



LONGSANDS LINK – 25th September 2020

Mrs McKeown's Message

The new restrictions are there to keep us all safe. So far we have only had coughs and colds in school let's keep it that way.

Our risk assessment is robust and as a school we are keeping to the strategies highlighted. However, germs and bugs can easily be brought into school. If you or your families have any concerns over your child's health and your own, please contact **111** for advice as soon as possible. We would appreciate you keeping your child away from school until they are fully better or results have come through. There are too many local schools sending bubbles home for 14 days which would mean home-schooling needs to start straight away.

On a lighter note, I have been chatting with Mrs Cooper our PTFA Chair, and information about a planned scarecrow trail will be sent out to you all soon and to the local community. For our 25th celebrations we had a number of events planned, however as previously mentioned on one of my messages we are having to scale these down. A local scarecrow trail would involve families and the community in a fun and outdoor way.

I hope you will support us in this.

Mrs McKeown

BAGS INTO SCHOOL

We would prefer it, if the children did not bring any bags at all into school at the moment. However, we do understand that there are times when a small bag will be necessary to bring in some school items.

Happy Birthday

LILY, WILLIAM, GEORGE,
ELLIE and AVA.

SCHOOL LUNCH MENU

WC 28/09/19
WEEK 2

Pupils of the Week

RECEPTION: **CHARLOTTE**

YEAR 1: **KANE**

YEAR 2: **FREDDIE**

YEAR 3: **LOLA**

YEAR 4: **AMELIA**

YEAR 5: **JENNA**

YEAR 6: **BRYONY**

PUPIL OF THE WEEK AND LONGSANDS VALUES AWARDS

Normally, the children who are awarded Pupil of the Week or a Longsands Values award would come into school in their own clothes on the following Monday. However, until further notice the children **should come into school in their school uniform as normal**. Thank you.

BMA MUSIC

Reminder for Key Stage 2 parents - if your child would like online piano or guitar lessons from Broughton Music Academy, please contact them as soon as possible. The deadline has passed, but they have said they will happily add on any pupils who wish to take part. Letters were sent on Seesaw last week, and we have attached a copy to this week's newsletter.

PRIMARY ADMISSIONS SEPTEMBER 2021

If you have a child who has their 4th birthday between 1st September 2020 and 31st August 2021, you must now apply for their place in Primary School. You still need to make an application even if they have a brother or sister at your chosen school. Applications should be made online to Lancashire County Council at www.lancashire.gov.uk/schools

It is quick and easy to do, and you will receive an email confirmation of your application. The deadline for all September 2021 applications is **11.59pm** on **15th January 2021**.

Click here for LCC Admissions

ADMISSION TO SECONDARY SCHOOL

If your child is in Year 6, it is now time to apply for their place in High School.

You must still make an application even if they have a brother or sister at your chosen school.

Applications should be made online to Lancashire County Council at www.lancashire.gov.uk/schools

The deadline for all applications is **11.59pm** on **31st October 2020**

Click here for LCC School Admissions

REMOTE LEARNING POLICY

We have attached our remote learning policy to this week's Link. Please could we ask you to have read through it ahead of any potential school closures we may need to accommodate. Thank you

Longsands Values

RECEPTION: **JOSHUA**

YEAR 1: **GRACE**

YEAR 2: **MAYA**

YEAR 3: **STANLEY**

YEAR 4: **SARA**

YEAR 5: **JOSHUA**

YEAR 6: **HARRY**

MAD SCIENCE AFTER SCHOOL CLUB VIA ZOOM!

Mad Science are offering a six week Virtual Mad Science Club to our pupils. This club will be delivered via Zoom on either a Wednesday after school or on a Saturday morning (you choose which one to register for). Budding scientists can join Mad Science for a different topic each week. These are LIVE and interactive sessions and you will be provided with a list of household items each week in advance so that your child can experiment along at home!

Children will watch cool demos, can ask and answer questions, and even get on screen with their experiment results if they wish! Sessions are secure and only available to children registered with Mad Science.

The programme begins on 7th or 14th October so please register now to secure your place. The full programme costs £30.

CLICK HERE TO REGISTER!

If you have any questions about the Mad Science Club please either email them at:

office@madsciencenw.com
or call **01772 628844**.

PHARMACY FIRST SCHEME

Don't forget that the 'Pharmacy First' scheme is still running. This pharmacy service is very useful in the fight against the common cold, cough and flu virus, with treatments available free for children.

Longsands Pharmacy continue to offer face-to-face consultations despite these not being available through GP's. These consultations are through a screen and are in line with current Covid19 safety measures.



Our target attendance is 96%.

RECEPTION: 99.13%

YEAR 1: 93.82%

YEAR 2: 97.77%

YEAR 3: 95.40%

YEAR 4: 95.19%

YEAR 5: 98.62%

YEAR 6: 94.21%

Sept-Nov 2020 On-Line Music Tuition - "BMA Music" - Previous and New Students

As you may know we currently provide **Guitar/Piano tuition** at your child's school and we are very much looking forward to working with our former students again. For this half term we have been asked to provide our music tuition on-line. This will be in 1-2-1 lessons or group sessions. Lessons will be available on Saturday and Wednesday. Our aim is to provide fun and enjoyable music lessons that help to develop your child's musical skills, confidence and overall appreciation of music. Lessons are also available at our two private academies as an alternative.

There will be a total of **10** lessons this term starting week commencing (w/c) **21/09/20** and ending w/c **7/12/20** (inclusive). This **excludes lessons w/c 26/10/20 and w/c 2/11/20**. Lessons will then continue on a rolling termly basis.

To register your child to start lessons with us simply:

- Complete the form at the bottom of this page (please fill in all boxes)
- Complete the attached Direct Debit payment form
- Make the initial manual payment (see below - to cover lessons prior to the Direct Debit becoming active)
 - (cheque or Bank Transfer (preferred) - Account 65001826, Sort Code 016714** - Please add your child's name in the reference box)
- Print and return both completed forms (+ cheque if required) and return to BMA Music 506-508 Garstang road, Broughton, PR35HE **no later than Friday 18/09/20**.

Our Direct Debit payment system is a proven simple way to pay for lessons. Existing parents love how easy it is and how costs are spread across the term rather than in one big termly payment. The first Direct Payment will be **start of November 2020** then continue on a monthly basis until you choose to stop.

- 40 minutes - online group lesson** - £5.50 per lesson (initial payment of £25 then **Direct Debit payments of £17.50 per month** November '20 to June '21 (inclusive) or until you give notice to stop, (6 pupils Max)
- 20 minutes 1 to 1** - £11.00 per lesson (initial payment of £50 then **Direct Debit payments of £35 per month** November '20 to June '21 (inclusive) or until you give notice to stop)
- Online Lessons** – once you have enrolled for lessons our tutors will be in touch via email to send you the online meeting codes/times etc. lessons will cover scales and beginner pieces/techniques etc.
- Pupils will need a Piano/keyboard or Guitar for the lessons.** Sheet music will be emailed out for the lessons.

To finish lessons we simply ask for 4 weeks' notice where a final balancing payment will then be arranged. If for some reason you are unable to set up a Direct Debit, please contact the office directly where an alternative arrangement may be possible.

We look forward to hearing from you.

Kind Regards

Jim Askam



Schools Manager, BMA Music

Note: Lessons continue on a rolling termly basis until you give 4 weeks' notice to stop. Payment is by monthly Direct Debit from November '20 to June '21 inclusive (or until you give notice to stop). If your child misses a lesson a refund cannot be given (in the event of enforced quarantine alternative arrangements will be made to ensure continuity).

BMA Music GDPR Policy: Please note that all data provided will be used for BMA direct contact only and will not be shared with 3rd parties.

School _____ Instrument _____ Autumn Term 2020

Name of child _____ Year _____ Group ☐ **or** One to One ☐ (please tick)

Name of Parent or Guardian _____

Parent/Guardian contact telephone numbers. Home: _____ Mobile: _____

- I enclose initial payment of (£25 groups or £50 1 to 1) by either:

Cheque (payable to **BMA Music**) ☐ **or** paid by BACS (please add your child's name in the reference box) ☐ (please tick)

- I enclose my completed Direct Debit payment form and agree to the payment terms detailed above ☐ (please tick)

E-mail address _____ Signed _____ (Parent/Guardian)



Longsands CP school

Pupil Remote Learning Policy

Contents:

Statement of intent

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Appendix

- a. Remote Learning During the Coronavirus (COVID-19) Pandemic

Statement of intent

At Longsands CP school we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Equality Act 2010
 - Education Act 2004
 - The General Data Protection Regulation (GDPR)
 - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2020) 'Keeping children safe in education'
 - DfE (2019) 'School attendance'
 - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2018) 'Health and safety for school children'
 - DfE (2016) 'Children missing education'
- 1.3. This policy operates in conjunction with the following school policies:
 - **Child Protection and Safeguarding Policy**
 - **Data Protection Policy**
 - **Special Educational Needs and Disabilities (SEND) Policy**
 - **Behavioural Policy**
 - **Accessibility Policy**
 - **Marking and Feedback Policy**
 - **Assessment Policy**
 - **Online Safety Policy**
 - **Health and Safety Policy**

- **Attendance**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The **governing board** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The **headteacher** is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an **annual** basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a **weekly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The **Headteacher and school business manager** are responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes,
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The **DPO** Mr Coyne is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR. This is in the school website
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
Collaborate with the IT technicians

2.5. The **DSL** Mrs Mckeown is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

- Liaising with the **ICT technicians** to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The **SENCO Mrs Mckeown** is responsible for:

- Liaising with the **ICT technicians** to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The Headteacher and **SBM Mr Coyne** are responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8. The **ICT technicians Computeam** are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the **SENCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to Mr Coyne and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the **DSL** and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software. At this point we use seesaw and staff have had the appropriate training

- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **headteacher**.
- Reporting any defects on school-owned equipment used for remote learning to an **ICT technician**.
- Adhering to the **Staff Code of Conduct** at all times.

2.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times of a normal school day
- Reporting any absence
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to **their teacher** as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.

- Ensuring they use any equipment and technology for remote learning as intended.

3. Resources

Learning materials

- 3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers[year 2 and 6]
- Current online learning portals
- Educational websites
- Reading tasks
- Seesaw tasks and messages from the class teacher

- 3.2. Teachers will review the DfE's list of online education resources including the recommended Oak academy and utilise these tools as necessary, in addition to existing resources.

- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

- 3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

- 3.5. The school will review the resources pupils have access to and adapt learning to account for all pupils needs

by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

- 3.6. Teaching staff will liaise with the **SENCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.7. The **SENCO** will arrange additional support for pupils with SEND which will be unique to the individual's needs, using the schools portal for learning resources
- 3.8. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.9. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. tablets
- 3.10. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA
- 3.11. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.12. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work
- 3.13. The **ICT technicians** are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.14. The school will signpost parents via **letter** towards additional support for ensuring their children continue to receive the food they need,
- 3.15. Where applicable, the school may provide the following provision for pupils who receive FSM:
- Making food hampers available for delivery or collection
 - Providing vouchers to families

Costs and expenses

- 3.16. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.17. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.18. The school will not reimburse any costs for childcare.

4. Online safety

- 4.1. Where possible, all interactions will be textual and public.
- 4.2. All staff and pupils using Seesaw communication must:
- Communicate in groups
 - Wear suitable clothing for any video messages – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.

- Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Always remain aware that they are visible.
- 4.3. All staff and pupils using Seesaw audio communication must:
- Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
- 4.4. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the **SLT**, in collaboration with the **SENCO**.
- 4.5. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.6. During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 4.7. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's **Child Protection and Safeguarding Policy**, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The **DSL** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- 5.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum.
- 5.6. The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

- 5.7. Vulnerable pupils will be provided with a means of contacting the **DSL**, or any other relevant member of staff – this arrangement will be set up by the **DSL** prior to the period of remote learning.
- 5.8. The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.9. All members of staff will report any safeguarding concerns to the **DSL** immediately.
- 5.10. Pupils and their parents will be encouraged to contact the **DSL** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the **Data Protection Policy**.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's **Data and E-Security Breach Prevention Management Plan**.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked in line with the **Marking and Feedback Policy**.
 - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **email** if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the **headteacher** as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.
- 7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

- 8.1. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 8.2. If using electronic devices during remote learning, pupils will be encouraged to take a **five-minute** screen break every **two hours**.
- 8.3. Screen break frequency will be adjusted to **five minutes** every **hour** for younger pupils or pupils with medical conditions who require more frequent screen breaks.

9. School day and absence

- 9.1. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their

breaks. Pupils will be expected to follow the timetables set by the classteachers.

- 9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.3. Parents will inform their **child's teacher** and the school office no later than **8:30am** if their child is unwell.
- 9.4. The school will monitor absence and lateness in line with the **Attendance and Truancy Policy**.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via **letter** and the **school website** about remote learning arrangements as soon as possible.
- 10.3. The **headteacher** will communicate with staff as soon as possible via **email** about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours. Each class teacher has been allocated a works mobile. If this is not working please see Mr Coyne .
- 10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 10.6. Members of staff will have contact with their line manager **once** per **week**.

- 10.7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.8. Issues with remote learning or data protection will be communicated to the **pupils' teacher** as soon as possible so they can investigate and resolve the issue.
- 10.9. The **pupils' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.10. The **headteacher** will review the effectiveness of communication on a **weekly** basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

- 11.1. This policy will be reviewed on an **annual** basis by the **headteacher**.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is **September 2021**

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- **[New]** DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- **[New]** Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'

2. Contingency planning

- 2.1 The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.
- 2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.
- 2.3 The school will communicate its contingency plans for local restrictions with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 2.4 If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.
- 2.5 The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, the school will continue to remain fully open to all, and these tiers will not apply.

Tier 1 local restrictions

- 2.6 The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

Tier 2 local restrictions

- 2.7 The school will remain open if tier 2 restrictions are in place, and remote learning will not be provided at this time.

Tier 3 local restrictions

2.11 The school will remain open if tier 3 restrictions are in place, and remote learning will not be provided at this time.

Tier 4 local restrictions

2.14 The school will limit on-site attendance to just vulnerable children and young people. All other pupils will receive remote education in line with section 3 of this appendix.

3. Teaching and learning

- 3.1 All pupils will have access to high-quality education when remote working.
- 3.2 The school will use a range of teaching methods to cater for all different learning styles, this includes: use of Seesaw, Oak academy, purple mash, Oxford owl ebooks
- 3.3 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- 3.4 When teaching pupils who are working remotely, teachers will:
 - Set assignments so that pupils have meaningful and ambitious work each day.
 - Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
 - Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
 - Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
 - Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- 3.5 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 3.6 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the **headteacher** will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.
- 3.7 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
- 3.8 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.
- 3.9 Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:
- Pupils in Years 3 to 11
 - Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice
 - Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.10 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.11 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to school

- 4.1 The **headteacher** will work with the LA to ensure pupils only return to school when it is safe for them to do so.
- 4.2 After a period of self-isolation, or the lessening of local lockdown rules, the **headteacher** will inform parents when their child will return to school.
- 4.3 The **headteacher** will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

- 5.1 This policy annex will be reviewed in line with any updates to government guidance.
- 5.2 All changes to the policy will be communicated to relevant members of the school community.



Test and Trace

23 September 2020

Dear parents and guardians,

This is an important letter to share some information on how we can work together to make sure we can continue to give children and young people the best education in the safest way possible.

One important part of ensuring the safety and wellbeing of pupils, students, parents and our communities is testing for coronavirus. We all have a duty to make sure that the right people have access to get tested at the right time. Every time a test is used inappropriately, a person with Covid-19 symptoms may miss out on getting tested.

Therefore, I ask that you all follow these principles:

- You should only book a test if your child has any of these three coronavirus symptoms:
 1. **a high temperature:** any new high temperature where your child feels hot to touch on their chest or back (you do not need to measure the temperature)
 2. **a new continuous cough:** coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
 3. **a loss of, or change in, sense of smell or taste:** a noticeable loss of smell or taste or things smell and taste different to normal
- Your child **does not need a test** if they have a runny nose, are sneezing or feeling unwell but do not have a temperature, cough or loss of, or change in, sense of smell or taste because these are not normally symptoms of coronavirus.
- If you are unsure about whether to get a test, please check the official list of symptoms on the NHS website, which is reviewed regularly:
www.nhs.uk/conditions/coronavirus-covid-19/symptoms/
- Only the person with symptoms should get a test. You do not need to get a test for anyone else in the household unless they also have any of the three symptoms listed above. All members of the household need to self-isolate whilst waiting for the test result.

- If the person with symptoms' test comes back positive, other members of their household should continue self-isolating for 14 days and **only get a test if they develop coronavirus symptoms.**
- If a pupil or student in a class or bubble tests positive for coronavirus, anyone who is advised to self-isolate **does not require a test unless they subsequently develop symptoms.**

No one else in the same class or bubble as the symptomatic person needs to take any action unless advised by the school or college. Schools and colleges have detailed guidance and access to a Department for Education and Public Health England helpline for advice and support.

Contacts of a person who has tested positive must follow the guidance carefully and in full, which means they must stay at home for 14 days. This is because it can take several days following contact with an infected person before an individual develops symptoms or the virus can be detected. Students should only book a test if they get symptoms.

The NHS has produced some guidance to help parents understand when their child can and cannot attend school which you may find useful: <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

It is vital for children and young people's learning and future opportunities that they are able to return to school and college. It is therefore vitally important that all we work together and do our bit to make this possible.

Yours sincerely,



Professor Viv Bennett CBE

Chief Nurse and Director Maternity and
Early Years | Public Health England



Dr Susan Hopkins

Interim Chief Medical Officer |
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Deputy Director | Public Health England

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