

# **Remote Learning Statement**



**Thriftwood School**

**September 2020**

## **In the event of a partial (class / phase group) or full (whole school) lockdown or a child self-isolating**

In line with government guidance, pupils, staff and families should self-isolate if they or anyone in their household displays any of the following symptoms

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste

or have had access to a test and this has returned a positive result for Covid-19 for themselves or anyone in their household.

Thriftwood School will provide remote learning for pupils that are not able to attend school. We are 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 way which suits their individual needs.

## **In order to support pupils at home**

Those in receipt of Free School Meals will be entitled to support towards their weekly food costs

We will provide work for each child, which will include subjects from across the curriculum.

- We will send home work every 2 weeks via post / email if appropriate and in the event of a local lockdown will send video contact / lessons.
- We will contact pupils at least once a week by telephone call and email

## **Teachers**

Teachers are responsible for:

### ➤ Setting work:

- Creating personalised work for their class across the curriculum. This could be in the form of worksheets, practical activities, videos, or PowerPoints.

### ➤ Providing feedback on work:

- Pupils can send any completed work to teachers via [admin@thriftwoodschool.com](mailto:admin@thriftwoodschool.com) which will be forwarded onto their class teacher, although this is not compulsory
- Teachers can email back feedback if required
- Teachers should respond to any emails from parents/children within 48 hrs

### ➤ Keeping in touch with pupils and parents:

- Teachers are to have at least weekly contact with pupils / parents through phone calls and emails. All contacts with parents should be recorded on Arbor

- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Anyone can respond to enquiries, it does not have to be the class teacher.
- Any issues that are received are to be dealt with by the class teacher and the Headteacher / Deputy Head should be informed if necessary.
- If there are any safeguarding concerns, the DSL must be contacted immediately.

The resources will be put together by a teacher and collated by support staff.

## **Teaching assistants**

Teaching assistants are responsible for supporting pupils with learning remotely and making keeping in touch phone calls when requested.

## **Senior leaders**

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
  - Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for maintaining contact, collating, passing on information and responding to any concerns.

## **Data protection**

### **Accessing personal data**

- Teachers are able to access parent contact details via Arbor using a secure password.
- SLT have the ability to locate personal details of families when required through securely accessing Arbor.

### **Sharing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### **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
- › Making sure the device locks if left inactive for a period of time
- › Keeping operating systems up to date – always install the latest updates

## **Safeguarding**

Please see the following for updates concerning safeguarding in relation to home learning.

- COVID-19 amendments to the Child Protection Policy
- Remote Learning Policy from the SEAX Trust

## **Reasonable Endeavours**

Thriftwood School will use all reasonable endeavours to meet the statutory requirements outlined in pupils' Education Health Care Plans.