

## **Access School Remote Education (Home Learning) Plan**

Children attending Access School are expected, by the UK government, to attend on a full-time basis due to having an EHCP and/or a social worker. We also have a duty of care to our students, staff and their households, to keep them as safe as possible during the pandemic. In order to balance the need to provide face-to-face education with the need to keep our children and staff as safe as possible from the risk of Covid-19 transmission, we have decided to provide a hybrid learning experience with most of the time face-to-face at school in combination with some remote education.

### **In School Provision**

Children are currently able to access a 3-day week of face-to-face education at school and 2 days of supported home learning. Students are based in one classroom, no longer moving rooms for their different lessons. In the main, children are continuing to follow their subject curriculums with no interruption, planning and assessment is done by the subject leader and teaching by the key teacher assigned to the specific class.

### **At Home Provision for students attending 3-days a week**

Students can log on to our online learning platform detailed below. Currently 2 support sessions are available through Microsoft Teams daily. They run from 10.30-11.00 and 13.30-14.00. These sessions give students an opportunity to ask for online support for any tasks they maybe having difficulties with, where a difficulty cannot be solved immediately, further support can be arranged with a specialist, be that technical or curricular in nature.

Teachers are encouraged to use a range of activities to complete curriculum goals just as they would in the classroom with instructions and links to exemplar materials contained on the online learning site. Activities should include opportunities for digital creation such as photographs, PowerPoint presentations, word processed posters, digital art, etc... in addition to traditional methods such as writing, drawing, painting, etc...

Whilst work is always available through the home learning site some work may well be sent home with a student especially regarding items such as books.

### **Access School Online Learning Platform**

Access School utilises Microsoft Office 365 SharePoint to provide a simple, safe, and secure central location for students to access and upload their work and discover further resources linked to their current topics, such as, images and videos.

We have provided every student with a license and instructions to install Microsoft Office on laptops, tablets and smart phones.

We are aware that not every student is fortunate enough to have internet access. Key teachers have established those students who are impacted by lack of internet and recorded the fact with the school administrator, these students are provided with paper-based activities delivered directly to the home as part of a Safe and Well visit or sent home with the child on a day preceding home learning.

## **The Remote Education Support Day**

To provide high quality learning support to those children who are not able to attend school it is necessary to provide teachers with dedicated time. Each teacher is currently expected to provide face-to-face learning for their specific class on three days of the week as scheduled, teachers are then scheduled to provide 1 day of remote education support to ALL students who are not in school on that day.

The remote learning support day includes the following activities:

- Administer the Teams Meeting (Video Conference) twice daily. A morning session from 10.30-11.00 and an afternoon session 13.30-14.00. This meeting provides an opportunity for any student who is at home on that day to have daily contact with school staff and ask any questions they may have about any set tasks. Where the support teacher is unable to provide an immediate answer they will organise for someone else, be that another teacher or member of SLT to contact that individual with support at the earliest opportunity.
- Maintain their subject specific area of each class they teach on the online learning platform, including ensuring tasks are available for the days and week ahead.
- Ensure student work that has been uploaded has been saved elsewhere for protection.
- Making telephone contact with their key students who can use the platform, but are not, to determine why and offering further support, or devising a new strategy for ensuring work is available for the student.
- Encourage attendance of key students who are not accessing the 3 days a week face-to-face learning on offer.
- Whilst not scheduled at present we fully expect in the coming days to begin offering at least 1 hour of lessons per day using Teams which will be led by the teacher as part of their remote learning support.
- Provide feedback to children on work they have completed either in school or at home but with whom you have been unable to communicate.

Providing a full day to teachers to deliver remote learning support ensures that our teachers are not put under undue pressure to add these tasks to an already full schedule. Students, Parents and Carers can also be assured that support is available to them at any time during the day should they need it.

Whilst all teachers have had some specific training to use the home learning site and Microsoft Teams there may be issues with confidence in presenting their subject matter on the home learning support, they should contact a member of SLT for further training.

## **At home provision for Students who are not in school for face-to-face learning**

Students who are at home full-time have the same opportunities for remote learning as those who are in 3 days a week. Work is available on the home learning site or can be physically delivered where the internet or suitable devices for accessing online learning resources are not present.

All our students have been offered the opportunity to attend school 3 days per week. In some instances, parents have decided to keep their child at home during the current national lockdown. We have a duty of care to ensure the wellbeing of a child that we are not seeing on a consistent basis. We are therefore arranging Safe and Well visits for some children.

## **Safe and Well Visits**

To ensure the wellbeing of all children that we are not seeing on a weekly basis we have organised Safe and Well visits.

- Where a child has attended school at least once in the previous week no visit will take place unless it is to make a physical delivery of educational materials.
- Where a child has not attended school in the previous week but has interacted through a daily Teams meeting, we will make 1 Safe and Well visit during the week.
- Where a child has not attended school in the previous week or interacted through a daily Teams meeting, we will make 2 safe and well visits during the week.

Safe and Well visits are made by our Learning Support Assistants on a day made available for this specific activity. The visiting member of staff will arrange with the parent/carer for an appropriate time to call and expect to see and communicate verbally with the child in question. During this visit where work is not being completed online a delivery of physical work will be made and any completed work collected for assessment.

Where a visit is made the visiting member of staff will complete a contact log. Where the child has not been seen it will be logged as a safeguarding report. Each safeguarding report will be assessed by the DSL who will decide on any further action that maybe required.

## Communication to Parents and Carers regarding remote education

Sent: Monday 11<sup>th</sup> January 2021

Dear Parents/Carers

As you are aware with the latest Covid-19 information we have decided that the best way we can continue to provide face-face learning to our students, and ensure potential exposure to the virus is minimised as much as possible, we have decided to implement a part-time timetable, with students in bubbles of between 3-8 individuals.

Whilst students can study for 60% of their time face to face in school, the remaining 40% of the time needs to occur at home.

To support home learning, we have set up a Home Learning website for our students containing work that we would like students to complete. We are also running daily Teams meetings (Video Conferencing) so that students can access real time support to help them with any difficulties they may be having with their work or just so they can say hello and keep in contact with school.

Your details for logging in to our home learning site and to install Microsoft Office on home computers and most tablets and smart phones has been emailed to you. If you are unable to find this information, please call James Blandford at school as soon as possible and we will resend the information.

For children who are not attending school at all we would like to encourage you to access the part-time, face to face timetable available, and reassure you that we have gone above and beyond to ensure the school is as Covid safe as possible. Where your child absolutely must remain in isolation, it is extremely important that they attempt the home learning available. This should preferably be through the online home learning site but can be through the physical packs that will be sent to you over the coming days should you have difficulty getting online. If you are unable to access the internet

through a PC, tablet or smart phone please could you let James Blandford know at school.

In addition, for those students who are not physically attending school, we will be organising for staff members to make regular wellbeing visits. This will be twice weekly where we have had no contact with the student either virtually (during Teams Meetings) or physically (during school time). These visits will be at the doorstep, but we would like to have a short conversation with the student and to pick up the work they have produced since the last visit, so it can be marked, and feedback given. We would like to encourage those students who are at home permanently during this period to log in to one of the daily Teams meetings each day just to say hello and allow us to provide guidance on work.

Again, for any help accessing our home learning site, installing Microsoft Office or Joining a Teams meeting please contact school as soon as possible so we can help support your child access education at home as quickly and effectively as possible.