

## **Altham St. James CE Primary School**



***Living our lives as Jesus wants us to***

***John 15:12 Love each other as I have loved you***

### **Remote Education Provision**

#### **Introduction**

At Altham St. James' we are committed to providing a high-quality education. Due to the current situation, it may become necessary to provide remote education provision for our pupils. This will occur if individual pupils, individual bubbles or the whole school has to isolate.

#### **Aims**

##### **This plan aims to:**

- Help individuals and groups of pupils to learn from home should they need to self-isolate
- Maintain provision for all pupils in the event of a localised lockdown
- Ensure consistency in the school's approach to remote learning
- Set expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

##### **If an individual pupil has to isolate:**

- The pupil's teacher will contact the pupil/ parent and provide work to be completed at home. This will relate to the work that is being completed in class.

##### **If a bubble or the whole school has to isolate:**

Staff will be available between 9am and 3.30pm except Mrs Smith who works Monday and Tuesday morning. If they are unable to work for any reason during this time, this will be reported to the Headteacher.

Year Group	Name	Email Address
Reception/ Years 1 & 2	Mrs Turner Mrs Patterson (deputy DSL) Miss Parker Mrs Felix	<a href="mailto:j.turner@altham.lancs.sch.uk">j.turner@altham.lancs.sch.uk</a> <a href="mailto:j.patterson@altham.lancs.sch.uk">j.patterson@altham.lancs.sch.uk</a> <a href="mailto:e.parker@altham.lancs.sch.uk">e.parker@altham.lancs.sch.uk</a> <a href="mailto:d.felix@altham.lancs.sch.uk">d.felix@altham.lancs.sch.uk</a>
Years 3 &4 (all day) Years 5&6 (afternoons)	Mrs Bellard Mrs Lunniss	<a href="mailto:s.bellard@altham.lancs.sch.uk">s.bellard@altham.lancs.sch.uk</a> <a href="mailto:l.lunniss@altham.lancs.sch.uk">l.lunniss@altham.lancs.sch.uk</a>
Years 5 & 6 (am)	Mrs Smith ( Monday & Tuesday am) Mrs Woods (Wednesday-Friday am) Mrs Allen	<a href="mailto:d.smith@altham.lancs.sch.uk">d.smith@altham.lancs.sch.uk</a> <a href="mailto:head@altham.lancs.sch.uk">head@altham.lancs.sch.uk</a> <a href="mailto:a.allen@altham.lancs.sch.uk">a.allen@altham.lancs.sch.uk</a>
Headteacher/ SENCO/ DSL	Mrs Woods	<a href="mailto:head@altham.lancs.sch.uk">head@altham.lancs.sch.uk</a>
Bursar	Mrs Kenyon	<a href="mailto:bursar@altham.lancs.sch.uk">bursar@altham.lancs.sch.uk</a>

Staff are responsible for:

- Directing pupils about work to be completed
- Providing feedback on work
- Responding to any emails from parents

### Digital Education Platform

- Microsoft Teams will be used to communicate with groups of pupils via prearranged virtual meetings
- Usual classroom expectations will apply (children will be ready to learn, have resources ready and take turns)
- Each pupil will be provided with an email and password
- Parents will be contacted via the email address they have provided to school. They will update school if their preferred email address changes

### Home learning:

- Weekly spellings / Read Write Inc. Spelling will be provided
- Oak National Academy will be used for all other subjects. Pupils will be directed to the topics they need to complete on a weekly basis
- Work will be monitored on a weekly basis
- Additional supporting materials will be provided if the closure is prolonged

### Safeguarding:

- Any concerns will be passed on to the DSL (Mrs Woods) or Deputy DSL (Mrs Patterson)
- Regular contact between home and school is expected to be maintained
- Online safeguarding support will be shared with parents on a monthly basis and published on the school website

#### **Pupils and Parents:**

- Will inform school as soon as possible if they are not able to access IT resources
- Pupils will, If possible, complete the work allocated
- Alert teachers if they are not able to complete the work
- Seek help if they need it

#### **Data Protection:**

- Parent contact details will not be shared with third parties. If staff are contacting more than one person, they will use Bcc so others cannot see the email address

#### **Links with Other policies**

- Behaviour policy
- Child Protection Policy and Coronavirus Addendum to CP Policy
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use Policy
- Online Safety Policy