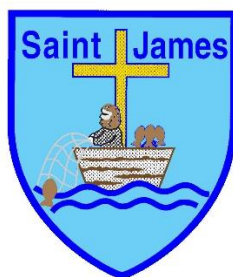


Altham St. James CE Primary School



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. In the future, 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, Monday to Friday. If they are unable to work for any reason during this time, this will be reported to the Headteacher.

Year Group	Name	Email Address
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Reception	Mrs. Lunniss Mrs watson	l.lunniss@altham.lancs.sch.uk a.watson@altham.lancs.sch.uk
Years 1 & 2	Mr. Haworth Miss Baxendale	m.haworth@altham.lancs.sch.uk h.baxendale@altham.lancs.sch.uk
Years 3 & 4 (all day))	Mrs Bellard	s.bellard@altham.lancs.sch.uk
Years 5 & 6	Miss Price Mrs Allen	l.price@altham.lancs.sch.uk a.allen@altham.lancs.sch.uk
Headteacher/ SENCO/ DSL	Mrs Woods	head@altham.lancs.sch.uk
Bursar	Mrs Kenyon	bursar@altham.lancs.sch.uk

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
- Core work will be provided on a daily/ weekly basis. Pupils will be directed to the topics they need to complete
- Where possible, virtual lessons and catch-ups will take place
- Work will be monitored on a daily/ 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. Lunniss)
- 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