

STONE HILL SCHOOL

REMOTE SCHOOL LEARNING PLAN

OCTOBER 2020

Pupils, staff and families should follow current government guidance 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**

What are the aims of this plan?

1. To outline our remote learning approach for individual pupils who will not be attending school as a result of government guidance. See the following link for an outline of good practice <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf
2. To outline our remote learning approach for groups of pupils or 'bubbles' who will not be attending school as a result of government guidance.
3. To outline our expectations for staff who will not be attending school due to self-isolation but who are otherwise fit and healthy and able to continue supporting with the teaching, assessing and planning for pupils.
4. To outline our expectations for admin staff and site supervisor who will not be attending school due to self-isolation but who are otherwise fit and healthy and able to continue working.
5. To outline our expectations for the senior leadership team if they are not able to attend school due to self-isolation but who are otherwise fit and healthy and able to continue working.
6. To outline our plans for any member of staff who has to self-isolate because they have been in 'close contact' with a bubble that has been directed to self-isolate

Who is the plan applicable to?

- This plan is applicable to all stakeholders including pupils, staff, and parents and carers.

What is 'remote school' and 'remote learning'?

- Remote school refers to our whole process to ensure that all children continue to receive the best possible education despite not being able to attend school. It therefore encompasses plans made for all staff who may have to isolate as well as pupils.
- Remote learning is learning from a distance made possible by supporting learning at home.
- The online modes of education that will be used at Stone Hill School include:
 - Our school website
 - Email
 - Microsoft Teams
 - Oak National Academy
 - BBC Bitesize
 - Purple Mash

- The remote learning set for children will be in line with the child's needs, prioritising the mental and emotional wellbeing of our children.
- Stone Hill School understands that it may not be possible for all pupils to engage with formal learning at home and there will be no pressure on parents and carers to complete formal learning tasks. To meet pupils' needs, we will suggest learning which is appropriate to the individual child.
- All children will receive a remote learning exercise book in which to complete any home learning.
- The governors and staff at Stone Hill School are fully aware that these are exceptional times and each family is unique. We will therefore approach remote learning in a way which suits each individual's needs.
- All staff will be informed via email if any member of our school receives a positive test for coronavirus.

SECTION 1

What will remote learning look like for our pupils?

- Assuming an absence has been agreed with the school, and the pupil in question is healthy enough to work from home, the school will provide work for any pupils who are unable to attend in person.
- Parents and carers of individual pupils who are learning remotely may request additional learning resources. In these instances, staff will print off a pack of learning and the school will post it out to the pupil's home along with any additional resources as reasonably requested by the parents or carers.
- Teachers will have the responsibility to engage with parents and carers as soon as they receive information that a pupil in their class is self-isolating. This should be done via a telephone call. The teacher will discuss with the parent/carer what learning the child will complete while at home.
- The teacher will maintain weekly telephone contact with the pupil, and parents and carers to check on wellbeing and learning.
- Where a self-isolating pupil is in receipt of free school meals, we will send home a cheque/voucher to cover the period away from school.

SECTION 2

What will remote learning look like for a 'bubble' of pupils?

- If, on the advice of our regional Health Protection Team, we have to close a class, key stage or the school (a 'bubble'), we will continue to apply the same approach to remote learning as outlined above. However, in this instance, it is assumed that all staff within the affected bubbles will also be self-isolating and, therefore, working from home.
- Teachers will maintain weekly contact with families to support remote learning. This may be via daily email and a weekly phone call. For pupils in Years 10 and 11 who are completing formal qualifications, teachers may arrange lessons via Zoom or Microsoft Teams.
- Pupils who have arranged interventions will be supported remotely.
- All teaching staff will be supplied a laptop to facilitate working from home.
- Teachers will discuss with individual families what their child's remote school timetable may look like. There is a sample remote school learning timetable on the school website.
- On the announcement of a bubble closure, pupils in the bubble will be provided with a blank exercise book including tasks for completion at home (this may include a pack of activities and reference to useful websites).
- The Stone Hill School website has numerous links to online learning sites in all subjects which children can access from home.
- On the announcement of a bubble closure, the class teacher will telephone parents and carers about arrangements for remote learning.

- If appropriate, children will return all remote learning packs and teachers will mark all remote learning.

SECTION 3

- If a parent or carer becomes concerned about their child's wellbeing whilst in isolation, they may still seek support from school by contacting our Learning Support Mentor, Miss Exelby, at the school or via our school email address, admin@stonehillsch.co.uk.

SECTION 4

What will happen if a teacher has to self-isolate?

- Teaching staff are required to self-isolate if they show symptoms in line with current government guidance or if a member of their household is showing any symptoms or they have been told to shield and/or have received a letter to confirm this. They will also have to self-isolate if the bubble they are working in is required to isolate.
- If a member of teaching staff is required to self-isolate (with the exception of a bubble isolation), they are expected to:
 - Follow the normal reporting procedures for planned absence.
 - Get tested where they are the individual showing symptoms. Should a teacher be tested, it is expected, as per national guidance, to share the result of this test with school as soon as they receive it.
 - If well enough, have a conversation with the Upper or Lower School Lead to establish what working-from-home tasks they can do during the isolation period. This can include teaching sessions via Microsoft Teams with whole class or groups of pupils, contacting parents and carers or professionals, subject leadership work, planning, preparation or assessment tasks or any other task as directed by senior leaders.
 - Stay in contact with their school leads on a daily basis via email.
 - Provide direction to the staff they line manage on a daily basis in the normal way they would if they were at school.

SECTION 5

What will happen if support staff have to self-isolate?

- Support staff are required to self-isolate if they show symptoms in line with current government guidance or if a member of their household is showing any symptoms or they have been told to shield and/or have received a letter to confirm this. They will also have to self-isolate if the bubble they are working in is required to isolate.
- If a member of support staff is required to self-isolate (with the exception of a bubble isolation), they are expected to:
 - Follow the normal reporting procedures for planned absence.
 - Get tested where they are the individual showing symptoms. Should a support staff member be tested, it is expected, as per national guidance, to share the result of this test with school as soon as they receive it.
 - If well enough, have a conversation with a member of SLT or their class teacher to establish what working-from-home tasks they can do during the isolation period. This can include zoom intervention sessions with pupils, contacting parents or professionals, or any other task as directed by the class teacher they work with or senior leaders.
 - Stay in contact with their class teacher on a daily basis via email.

SECTION 6

What will happen if any members of our admin team or the site supervisor have to self-isolate?

- Members of the admin team are required to self-isolate if they show symptoms in line with current government guidance or if a member of their household is showing any symptoms or they have been told to shield and/or have received a letter to confirm this. They will also have to self-isolate if they have been in close contact with children or adults from a bubble which is required to isolate.
- If a member of the admin team is required to self-isolate (with the exception of a bubble isolation), they are expected to:
 - Follow the normal reporting procedures for planned absence.
 - Get tested where they are the individual showing symptoms. Should a member of the admin team be tested, it is expected, as per national guidance, to share the result of this test with school as soon as they receive it.
 - If well enough, have a conversation with the school office manager or the headteacher to establish what working-from-home tasks they can do during the isolation period. This can include responding to emails, contacting parents or professionals, responding to queries from school staff. If a member of the admin team is required to self-isolate they will take home a laptop.
 - Stay in contact with the office manager on a daily basis via email.

SECTION 7

What will happen if the senior leadership team is required to self-isolate?

- SLT members are required to self-isolate if they show symptoms in line with current government guidance or if a member of their household is showing any symptoms or they have been told to shield and/or have received a letter to confirm this. They will also have to self-isolate if they have been in close contact with children or adults from a bubble which is required to isolate.
- If a member of SLT is required to self-isolate (with the exception of a bubble isolation), they are expected to:
 - Follow the normal reporting procedures for planned absence.
 - Get tested where they are the individual showing symptoms. Should a member of SLT need testing, it is expected, as per national guidance, to share the result of this test with school as soon as it is received.
 - Continue working from home if well enough to do so. This can include responding to emails, contacting parents or professionals, or any other tasks as would normally be carried out in school.
 - Stay in contact with school staff on a daily basis via email.
 - Delegate in-school tasks as appropriate.

SECTION 8

What will happen for any member of staff who has to self-isolate because they have been in 'close contact' with a bubble that has been directed to self-isolate?

- All members of staff who are required to self-isolate because they have been in 'close contact' with a bubble which has been directed to self-isolate, they are expected to:
 - have a conversation with a member of SLT to establish what working-from-home tasks they can do during the isolation period. This may be linked to the above remote learning tasks or may be a school based task.
 - Stay in contact with SLT/their class teacher on a daily basis via email.

SECTION 9

What will happen for any member of staff who is unable to attend school due to childcare issues caused by the closure of a bubble at any other school?

- Where a member of staff has childcare issues due to their child's bubble closing, the following process will take place:
 - The member of staff will request a conversation with SLT to discuss the challenges and to explore together possible childcare solutions. The meeting will be minuted.
 - Where it is apparent that the member of staff is going to require some leave of absence to look after their child(ren), we will work with staff to enable them to work from home where this is possible.
- Any unpaid leave is a last resort for the school. Therefore, we want to ask all staff to work with us so that we can ensure that the school is still able to function when there are staff who may not be able to attend work. This is very much about working together and making sure that the balance of our pupils' needs and staff's needs are met.

