning via Purple Mash daily message to explain the day's learning. Other contact will be maintained using Purple Mash's class blog, voice-over power point and / or voice recordings attached to "to-dos." Teachers will provide activities that are meaningful and ambitious and reflect the timings of equivalent length of that provided in school.

During the week, children will hand in one piece of English (this may be cross-curricular writing) and one piece of maths (uploaded or emailed) as specified by the teacher.

Teachers will provide feedback to all work that has been designated a 'handed in' task. Teachers may respond informally to other tasks.

If some children are in class, the teacher will take part in daily Zoom sessions into their class and ensure they plan with their year group partners to ensure remote learning is adequately planned for.

Teachers will host a daily Zoom meeting for children in school and at home:

FS— 2:30 pm

Y1— 2:15 pm

Y2— 9:00 am

Y3— 1:45 pm

Y4— 10:00 am

Y5— 1:15 pm

Y6— 9:30 am

Teachers will ensure SEND children are provided with appropriate resources and will offer extra support where necessary.

Hard copies of learning will be sent out if the child cannot access online provision.

See addendum to safeguarding policy.

Teachers will ensure planning with year group partners continues so in school and remote learning are as closely matched as possible.

### Additional

<p><b>If a staff member received a positive test and is asymptomatic but required to be in isolation for 10 days</b></p>	<p>The teaching class will close and teaching will revert to full remote teaching, as detailed above including daily Zoom calls</p> <p>The class will remain open and will be covered by another member of internal or supply staff.</p> <p>The teacher will continue to plan, prepare, and send in the learning for their teaching groups, and have regular daily contact with the children via Zoom.</p>	<ul style="list-style-type: none"><li>• Regular wellbeing calls and messages for staff, as appropriate</li><li>• Out of hours added to staff email</li><li>• Regular working patterns to be followed</li><li>• Employee healthcare referral to be made, where appropriate</li></ul>
<p><b>If a staff member received a positive test, are required to be in isolation for 10 days and are unwell</b></p>	<p>Parallel class teacher will ensure that planning is available for the class. Zoom calls with the class teacher will not be possible.</p> <p>Class will be taught by internal staff or supply teacher. SLT will monitor and provide support to the families and staff as needed.</p>	

<p><b>If contacted by Track and Trace and the staff member needs to isolate for 10 days.</b></p> <p><b>If it is necessary to isolate due to a family member receiving a positive test.</b></p>	<p>The class will remain open and will be covered by another member of internal or supply staff.</p> <p>The teacher will continue to plan, prepare, and send in the learning for their teaching groups, and have regular daily contact with the children via Zoom.</p> <p><i>Teachers will take part in weekly Zoom PPA session. Teacher will have daily contact with Cover Supervisor / supply teacher.</i></p>	
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<p align="center"><b>Restricted attendance in school due to national lockdown (as from January – March 2021)</b> (Most children at home. Teacher at school or at home)</p>	
<p>On-going Support</p>	<p>Safeguarding</p>
<p>On a weekly basis (each week in PPA), class teachers will upload remote learning provision to the Blended Learning folder on the server and Purple Mash online. It should equate to 3-4 hours of daily learning in KK2 / 3 hours in KS1, roughly matched to what is happening at home (on average). It will include:</p> <ul style="list-style-type: none"> <li>• A year group timetable with embedded links to learning videos, resources or websites;</li> <li>• Directions and instructions for accessing daily White Rose Maths resources and daily English (either Oak Academy or bespoke school resources);</li> </ul>	<p>School office to contact parents know to communicate test results to: <a href="mailto:office.meltham@kirkleeseducation.uk">office.meltham@kirkleeseducation.uk</a></p> <p>If a child is entitled to benefit-related FSM, school will contact Kirklees LWP (Local Welfare Provision) via online forms. They will then liaise with families entitled to benefit-related FSM. S.D. (Assistant head teacher) will contact in relation to Laptop and/or internet support and acts as a contact for parents who need support with IT provision.</p> <p>If any child is regarded by the school as vulnerable (EHCP, CIN, LAC), Designated Safeguarding Leads (DSL) will ensure that any</p>

- Resources for one foundation subject each day which mirror those taught in school as far as possible, including French, PE, Art and Forest School;
- Relevant information / passwords for accessing maths arithmetic games – TTRockStars etc
- Daily phonics activities (where appropriate) directing to DFE videos following Letters & Sounds or other appropriate resources following Letters & Sounds.
- A daily exercise session (equivalent to Daily K)
- A weekly assembly or worship provided by SLT from Wednesday 20<sup>th</sup> January
- **Class teachers will provide a variety of non-core tasks to keep children motivated. This will include Loom videos, voice-over power points, pre-prepared power points in recognition of the importance of children hearing/seeing their own class teacher.**

Teachers will consider SEND children in their provision of remote learning. They should receive what they would've received in school. Similarly, extension tasks will be provided where necessary.

Teachers will identify and make clear to parents and children, at least one piece of work which will receive detailed feedback, per week. This could be on PM, via email or whole class feedback on Zoom.

Years 4, 5 & 6 will send a daily voice message on PM. FS to Year 3 will send daily written email via Spider.

appropriate people / agencies are notified and safeguarding arrangements are made. Some children *may* be invited to school.

Teacher's will keep class checklist and record Remote Learning interaction, email contact, Twitter and Zoom engagement. Concerns will be passed on to the DSLs who will liaise with administrative staff before making further contact with families.

Children not engaging regularly with home learning will be contacted by school using a phased approach (email from teachers, phone calls teachers or from office staff, contact from Senior Leadership Team) to discuss any obstacles and potential support. See *addendum to safeguarding policy*.

Teachers will ensure children with SEND are provided with appropriate resources and will offer extra support where necessary.

Hard copies of learning will be sent out if families are unable to access online provision.



All class teachers will Zoom children at home on a daily basis. The format of these Zooms will differ according to the age of the children. Their primary focus is social and emotional as well as safeguarding. In higher year groups such as year 6, they may include some online guidance for lessons.

Teachers will be prepared to provide paper copies of the week's work for request by parents who are having access problems.

Parents should contact teachers directly if they or their children have concerns about the amount or difficulty of work. School will endeavor to make adjustments for these children on an individual basis.