



Adel Primary School – Remote Learning policy and procedures October 2020

We have now set up Microsoft Teams our digital platform for delivering remote learning; this will include homework tasks as well as tasks set during periods of self-isolation, partial or total school closure. Every child in Years 1 to 6 has access to this through a Microsoft 365 school email address. Children in Years 1 to 6 may already be familiar with Teams as the children have been introduced to this during their Computing lessons.

Remote learning will be delivered to children in Reception and Nursery via Tapestry.

If a child is absent from school due to illness, school work will not be set. If a child is absent due to self-isolation, either awaiting a test result OR for a fixed period after contact notification, work will be set using the Teams platform for children in Years 1 to 6, or via Tapestry for children in Nursery and Reception class.

Individuals self-isolating - remote learning procedure

On the first day of a child's self-isolation period, you must access the activities posted on the class web page, where there are several links to support them with their home learning. On subsequent days, as well as accessing resources for maths and English via directed remote learning sites, work will be set by the class teacher via Teams. This work can then be completed and submitted back to the teacher, allowing for feedback to be given.

If your child's period of absence extends beyond a week, a member of staff will contact the child via Teams audio/video chat or the parent via phone, to check-in and ensure that they are accessing the work set and submitting set pieces.

Whole class self-isolation – remote learning procedure

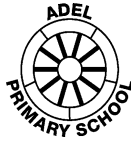
Should school be in the situation where we have to collapse one, or more than one of the Year group bubbles, and the children in the bubble are required to self-isolate, the following procedures will be followed.

If the teacher is fit for work:

Teachers will direct children to access remote learning sites (White Rose maths and Oak Academy), when self-isolating. Communication will take place through the chat function on Teams to the individuals.

In addition to this, children will receive additional work set for all subject areas. This work will be set as assignments in Teams.

Teachers will also communicate with children via Teams meetings. This is likely to be done most effectively with small groups of children rather than the whole class. The most effective group size will be age dependant. Meetings will be set up in advance with an agreed purpose. This may be to check for understanding, share further learning/tasks, to address misconceptions or simply to share a story. Children should be invited to 'meet' with the teacher at least twice per week.



Where possible teachers will cover the subjects that would usually be taught in school were the class to be attending school. Teachers will set work from the agreed long term plans.

If the class teacher is NOT fit for work:

The procedure for individuals self-isolating will be followed – see above.

Agreed safety procedures for children accessing Teams meetings:

If your child is accessing any school Teams meeting from home, they must adhere to the following:

- Your child must be dressed appropriately (this does not have to be school uniform but must be suitable for the meeting i.e. not pyjamas).
- Your child is in a suitable location (i.e. a quiet space without distractions in the background).
- There is an adult present in the room (adults should not be a part of the meeting, but be on hand to support with technical issues).
- The chat function should not be used in the meeting unless it is used to convey technical issues e.g. no sound.
- Hands up indicators are only to be used if the adult running the session instructs the children to do so.
- All children must follow the school rules during the meeting, showing respect to all participants of the session.