

Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.

Remote Learning Policy

Date Approved: 18.5.2023

Next Review (1 year): May 2024

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

- SLT: Headteacher, Deputy headteacher, School Business Manager
- Class teachers
- Subject leaders and SENCOs
- Support staff/ 1:1s
- Safeguarding and Attendance lead

2.1 Teachers

Teachers must be available in line with their directed hours. If they are unable to work for any reason during this time, e.g. due to sickness or caring for a dependant, they should report this using the normal absence procedure.

Teachers are responsible for:

- Setting work for pupils in their own class, and for any subject specific teaching groups that they teach within the weekly timetable.
- The amount of work they need to provide for each pupil
- Ensuring the work is set by 3pm the day before it is due to be undertaken
- Uploading the work using an online platform where appropriate
- Ensuring all pupils have hard copies of English and Maths textbooks, appropriate to their current level of work
- Co-ordinating with teachers in their year group to ensure consistency across the year/subject and making sure pupils with limited access to devices have the appropriate amount of work
- Setting work for TAs who would normally support them in their classroom
- Marking pupils' work after it has been returned to school. Sanitise hands before and after.
- Feedback to pupils will be given through one of the following ways:
 - ✓ Written feedback in books, as per marking and assessment policy
 - ✗ Written and verbal feedback using the designated on-line platform; Google classroom, Purple Mash. Tapestry
 - ✓ Phone conversation or feedback using the online platform with the child/ parent where the child has a misconception and requires immediate support - within one day of marking the work
 - ✓ E-mail to parents (for ease of translation) if the parent/ child is not able to understand spoken English.

Google Classroom – safety rules

- ✓ 1:1 meetings/ teaching, there **must** be a second member of staff present at all times
- ✓ Keep a record of the children who attended the Google meeting/ dates and times.
- ✓ Inform parents of the time and dates of the planned meetings
- ✓ Always ensure the children are visible and a parent/ responsible adult has been seen at the beginning of each session for our school safeguarding check – in.
- ✓ Staff, Children and other household members must wear suitable clothing.
- ✓ The teacher must choose their location appropriately, e.g. avoid inappropriate backgrounds and areas with background noise. Use the blurred background tool when appropriate.
- ✓ Language must be professional and appropriate, including any family members in the background
- ✓ All microphones should be muted, unless asked to unmute by the class teacher

- ✓ **No recordings or photographs should be taken during any live teaching session**
- ✓ Always ensure you are the last one to close the meeting when all pupils have left.
- ✓ Remind the children of the expectations for pupil behaviour and learning during the lesson.
- ✓ Ensure the calendar invite is removed from the Google calendar so pupils cannot re-join once the meeting has finished.

If any member of staff witnesses a breach of the above safety rules when using Google Classroom, they should inform a member of SLT immediately.

Virtual meetings with visitors at Bishop King CE Primary School

Safety rules:

Use an online platform familiar to school staff ex: Google classroom, Zoom, Microsoft Teams

- ✓ No recordings or photographs should be taken during any virtual meeting
- ✓ Use the class smart board so the visitor can be seen by all children

Children can be seen on camera, however, those children without parental consent to share photographs and video must not be visible on the screen

The class teacher will remain online with the visitor at all times.

- ✓ All visitors to wear suitable clothing
 - ✓ All visitors must choose their location appropriately, e.g: avoid inappropriate backgrounds and areas with background noise
 - ✓ Language must be professional and appropriate
- Teachers will not be expected to answer e-mails outside their working hours
 - If a pupil fails to complete the work, the teacher will contact the parent to discuss the expectations by day 3 each week and how the school can provide further support. If no contact with parents on a Monday or by day 3 of each week, refer to the attendance officer/ safeguarding team. Update 19.7.21
 - For classes with more than one teacher, the teacher who is on duty will provide feedback
 - Class teachers will receive half a day non-contact time for marking pupil work on the first day they return to work after a year group bubble closure.
 - If a child has not completed an acceptable amount of work during a lockdown, they will be expected to complete the work when they return to school, in addition to their class timetable.

2.2 Teaching assistants

Teaching assistants must be available during their contracted working hours. If they are unable to work for any reason during this time, e.g. due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teaching assistants are responsible for supporting pupils with learning remotely, under the supervision of the class teacher; the same protocols apply as for class teachers - see section 2.1

2.3 Subject leaders and SENCo

Alongside their teaching responsibilities, as outlined above, subject leaders and the SENCo are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leaders and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set, and feedback from pupils and parents - **deputy headteacher**
- Monitoring the security of remote learning systems, including:
 - data protection **School Business Manager**

- safeguarding considerations - **Headteacher**

2.5 Designated Safeguarding Leads

Designated Safeguarding Lead: Headteacher, Hazel Wheatley

Deputy Designated Safeguarding Leads: Louise Henry and Claire Gaskell (DHT)

See section 5 for the reporting of safeguarding concerns

2.6 IT staff

School Business Manager and IT leader; staff will work with 'ARK IT Support' to:

- Fix issues with systems used to set and collect work
- Help staff and parents with any technical issues they're experiencing
- Review the security of systems and flag any data protection breaches to the data protection officer
- Assist pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during school hours – although they may not always have access to a device the entire time
- Complete work to the deadline set by teachers

Staff can expect parents to:

- Make the school aware if their child is sick, or otherwise can't complete work, via telephone: 01522 880094 or the online platform
- Seek help if they need it, from teachers or teaching assistants, through the on-line platform or by telephoning the school.
- Return completed homework to school via the online platform following an isolation period
- Photographs of completed hard copies of work can be sent via the online platform.
- ⊖ Alert teachers if their child is not able to complete work through the online platform

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

Members of the governing board may have access to online learning, via the headteacher, as part of their monitoring role. The class teacher will remain online with the governor during this time.

The maximum time for an online visit is half an hour; this will allow the governor time to ask questions of pupils and staff.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject leader or our SENCO
- Issues with behaviour – talk to the relevant phase leader
- Issues with IT – talk to IT staff: or ARK IT Support
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the safeguarding officer: or the Designated Safeguarding Lead: Hazel Wheatley, or the DSL: Claire Gaskell

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Access the data through the school server
- Only use their school e-mail address for communication to pupils and parents
- Use a school laptop for any virtual communication; if a member of staff doesn't have access to one then they can take a pupil laptop home for the duration of lockdown

4.2 Sharing personal data

Staff members may need to collect and/or share personal data, such as e-mail addresses, as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online. **If e-mailing and / or using google meetings for the whole class or groups of children, staff must use bcc to protect parents' e-mail addresses.**

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software - these are already in place for all school devices
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Designated Safeguarding Lead: Headteacher. Hazel Wheatley

Deputy Designated Safeguarding Leads: Louise Henry and Claire Gaskell (DHT)

Any safeguarding concerns should be reported as follows:

- red concern: report immediately by phone to the safeguarding officer (Louise Henry) or the Designated Safeguarding Lead /Headteacher if the safeguarding officer is not available;
- If it is an amber concern, the member of staff should report it by e-mail to the safeguarding officer, copying the Headteacher into the e-mail.

The safeguarding officer/ Designated Safeguarding Lead will feed back to the member of staff any actions and/or outcomes so that it is clear that it has been dealt with.

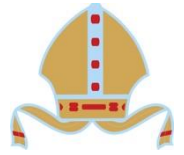
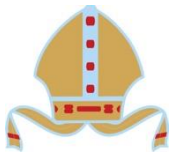
6. Monitoring arrangements

This policy will be reviewed annually, or earlier, depending on any feedback from users, by the SLT. At each review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- School Child Protection & Safeguarding Policy 2020-21
- Data protection policy and privacy notices
- IT and internet acceptable use policy
- Online safety policy
- Dress code



Safeguarding procedures for vulnerable pupils in self-isolation

Child Protection

1. School is notified of self-isolation. Safeguarding officer/ admin ask appropriate questions to ascertain that symptoms are in-line with Government guidance, and that non-attendance/ self-isolation is appropriate and that for self-isolation
2. Safeguarding team is informed of non-attendance \Rightarrow social worker is informed. Home learning resources are provided either at the time of being sent home, or hand delivered/ posted.
3. Safeguarding officer will contact the home twice weekly via phone to check the child is safe and well.
4. If no contact has been made after two days, a home visit will take place by two members of staff, both face masked and socially distanced.

When a group/ phase/ bubble is sent home to self-isolate

- Class teacher will make at least two phone calls a week. They must ask to speak to the child and enquire about their well-being. They will support their remote learning, and/or provide feedback from any marked work, during this phone call.
- If no contact has been made on the second attempt to make contact, the teacher must inform the safeguarding officer via phone or e-mail.

Child in Need

1. School is notified of self-isolation. Safeguarding officer/ admin ask appropriate questions to ascertain that symptoms are in-line with Government guidance, and that non-attendance/ self-isolation is appropriate and that for self-isolation
2. Safeguarding team is informed of non-attendance \Rightarrow social worker is informed. Home learning resources are provided either at the time of being sent home, or hand delivered/ posted.
3. Safeguarding officer will contact the home weekly via phone to check the child is safe and well.
4. If no contact has been made after two days, a home visit will take place by two members of staff, both face masked and socially distanced.

When a group/ phase/ bubble is sent home to self-isolate

- Class teacher will make at least two phone calls a week. They must ask to speak to the child and enquire about their well-being. They will also support their remote learning, and/or provide feedback from any marked work, during this phone call.
- If no contact has been made on the second attempt to make contact, the teacher must inform the safeguarding officer via phone or e-mail.

Education Health Care Plan /SEND pupils

1. School is notified of self-isolation. Safeguarding officer/ admin ask appropriate questions to ascertain that symptoms are in-line with Government guidance, and that non-attendance/ self-isolation is appropriate and that for self-isolation
2. Differentiated home learning packs provided.
3. Parents signposted to the appropriate remote learning programs
4. Parents offered practical resources to support remote learning: laptop
5. 1:1 adult to call home weekly to offer any additional advice on home learning
6. SENCo's and teacher's school e-mail and phone numbers are provided for parent to use if they require additional support

Appendix 2: Tier 1 letter

Date:

Dear pupil's name

I hope you and your family are all keeping well.

Inside the pack is your learning for the next five days. Please complete the work set for each day as shown in the timetable below:

Monday am	Tuesday am	Wednesday am	Thursday am	Friday am
Reading	Reading	Reading	Reading	Reading
Writing	Writing	Writing	Writing	Writing
Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables
Monday pm	Tuesday pm	Wednesday pm	Thursday pm	Friday pm
<i>Subject as on class timetable</i>	<i>Subject as on class timetable</i>	<i>Subject as on class timetable</i>	<i>Subject as on class timetable</i>	<i>Subject as on class timetable</i>

Please try and keep to this timetable as much as possible.

Remember you can always contact me through*online platform*.....to discuss your work. Please send me all your completed work though ... *online platform* and I will mark it and feedback to you.

I will check *online platform* every day and look forward to hearing from you and seeing your completed tasks.

If you would like to complete additional tasks to the above timetable, you can go onto the Home Learning page on our school website: www.bishopking.org.

I will ring you on*date*..... to see how you are and to discuss your work with you. Another home learning pack will then be sent to you for a further 5 days. Please ensure all paper copies of work come back into school when you are able to return. If you do not complete the work set, you will be expected to do this in addition to your class timetable, when you return to school.

Take care, stay safe and see you back in school very soon.

Class teacher's name

Appendix 3



Bishop King CE Primary School – COVID 19 Contingency Plan:

Contingency Plan: Outbreaks for Individuals or Groups of Self-isolating Pupils. This plan is in –line with the Remote Learning Policy						
Tier 1: (10 school days)	Action	Admin Team	SLT	Class teachers	Teaching Assistants	SENDCo and One to One Teaching Assistants
In the event of an individual child or a small group of children needing to quarantine.	<p>Refer to the Remote Learning Policy</p> <p>Remote learning home pack to be prepared for the children at home.</p>	Admin team to inform SLT, class teachers and attendance officer about any new self-isolating cases.	<p>To have the knowledge of children isolating and working from home,</p> <p>Meet at least each week with class teachers</p>	<p>Plan the pupil/s work to be sent home as a Home Learning Pack; including hard copies of tasks, lessons via the online platform and on-line resources to support learning at home.</p> <p>Plan for 5 days (week 1) and then for another 5 days (week 2)</p> <p>Use the school letter template and include this in the pupil's home learning pack.</p> <p>Include all pupil login details required in the Home Learning pack.</p> <p>Class timetables are up to date on the school website.</p>	Prepare the Home Learning pack ready for postage or home delivery within 24hours of school notification of absence.	<p>Prepare the Home Learning pack ready for postage or home delivery within 24hours of school notification of absence.</p> <p>Seek support from SENDCo if required.</p>
	Assessment of pupil learning at home.					
			<p>Monitor and review pupil work and feedback with class teachers and Phase Leaders</p> <p>Monitor and review feedback from parents/ carers</p>	<p>Login to the online learning platform each day to monitor and respond to pupil work and /or communications.</p> <p>Mark on-line pupil work and where a child has a misconception, contact within 1 day, either online or by telephone</p> <p>Mark hard copies of work that has been returned to school and give feedback to the pupil.</p> <p>Use the online platform to email parents (for ease of translation) if the parent / child is not able to understand spoken English.</p>	Monitoring and responding to pupil home learning tasks as directed by the class teacher.	Monitoring and responding to home learning tasks as directed by the class teacher and/ or SENDCo.

Communication with pupils and parents.		Meet at least weekly with the class teachers	<p>Check the online platform daily and respond.</p> <p>Telephone call on Day 3. Inform attendance / safeguarding team if no contact is made on Day 3 or via the online platform.</p> <p>A further telephone call must be made during Week 2.</p> <p>Keep a record/ log of all calls made and responses.</p> <p>Appendix six</p>	Telephone calls from day 3 and as required in discussion with class teachers.	<p>Check the online platform daily and respond and seek support from SENDCo and / or class teacher if required.</p> <p>Telephone calls from Day 3 and as required in discussion with class teachers/ SENDCo.</p>



Bishop King CE Primary School – COVID 19 Contingency Plan:

Contingency Plan: Outbreaks and Lockdowns for Groups of pupils. This plan is in –line with the Remote Learning Policy						
Tier 2: (10 school days)	Action	Admin Team	SLT	Class teachers	Teaching Assistants	SENDCo and One to One Teaching Assistants
In the event of a year group lockdown	Refer to the Remote Learning Policy	Inform SLT, class teachers and attendance officer about any new self-isolating cases.	Make decisions to isolate groups of children	Prepare and finalise the pupil/s work to be sent home as a Home Learning Pack, including the Newsletter and spellings for the next 10 days.	Support in the preparation the Home Learning pack ready for collection/ postage within 24 hours of school notification of absence.	Support in the preparation of the Home Learning packs ready for postage/ collection within 24hours of school notification of absence.
	Remote learning home pack to be prepared for the children at home.		<p>Inform parents of the school's decision and protocols and expectations.</p> <p>Ensure that class teachers and TA's are fully aware of their role and responsibilities to ensure learning continues at home.</p> <p>Monitor pupil work that has been set by class teachers</p>	<p>Include all required pupil login details in the Home Learning pack</p> <p>Class timetables are on the school website.</p> <p>Set work for TA's who would normally support them in the classroom</p>	<p>Complete work/ tasks as set by the class teacher</p>	<p>Seek support from SENDCo if required.</p> <p>Complete work/ tasks as set by the class teacher</p>
	Assessment of pupil learning at home.		<p>Monitor and review pupil work and feedback with class teachers and Phase Leaders</p> <p>Monitor and review feedback from parents/ carers</p>	<p>Log on to the online learning platform each day to monitor and respond to pupil work and communications.</p> <p>Mark on-line pupil work and where a child has a misconception, contact within 1 day, either online or by telephone</p> <p>Mark hard copies of pupil work that have been returned to school, and give feedback as per remote learning policy.</p> <p>Email to parents (for ease of translation) if the parent / child is not able to understand spoken English.</p>	Support with monitoring and responding to pupil home learning tasks as directed by the class teacher.	Support with monitoring home learning tasks as directed by the class teacher and/ or SENDCo.

	Communication with pupils and parents.		Meet regularly with the class teachers	<p>Check the online platform daily and respond.</p> <p>Telephone call on Day 3. Inform attendance / safeguarding team if no contact is made on Day 3 or via the online platform.</p> <p>A further telephone call must be made during Week 2.</p> <p>Keep a record/ log of all calls made and responses.</p> <p>Appendix six</p>	Telephone calls as required in discussion with class teachers.	<p>Check the online platform daily and respond and seek support from SENDCo and / or class teacher if required.</p> <p>Telephone calls as required in discussion with class teachers/ SENDCo.</p>
	Tasks to be completed specific to role.		<p><u>Subject Leaders and SENDCo</u></p> <p>Ensure pupil work set is appropriate and consistent within the subject -specific curriculum framework and support staff if required.</p> <p>Ensure all pupils are accessing the work if using on-line platforms.</p> <p>Meet regularly with staff to discuss pupil work; monitoring and feedback.</p> <p>Alerting staff to resources they can use to support pupil learning.</p>			



Bishop King CE Primary School – COVID 19 Contingency Plan:

Contingency Plan: Outbreaks and Lockdowns for:- Whole school of self- isolating pupils (School would still be open for key worker children, vulnerable and disadvantaged children)						
Tier 3:	Action	Admin Team	SLT	Class teachers <i>(1 teacher in school and 1 teacher working from home)</i>	Teaching Assistants	SENDCo and One to One Teaching Assistants
(Unknown time span – depends on the severity of the local/ national situation) In the event of all classes in the school needing to go into lockdown. Key worker, vulnerable and disadvantaged children able to attend. Localised or national lockdown	Plan a rota for teaching children in school.	Admin team to be directed by SLT	Make decisions of the directed children/ families to be taught in school. Inform parents of the school's decision and protocols and expectations. Plan a staff rota Ensure that class teachers and TA's are fully aware of their role and responsibilities to ensure pupil learning continues at home. Monitor pupil work that has been set by class teachers (DHT)	Prepare the pupil/s work to be sent home as a Home Learning Pack, including the Newsletter and spellings for the next 10 days.	Prepare the Home Learning pack ready for postage or home delivery within 24hours of school notification of absence.	SENDCo to plan a staff rota
	Refer to the Remote Learning Policy			Include all required pupil login details in the Home Learning pack Class timetables are on the school website. Set work for TA's (not in school) who would normally support in the classroom	Complete work/ tasks as set by the class teacher	Prepare the Home Learning pack ready for postage or home delivery within 24hours of school notification of absence. Seek support from SENDCo if required. Complete work/ tasks as set by the class teacher
	Assessment of pupil learning at home.		Monitor and review pupil work and feedback with class teachers and Phase Leaders Monitor and review feedback from parents/ carers	Login to the online learning platform each day to monitor and respond to pupil work and communications. Mark on-line pupil work and where a child has a misconception, contact within 1 day, either online or by telephone Mark hard copies of pupil work that have been returned to school, and give feedback as per remote learning policy. Use the online platform to email parents (for ease of translation) if the parent / child is not	Monitoring and responding to pupil home learning tasks as directed by the class teacher.	Monitoring and responding to home learning tasks as directed by the class teacher and/ or SENDCo.

				able to understand spoken English.		
	Communication with pupils and parents.		Meet regularly with the class teachers	<p>Check the online platform daily and respond.</p> <p>Telephone call on Day 3. Inform attendance / safeguarding team if no contact is made on Day 3 or via the online platform.</p> <p>A further telephone call must be made during Week 2.</p> <p>Keep a record/ log of all calls made and responses.</p> <p>Appendix Six.</p>	Telephone calls as required in discussion with class teachers.	<p>Check the online platform daily and respond and seek support from SENDCo and / or class teacher if required.</p> <p>Telephone calls as required in discussion with class teachers/ SENDCo.</p>
	Tasks to be completed specific to role.		DHT to liaise and monitor with subject leaders	<p><u>Subject Leaders and SENDCo</u></p> <p>Ensure pupil work set is appropriate and consistent within the subject -specific curriculum framework and support staff if required.</p> <p>Ensure all pupils are accessing the work if using on-line platforms.</p> <p>Meet regularly with staff to discuss pupil work; monitoring and feedback.</p> <p>Alerting staff to resources they can use to support pupil learning.</p>		
	Maintain CPD for all staff.	CPD as planned by the Admin line manager	Liaise and monitor CPD with Phase leaders.	Online training for all staff working at home linked to roles and responsibilities		

Appendix 6

Contact log with the parent / carer and child

Child's Name	Date started SI	Home Learning Pack sent Food required	Date: Day 3/4 Phone call	Outcome	Alert: Attendance/safeguarding team	Week 2 Home Learning Pack sent Food required	Date: Week 2 Phone call	Outcome	Alert Attendance/safeguarding team

Phone calls:

- Speak to parents by 1.00pm of Day 3 from being informed of the school closure – check in for well-being and learning at home.
- If child answers, ask to speak to an adult as well. If there is no adult inform the safeguarding team immediately.
- Inform parents when the next home learning pack will be delivered and food if required.
- Ask to speak to the child about their learning and well-being.
- **If no answer, repeat the phone call at another time/s. Inform the attendance officer/ safeguarding team by 1.00pm of day 3.**

Home visits following an alert:

- The attendance officer/ safeguarding team to carry out home visits, if this is required.
- Child must be seen at every contact
- Check telephone numbers.
- Inform parents / carers of the dates of further calls.
- First visit: if no response, call again later that day. Second call: if still no response, inform police, requesting for a safe and well check
- If open to CP or CIN, inform social worker by phone and email.

Delivering home learning packs:

- All staff can be asked to deliver home learning packs by foot.
- At the door, stand well back to speak at a distance, or through a window.
- Ask to see the child: stand well back to speak at a distance, or through a window.
- If no answer, return the learning pack to school.
- Record whether the child was seen or not on the log sheet above.

Home Visit COVID-19 safety advice:

- Wear a pair of disposable gloves
- At the door, stand well back to speak at a distance, or through a window.
- Ask to see the child: stand well back to speak at a distance, or through a window.
- Sanitise hands regularly
- Wear a face mask
- Maintain social distances

Appendix 6 (a)

Contact log with the parent / carer and child

Child's Name	Date started due to whole school closure	Home Learning Pack sent Food required	Date: Day 3/4 Phone call	Outcome	Alert: Attendance/ safeguarding team	Week 2 Home Learning Pack sent Food required	Date: Week 2 Phone call	Outcome	Alert Attendance/ safeguarding team

Phone calls:

- Speak to parents by 1.00pm of Day 3 from being informed of the school closure – check in for well-being and learning at home. **Following weeks of school closure must be by 1.00pm on a Wednesday.**
- If child answers, ask to speak to an adult as well. If there is no adult inform the safeguarding team immediately.
- Inform parents when the next home learning pack will be delivered and food if required.
- Ask to speak to the child about their learning and well-being.
- **If no answer, repeat the phone call at another time/s. Inform the attendance officer/ safeguarding team by 1.00pm of day 3 /Wednesdays if no contact has been made.**

Home visits following an alert:

- The attendance officer/ safeguarding team to carry out home visits, if this is required.
- Child must be seen at every contact
- Check telephone numbers.
- Inform parents / carers of the dates of further calls.
- First visit: if no response, call again later that day. Second call: if still no response, inform police, requesting for a safe and well check
- If open to CP or CIN, inform social worker by phone and email.

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- Ask to see the child: stand well back to speak at a distance, or through a window.
- If no answer, return the learning pack to school.
- Record whether the child was seen or not on the log sheet above.

Home Visit COVID-19 safety advice:

- Wear a pair of disposable gloves
- At the door, stand well back to speak at a distance, or through a window.
- Ask to see the child: stand well back to speak at a distance, or through a window.
- Sanitise hands regularly
- Wear a face mask
- Maintain social distances

Appendix 7: Nursery /Reception/ Year 1 Tier 2/ 3 letter

Date:

Dear Parents and Carers,

Your child has to stay at home due to a bubble/ whole school lockdown. In line with government guidelines, your child is expected to work at home and engage in remote learning. The tasks provided for your child will be a combination of working in books and using electronic devices.

At Bishop King School, we use Tapestry as one of our e-learning platforms.

Here is some information on Tapestry to help you support your child with their e-learning:

- Your child will be expected to complete any activities set on Tapestry. They should upload their completed work onto Tapestry so that teachers can mark the work and provide feedback through Tapestry.
- If your child has any difficulties with their work, they should contact their teacher through Tapestry.
- Phonics links will be sent via email weekly. There will be 1 or 2 to watch each day.

In addition to Tapestry learning, your child will receive a learning pack and timetable as follows. Please complete the work set for each day as shown in the timetable below:

Monday am	Tuesday am	Wednesday am	Thursday am	Friday am
Monday pm	Tuesday pm	Wednesday pm	Thursday pm	Friday pm

Please try and keep to this timetable as much as possible.

I will check Tapestry every day and look forward to hearing from you and seeing your completed tasks.

If you would like to complete additional tasks to the above timetable, you can go onto the Home Learning page on our school website: www.bishopking.org.

I will ring you on _____ to see how you are and to discuss your work with you.

Take care, stay safe and see you back in school soon.

Class teacher's name

Appendix 8 – Tier 2 and 3: Year 2 Letter

Dear Parents and Carers,

Your child has to stay at home due to a bubble / whole school lockdown. In line with government guidelines, your child is expected to work at home and engage in remote learning. The tasks provided for your child will be a combination of working in books and using electronic devices

At Bishop King School, we use Purple Mash as one of our e-learning platforms. Your child uses Purple Mash in school, and already has a username and password to access this.

Here is some information on Purple Mash to help you support your child with their e-learning:

- Your child will be expected to complete any activities set on Purple Mash. They should upload their completed work onto Purple Mash so that teachers can mark the work and provide feedback through Purple Mash.
- If your child has any difficulties with their work, they should contact their teacher through Purple Mash.

In addition to Purple Mash learning, your child will receive a learning pack and timetable as follows. Please complete the work set for each day as shown in the timetable below:

Monday am	Tuesday am	Wednesday am	Thursday am	Friday am
Reading	Reading	Reading	Reading	Reading
Writing	Writing	Writing	Writing	Writing
Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables
Monday pm	Tuesday pm	Wednesday pm	Thursday pm	Friday pm
Subject as on class timetable	Subject as on class timetable	Subject as on class timetable	Subject as on class timetable	Subject as on class timetable

Please try and keep to this timetable as much as possible.

I will check Purple Mash every day and look forward to hearing from you and seeing your completed tasks.

If you would like to complete additional tasks to the above timetable, you can go onto the Home Learning page on our school website: www.bishopking.org.

I will ring you on ...date?.....to see how you are and to discuss your work with you.

Take care, stay safe and see you back in school soon.

Class teacher's name

Appendix 9: Tier 2 and 3 : KS2 letter

Date:

Dear Parents and Carers,

Your child has to stay at home due to a bubble lockdown. In line with government guidelines, your child is expected to work at home and engage in remote learning. The tasks provided for your child will be a combination of working in books and using electronic devices.

At Bishop King School, we use Google Classroom as our e-learning platform. Your child uses Google Classroom in school, and already has a username and password to access this.

Here is some information on Google Classroom to help you support your child with their e-learning:

- Google Classroom will be used to provide links to virtual lessons, and for teachers to deliver live lessons between to their pupils
- Your child will be expected to complete any activities set on Google Classroom. They should upload their completed work onto Google Classroom so that teachers can mark the work and provide feedback through Google Classroom
- If your child has any difficulties with their work, they should contact their teacher through Google Classroom
- When your child is using Google Classroom for live lessons, they should be in a quiet room where they cannot be distracted. Parents or a responsible adult must be visible on camera at the beginning of each session for our school safeguarding check-in

In addition to Google Classroom learning, your child will receive a learning pack and timetable as follows. Please complete the work set for each day as shown in the timetable below:

Monday am	Tuesday am	Wednesday am	Thursday am	Friday am
Reading	Reading	Reading	Reading	Reading
Writing	Writing	Writing	Writing	Writing
Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables	Maths Times Tables
Monday pm	Tuesday pm	Wednesday pm	Thursday pm	Friday pm
Subject as on class timetable	Subject as on class timetable	Subject as on class timetable	Subject as on class timetable	Subject as on class timetable

Please try and keep to this timetable as much as possible.

I will check Google Classroom every day and look forward to hearing from you and seeing your completed tasks.

If you would like to complete additional tasks to the above timetable, you can go onto the Home Learning page on our school website: www.bishopking.org.

I will ring you on to see how you are and to discuss your work with you.

Take care, stay safe and see you back in school soon.

Class teacher's name