

REMOTE LEARNING POLICY



A community inspiring lifelong learning.

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Spinfield School Remote Learning Policy

1. Background

This policy is to ensure the ongoing education of Spinfield School pupils under unusual circumstances. This policy will be future-proof against closures that could happen at any time due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote Learning Lead

The Senior Leadership Team is responsible for formulating and overseeing Spinfield School's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Senior Leadership Team in the first instance.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Spinfield School. We would expect that there will be future benefits to putting these plans into place.

Spinfield School will be proactive in ensuring that:

- Pupils who do not have access to any equipment to support online learning will be offered the use of school equipment during a whole school closure or in the case of a bubble having to be isolated. This equipment will be the responsibility of the parent/carer. If it is damaged or broken while in their care, the parent/carer will be expected to cover the cost of any repair or replacement. Parents/carers will be expected to follow the school's internet code of practice and ensure that inappropriate material is not accessed on the device.
- In the event of a whole school closure or the isolation of a bubble, staff will send an outline of tasks to parents/carers via the class email.
- Tasks will be on Google Classroom, Purple Mash or a Home Learning Planning sheet will be set via the class email with instructions on how to access tasks.
- Staff have access to Google Classroom, Purple Mash, Twinkl, the class email and the school shared drive.
- Pupils within classes have access to the Google Classroom and Purple Mash.
- Pupils regularly use our online learning platform, Purple Mash, so they will be familiar with the structure of this resource. Pupils are becoming more familiar with Google Classroom and information has been shared with parents so that they understand how to use this platform.
- Staff are familiar with the main functions of Google Classroom and Purple Mash and are confident in using this facility to set remote learning tasks.
- As far as possible, teachers will mark work which the children have completed in order to give feedback and address mis-conceptions via these platforms. Parents are also encouraged to support home learning and where possible, work alongside their child/ren to address misconceptions.
- If required, children will be given an exercise book and pencil to record work.
- If adequate notice is given for closure, teachers may prepare "work packs" for the children to take home for a period of remote learning.
- Where possible, children will be given reading books to take home; the titles of these books will be recorded. Any books which are not returned will be charged for. Children will also be directed to websites which will allow them to access e-books.

- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education.

Spinfield school will ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time.
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable equipment at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- Have read the guidelines in Appendix 1
- That their computer- based teaching resources are available outside of school
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the Senior Leadership team to the situation

4. Continuity of Education in Event of a Closure

Spinfield School will make provision for remote contact with pupils on a daily basis:

1. Pupils will have access to work that allows them to continue progress while at home and to revise and reinforce learning.
2. Staff will monitor pupil engagement as there is an expectation that all pupils will complete home learning tasks in the event of any form of closure. If a pupil is not engaging in home learning, this will be discussed with the Senior Leadership Team and a member of this team will contact the parents/carers to investigate why home learning is not being accessed and offer support and solutions.
3. In the event of a whole school or bubble closure, staff will deliver some recorded sessions to introduce a lesson, explain the task and set expectations for the lesson. They will also offer weekly live well-being sessions and daily drop ins to answer any questions.
4. In the event of individual children isolating, the child/ren will be provided with a home learning pack or directed to specific lessons from Oak Academy, which will be in line with the learning for that year group.

Spinfield School will set the following tasks each day via Google Classroom, as a “to do” on Purple Mash, via another on-line resource e.g Oak National Academy or as a handwritten task. Google classroom and Purple Mash activities will be marked online on the following day. (Or Monday for Friday's work) A short comment or emoji will be used. Work that is recorded in exercise books will be marked by parents, if possible, so that feedback can be given and mis-conceptions can be addressed.

1. Reading
2. Writing, which could have a spelling, punctuation and grammar focus
3. Maths

In addition to this, a research/topic based activity will be set.

Teachers will need to make themselves available during their normal working hours and should communicate with the Senior Leadership team if this is not possible due to illness.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

While school will communicate to parents/carers via the class email, emails from parents/carers will be replied to during normal school hours. There is no expectation for staff to respond to emails immediately or outside of school hours.

5. Information for parents

Parents will find the following useful information on the school website:

5. A copy of their child's timetable
6. Email contact details for their child's teachers
7. Curriculum plans
8. Links to educational websites
9. Parents will be asked to refer to the age related expectation posters on the school website so that they have a clear idea of targets that their child/ren should be working towards.

6. Safeguarding

During any whole or partial school closure the safeguarding of all children and staff will remain a priority. A Designated Safeguarding Lead will remain on site when the school is open wherever possible and available by telephone at all other times. Safeguarding remains the responsibility of all staff and as such staff will follow the school Child Protection policy and Keeping Safe in Education and the current guidance from the DFE .

If any parent/carer has a safeguarding concern and a Designated Safeguarding Lead can not be contacted, First Response must be contacted immediately. <https://www.bucksscp.org.uk/>

In addition:

- The social worker of a child who has a Child Protection (CP) or Child In Need Plan (CIN) will be contacted to ensure that it is safe for the child to work from home. If it is assessed as unsafe, school will work with social care to ensure provision is made for the child. This may include investigating the option for the child to work at another local school.
- Wherever possible, children who are vulnerable or those who have parents who are key workers will be educated on site
- Staff will make regular contact with parents/carers of children who are vulnerable, looked after, on Children in need plans or who have an education health care plan.
- School will remind parents/ carers about the need for pupils to remain safe online and direct them to sites where they can obtain more information
- Staff will not live-stream lessons from their homes unless agreed with SLT and protocols followed
- Teachers will only engage in any video-calling with individual children if agreed by SLT and only in exceptional circumstances, with parents or carers.
- Live streaming can present safeguarding concerns as there is little control over what occurs in the background or on the microphone of those attending the lesson. In addition, any live session that

does take place should have two members of staff present where possible and be recorded to protect staff from a potential allegation.

- Teachers should not be asked to personally contact their students daily on an individual basis unless agreed with SLT or as part of the rota for checking on vulnerable children.
- Teachers must not use personal phones, emails or social media to carry out any contact with families.

Summary

The primary purpose of this policy is the continuity of education for pupils at Spinfield School.

Using existing school systems means this provision can be put into place quickly and pupils and parents only need their existing login details and class email.

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Appendix 1

Guidance for Staff Working from Home

This document provides guidance on what “Working from Home” will entail where this is required by the school, and how to protect your own wellbeing during periods of social distancing or self-isolation.

General guidance for Working from Home

Whilst working from home, you should be available for contact, where possible, during your normal working hours. You should undertake work following the instructions / guidance of the headteacher, senior leaders or class teachers, as appropriate. This work may take the form of:

- Planning work / activities for children who are not currently in school via online learning platforms or through the class email.
- Reviewing work that has been completed on online platforms and responding to children, where appropriate.
- Planning work / activities for children of key workers or vulnerable children who are currently in school.
- Undertaking research or reading that is relevant to your role, such as EYFS or working with children with SEND.
- Completing online CPD courses (a list of these will be provided by senior leaders).
- Completing outstanding tasks relevant to your class.
- Completing work relevant to the subject you lead, such as action planning and long-term planning.

Physical well-being

The following is advice for keeping yourself physically healthy whilst working from home:

- Daylight – try to spend time each day outside, in the fresh air and daylight. Do this several times throughout the day if you can.
- Daily exercise – take one or two 30 mins breaks throughout the day which are dedicated to movement / exercise. If you have limited space or resources, there are many fantastic videos online which can guide you through a workout.

- Sleep – try not to sleep during the day; however, if you feel you need to then try to do this between 2pm and 4pm as this works best with your body's natural cycle.
- Breaks – take regular breaks while working; try to work for 45-50 minutes, then have a 10-15 break where you move or do something different. This will not only make your work more productive, but will help reduce inactivity levels through the day, set a timer so that you don't forget to take breaks
- Meals – where possible, try to schedule your meals as you would usually, with a lunch break of an hour spent away from your work.

Mental well-being

The following is advice for keeping yourself mentally healthy whilst working from home:

- Stick to a start time and end time, making a clear transition from “not working” to “working”.
- Follow your usual morning routine – have breakfast, get dressed, brush your teeth and get ready for your working day as you usually would.
- Check in with your colleagues to share what you are doing and how you are feeling – connecting with each other is an important part of working life in schools and one which should continue whilst working from home
- If possible, create a dedicated working environment in your home. This should be separate from where you spend your leisure time and not in your bedroom. If this is not possible, set up your working environment each day and pack it up again at the end of your working hours, returning that part of your house to its original purpose
- Be realistic about what you can achieve in a day – it is tempting to believe that you can get through a long to-do list because you are working from home, but set yourself one or two tasks each day to accomplish and feel satisfied that you have done this, rather than disappointed that you could have done more

Additional guidance for people who are self-isolating and / or social distancing

- Stay in contact with friends and family daily, not weekly; if possible, have visual contact through apps.
- Plan social events into your calendar as you would usually do, even though you can't meet physically. There are many apps and websites emerging which can help with this.
- Turn off news notifications on your electronic devices. Choose 2 or 3 times each day to check the news – constantly having updates on the current situation can be damaging to your mental health
- Try to focus on “now” 2-3 times each day for 5 minutes. Turn off technology and focus on your breathing. There are Apps which have free meditations and activities that can help with this.

In certain situations related to school closure and working from home, the situation can evolve and guidance can constantly change and be updated. Therefore, you should always refer to government guidance and follow the advice that is most recent.

Appendix 2

If your child is absent for any reason, including displaying symptoms COVID-19, you must contact the school office to report the absence and state the reason. If your child has had a COVID-19 test, please inform the school of the results as soon as you receive them, if it is a positive result.

In individual cases of absence, as detailed below, all efforts will be made to deliver home learning activities promptly. Please be aware, that unless a whole bubble is isolating, the class teacher will be teaching and therefore unable to respond immediately to requests for home learning. Resources and activities will be sent to you as soon as the teacher is able to do this. In the interim period, please refer to links on our school website under the “Home Learning” tab.

How will home learning be managed?

In the event of individual children self-isolating, work will be provided via Google Classroom or Purple Mash and this will be provided by your child's class teacher. In the event of a class bubble or school lockdown work would be set on Google Classroom or Purple Mash. We will aim to facilitate opportunities for children and or parents to communicate with the class teacher at set times during the school day. Due to safeguarding we are unable to teach live lessons using the video function. We will, however, ensure that there is an opportunity for all children to join a live well-being session at least once a week and will also offer a daily live drop in session in order for the children to ask questions about their work and speak to their teacher.

Please note, any staff who are required to self-isolate and are fit and well will set work. However, should this not be possible, a message will be sent via the office email or parent mail and another member staff will set work although they may not be able to offer the live sessions depending on their role.

Scenario	Information for Parents
A child is not attending school due to sickness (including colds, stomach upsets etc).	No home learning tasks will be set for your child. If your child improves over the minimum 48 hour period in which they need to be absent from school, there are links on our school website that you can access.
A child is not attending school because they have symptoms of COVID-19 parent/carer has taken the decision to isolate them for 10 days and the child is unable to access a test.	If your child is unwell, there will be no expectation for your child to access home learning. If you think your child is well enough to access home learning, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.
A child is not attending school because they have symptoms of COVID-19 and awaiting a test result.	If your child is unwell, there will be no expectation for your child to access home learning. If you think your child is well enough to access home learning, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.
A member of the child's family is displaying symptoms, therefore the whole family is isolating pending a test result.	As your child is well enough to access home learning in this instance, please contact the class teacher via the class email and tasks will be sent to you, as soon as possible within staff working hours.
A child in the child's bubble has displayed symptoms but has not yet received the results of their test	Guidance states that your child will attend school as normal.
Any adult who works in the child's bubble has displayed symptoms but	Guidance states that your child will attend school as normal. The adult who has displayed symptoms will not be in school until they receive a negative test result. In the event that there is no adult to deliver education

has not yet received the results of their test.	in school to a bubble, the bubble will work from home and home learning will be provided.
My child has had a test and has tested positive for COVID-19.	Your child will need to isolate from school for 10 days, along with the rest of your household. The school bubble that your child is in will possibly have to isolate for 10 days. This will be directed by the DfE. Home learning activities will be sent to the school bubble/children who are isolating. If your child is unwell, there will be no expectation for your child to access home learning.
A child in my child's bubble has tested positive for COVID-19	The school will contact the DfE for direction and you will be contacted if your child needs to isolate from school for 10 days. The school bubble that your child is in will possibly have to isolate for 10 days. This will be directed by the DfE. Home learning activities will be sent to the school bubble/children who are isolating. If your child is unwell, there will be no expectation for your child to access home learning.
An adult who works with my child's bubble and has tested positive for COVID-19.	The school will contact the DfE for direction and you will be contacted if your child needs to isolate from school for 10 days. The school bubble that your child is in will possibly have to isolate for 10 days. This will be directed by the DfE. Home learning activities will be sent to the school bubble/children who are isolating. If your child is unwell, there will be no expectation for your child to access home learning.
Strike action	No home learning will be set. Children can access DoodleMaths and Purple Mash and links on our school website that you can access.