**Cambois Primary School**

**Remote Learning – A Guide to Parents and Carers**

As restrictions and rules regarding COVID-19 continue, we at Cambois Primary School, recognise the need to provide high quality remote learning opportunities for our children in the event of self-isolation. This may be for an individual child, several children or whole classes. The period of self-isolation will be dependent on the situation and can range from one day to two or more weeks. This guide explains what families can expect from school with regard to remote education and what is expected of parents/carers and the children.

We may use a range of methods to communicate the work to parents/carers and their families and we will continue to investigate different alternatives. These methods include:

* SeeSaw
* Google meet
* Tapestry
* Email

All work communicated via email, Tapestry or SeeSaw will be work that can be completed on paper at home so there should be no need to have access to a printer. No work will need to be done electronically, although activities on platforms such as Times Tables Rockstars, may be given as optional extras. IF you need paper, pencils and resources like this we can provide them if you let us know.

What you can expect from school:

* Work that is considerate of the age and abilities of the pupils concerned.
* Work that can be completed on paper (although optional online tasks may be given as well).
* The loan of technology to help access learning if available.
* For data protection procedures to be adhered to.
* For safeguarding and child protection procedures to be adhered to.
* That school will keep a full record of which pupils engage in and complete the tasks provided.
* Welfare calls to be made to any families that are not engaging with the learning provided.

What school expects from parents/carers:

* Ensure your child is available for learning and that they engage and complete the work provided. Please let us know of any reasons why your child cannot do the work.
* Ensure completed work is returned to school in the ways outlined in each tier.
* Report any technical issues as soon as possible.
* Adhere to any acceptable use policies.
* Ensure any loaned equipment is used solely for the purpose intended and that it is returned to school when requested.

What school expects from pupils:

* That they engage with any work that has been set by the teacher and complete it to the best of their ability.
* That they report any technical issues to their parent/carer as soon as possible.
* That they notify their parent/carer if they are unable to complete the work set or if they are feeling ill.
* That they look after any equipment loaned by the school and use it only for the purpose intended.

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| **Tier 1 – 1 to 5 days**  A child (or a member of the child’s household) has COVID-19 symptoms and is waiting for a test and the results of the test. This should be a short term self-isolation and may range from 1-5 days.  It must be noted that the class teacher will still be planning for, and teaching the class as normal during this time.  If any family does not have access to the technology at home to view work, they can request paper-based work. |
| Work will be sent home via email, Tapestry or Seesaw as soon as possible. This work will relate to the learning that the rest of the class will be doing but may not be the same tasks. The work may include links to videos or presentations that can be viewed at home as well as tasks to be completed by the child.  The work can be returned to school as it is completed (photographs or screenshots via email, Tapestry or Seesaw is fine) or when the child returns to school. |

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| **Tier 2 – Up to 14 days**  A child is required to self-isolate for a longer period of time as they are a close contact of someone who has or has had COVID-19. This is likely to be for between 10 and 14 days.  A child who has tested positive for COVID-19 and is well enough to complete work. It is likely that the whole class would be required to self-isolate in this situation which would mean tier 3 would apply.  It must be noted that the class teacher will still be planning for, and teaching the class as normal during this time.  If any family does not have access to the technology at home to view work we will loan technology. |
| Work will be sent home via email, Tapestry or Seesaw as soon as possible. This work will relate to the learning that the rest of the class will be doing but may not be the same tasks. The work may include links to videos or presentations that can be viewed at home as well as tasks to be completed by the child.  The work can be returned to school as it is completed (photographs or screenshots via email, Tapestry or Seesaw is fine) or when the child returns to school. |

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| **Tier 3 – Up to 14 days or longer in the event of school closure**  A whole class is required to self-isolate due to a positive test in that bubble. This is likely to be for between 10 and 14 days. In this case the class teacher will be available to communicate regularly with the class (unless they have COVID-19 symptoms).  Tier 3 may also be applicable if the school has to close due to any local or national guidance.  If any family does not have access to the technology at home to view work, they will be provided with a loan of one. |
| All children will be required to ‘check in’ every day. The method of this check in will be communicated by the class teacher on the first day of the bubble being closed but may include:   * An email to the teacher * A message on Tapestry * A message on Seesaw   I families do not ‘check in’ with the class teacher, welfare calls will be made to ensure the child is ready to learn. If we cannot contact families or repeat welfare calls are needed referrals will be made to our EWO (Education Welfare Officer) or home visits will be made.  Work will be sent home via email, Tapestry or Seesaw so that pupils have daily access to quality teaching and tasks that mirror what is being covered by any children in school (children of key workers and those deemed as vulnerable by the Government). This work may consolidate previous work done in class or cover objectives that were due to be covered in school. The work may include videos by school staff, links to third party videos or presentations that can be viewed at home as well as tasks to be completed by the child.  We will ensure that enough work is set to fulfil the minimum that has been set by the Government. These minimums are:   * KS1 – 3 hours per day * KS2 – 4 hours per day   The work should be returned to school as it is completed. This can be in the form of photographs or screenshots that are emailed to the school or put onto Tapestry or Seesaw. It may also be in the form of paper-based work that can be brought to the school office. All returned work will be recorded and welfare calls made if a family does not engage with the provided learning.  Please be assured that all work will be looked at feedback given when appropriate. |

**Pupils with SEND**

We also recognise that some pupils with Special Education Needs and Disabilities (SEND) may not be able to access remote education without adult support and so we will provide access to calls, videos and google meet to support and maintain all elements within their EHCP outcomes and provision. We will provide concrete apparatus and increased support for parents on how to build in visual timetables, practical learning and keeping their child engaged.