

Hungerford School Closure and Remote Learning Policy

2023-24



The Bridge London
Hungerford School

Pride
Passion
Partnership
Professionalism
Positivity

Introduction

At Hungerford school we have learned from our experiences during the Covid 19 pandemic and have developed robust contingency plans in case of school closure. In developing these contingency plans to provide continued learning for our pupils.

Expectations of the school

- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- Give access to high quality remote education resources
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the pupil's teacher if there are any concerns.

Remote teaching and learning in case of enforced school closure

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Teachers and support teachers are expected to:

- Upload teaching materials where possible to google classroom
- Teachers will endeavour to set activities/provide resources for pupils that families are in a position to carry out
- Share resources and when beneficial to the student provide an element of interactive learning if this is possible taking into account the students SEN.
- Be available to provide advice to families regularly as they would have done if in school.
- Contact parents if there are ongoing concerns.

Parents are expected to:

- Encourage and support their young person to carry over / engage in activities as set out by class teachers and continue to work in partnership with school to maximise positive outcomes for their young person

General

Pupils' access to learning

- Information will be kept for pupils who don't have access to PCs/other devices so that where helpful resources can be sent home
- G Suite: all teaching staff should ensure that they are fully conversant with GSuite procedures in accordance with the school's Remote Learning policy

Teachers/Instructors

- Teacher Responsibilities for Learning –online /home packs. Teachers will produce learning activities for pupils either on site or at home. Learning activities/resources will reflect EHCP targets that are broken down into MAPP termly areas of focus.
- Teachers will maintain communication for those not attending school via email, Google classroom and telephone. Communication will be recorded on Bromcom and concerns raised with SLT.
- Teachers will continue to meet with their line managers according to prearranged meetings. This will be either virtual or face to face.
- Teachers will set tasks for their TAs in relation to resources, supporting on line delivery of short sessions to pupils at home and attending any set training opportunities.

Teaching Assistants

- TAs will continue to support pupils in their care- producing resources, supporting on line and face to face learning as appropriate.
- TAs will attend weekly meetings with their teachers in order to discuss pupil's progress in work tasks & discuss next steps of learning.

Leadership Team

- The SLT will take a strategic view, continually monitoring the Government updates and guidance to support the regular business of the school
- They will monitor the learning provided for pupils in order to ensure all pupils receive their entitlement through adapted teaching & learning experiences both at home and at school.
- They will attend SLT meetings and lead meetings with staff and outside Agencies, to conduct the regular business of the school in relation to teaching and learning, progress of pupils.
- Support Social Workers with vulnerable pupils (CP, CIN cases).
- Monitor, review school risk assessments including individual risk assessments for pupils.

Administration and Parent Support Worker

- Maintain registers /attendance records for staff and pupils.
- Contact parents regarding non-engagement with learning activities
- Maintain/support communication with families
- Support families with accessing Free School Meals and details of food banks
- Communication to parents/carers key information such as school closure

Premises Staff

- Follow guidance for cleaning routines
- Follow school risk assessment

Well Being

Pupils/Families

Any school closures can increase the daily pressures already faced by our families and a range of other factors may directly affect our pupils and their families during this time.

- Class teachers will make weekly wellbeing calls to the families of any pupils not in school and will either seek additional support from leadership or signpost families to various support services where appropriate.
- Where appropriate pupils will be encouraged to join online calls with their class teachers and peers to build and maintain the relationships and the sense of belonging for the pupils.
- Where the school has not been able to contact a pupil over the course of a week and the child has been absent from online lessons the Headteacher and Family Support Officer or deputy DSL will undertake a home visit , taking into account any current government guidance

Staff

The school aim to provide the necessary working conditions and support to staff to reduce stress in school and when working from home.

- The school will work alongside the multidisciplinary team to ensure they support staff to optimise their own wellbeing through evidence based approaches whilst adapting to the different circumstances.
- School will encourage open and honest communication with staff and ensure they are all aware of the services available to support them.
- Government guidance will be closely monitored to ensure staff are safeguarded effectively and that the working environment is clearly organised and well led.
- Staff training will be identified and delivered to ensure staff have the learning opportunities and resilience to develop their understanding of any new roles or responsibilities they may face.

School leaders will ensure they are clear about the areas of focus to ensure staff wellbeing is maintained and supported:

Safeguarding during a school closure

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Policy Owner and Contact Details

Jo Stephens, Headteacher
For further information on the Policy, please contact via email
jo.stephens@thebridgetrust.academy or phone 020 76191000
Next Review Date: September 2024

Appendix 1

Minimum expectation of the curriculum for children self-isolating

Weekly Expectations

Maths:

Children should complete 5 x White Rose maths lessons to be placed online each week

English (Beyond Phonics):

Children should complete 5 x English lessons - teachers should upload a copy of their Google Slides

RWI:

Children in a RWI group should join their group (Orange, BLue, Grey etc) on the Google Classroom platform. RWI Tutors will link to a daily speed sounds video every day.

PBL:

Teachers are required to upload their PBL Calendars on to the Google classroom each week. In this way, children will be able to keep up to date with how the project has been developing in their absence. Children will also be 'caught up' during Wednesdays online session (see below).

PBL online teaching

If children are absent but well: teachers will Zoom with absent children during **Wednesday's** storytime (covered by TA or SLT), where the teacher sets some PBL tasks that children either submit via Classroom or bring with them on their return to school.

Marking and assessment

All work in English and Maths will have the grading set of 3 (entering, Developing, Secure), to mirror the triangle teacher assessment in class.

There is an expectation that all teachers will comment on children's online work weekly.

Teaching assistants will be allocated a Google classroom and will be directed to mark that work between 8.30-9am on Wednesday mornings

Ensuring Access

Homework and KS2 reading records will be uploaded onto the platform and physical copies will be provided only on request.

In order to ensure that families are prepared to access online resources when necessary we need to ensure that they are confident in accessing the platform. To support this, the office team and parent support workers will access Google Classrooms and contact any families