

# Home Learning Offer for The Children's Trust School



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## Date Reviewed

January 2022

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## Date Drafted

January 2022

January 2022

## Approved By

Educational Governance Committee

## Ratified Date

January 2022

## Published Date

February 2022

## Next Review Date

January 2023

## Policy

### 1 Purpose and Objectives

The Children's Trust School strives to offer high-quality, purposeful, holistic and specialist education to all our learners, all of whom have complex Education Health Therapy and Care needs resulting in multiple barriers to learning.

Our Education, Health, therapy and Care offer is delivered primarily within the context of the school however there are certain circumstances when remote or a blended approach to learning maybe required. As a school we would with best endeavours deliver high quality remote or blended learning on the residential schoolhouse and in family households. In the scenario a child is abroad and facing challenges to return due to COVID travel restrictions a remote offer would be offered for the period the child is abroad.

As a school we strive to be forward looking to ensure that we are able to break down unnecessary barriers, meaning that in times of remote learning, all pupils are able to access the required quality of provision as those who are attending face-to-face school.

The aims of this Home Learning Policy are to:

- Work with parents / families / residential houses to provide access to the school's core function of delivering a highly specialised curriculum to TCTS learners.
- Work with parents / families / residential houses to best meet the provision outlined in learners EHCPs.
- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning.
- Include continuous delivery of the school enrichment opportunities.
- Support effective communication between the school and families and support pupil attendance in learning activities and sessions.
- Bridge the digital poverty, the school intends to ensure equality of access via Pupil Premium Funding.
- Manage and reduce the risk of potential spreading of illnesses to an already vulnerable cohort.
- Comply with relevant laws and regulations.

Relevant laws and regulations include but are not limited to:

- The Education Act 2002
- The Education and Inspections Act 2006
- Education Inspection Framework 2019
- SEND code of practice: 0-25 years 2014
- KCSIE 2021
- DfE Guidance Remote education good practice 2021
- DfE Schools COVID-19 operational guidance 2022

## 2 Scope

This policy applies to:

- A child or young person absent because they are awaiting test results and the household is required to self-isolate.
- A child's or young person's schoolhouse is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- A child or young person who is unable to attend school due to health challenges, medical needs, or other health related reasons.

## 3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

Department level policy/ procedure	a policy, procedure or guidance which is applicable to a defined group of colleagues based on their job role;
SEND	Special Educational Needs and Disability
the Charity / organisation/ TCT	means The Children's Trust;
DfE	Department for Education
Policy	a statement of the overall aims, objectives and principles that underpin a practice;
Guidance	a description of recommended action(s) or 'best practice' to inform a way of working;
the School	means The Children's Trust School;
on House	residential houses;
EHCP	Education, Health, Care Plan
PMLD/ABI	Profound and Multiple Learning Difficulties/Acquired Brain Injury
SOP	Standard Operating Procedures

## 4 Policy Statement

The creation of this policy endeavours to make sure that all pupils are able to access educational provision, whether this is through face-to-face learning in school, virtual remote learning at home or a blended learning approach of the two.

## **5 Related Policies and Procedures**

The following policies and procedures stated below support the effective application of this policy and SOP:

- Attendance and Timekeeping Policy for The Children's Trust School
- IP&C Sections 10 & 11 – Infection and Management of Infectious Conditions
- IP&C Section 12 & 16 – Management of children in isolation
- IT Acceptable Use & IT User Policy
- Lockdown Procedure for Covid-19
- Pandemic Policy
- Policy for visiting the Children and Young People during the Coronavirus Pandemic
- Safeguarding Children and Young People Policy
- SEND Information Report
- Use of Electronic Devices Policy

## **6 External References and Guidance**

The following external resources and guidance were consulted in drafting this policy and SOP:

- DfE guidance: Remote education blended delivery case studies - good practice developed during the coronavirus (COVID-19) pandemic August 2021
- Ofsted – Education Inspection Framework
- SEND Code of Practice 0-25
- Keeping Children Safe in Education

### **Standard Operating Procedures (SOP)**

At The Children's Trust School, all staff are considered to be a Leader of Learning, however we recognise that staff will hold specific responsibilities to ensure that all children have access to the remote education provision.

The Class Teacher/Specialist Teacher is responsible for:

- Ensuring blended learning as part of planning for medium term and weekly/daily so that learning can be easily adapted and inclusive of all pupils in your class.
- Ensuring that pupils' mental health and emotional well-being is put at the forefront of the blended learning offer.
- Following timeline of blended learning offer and liaise with class therapists to allocate who is sending which resources home.
- Creating and sharing a combination of pre-recorded audio and visual, and live sessions, where appropriate.
- Ensuring that digital safety and safeguarding continue to be a priority.
- Keeping in touch with pupils who aren't in school and their parents.

The Supporting Classroom Staff are responsible for:

- Supporting the class teacher with developing resources suitable for blended learning.
- Contributing to recording of progress using Earwig.
- Contributing to pre-recorded and live sessions, where appropriate.
- Ensuring that digital safety and safeguarding continue to be a priority.

The Supporting House Staff are responsible for:

- Maintaining communication with the school via the Class Teacher.
- Engaging in the blended learning as fully as possible, liaising with the class teacher to develop the offer so that it is specific to the children they are supporting.
- Sharing engagement in learning with the Class Teacher via Earwig
- Ensuring that digital safety and safeguarding continue to be a priority.

The Senior Management are responsible for:

- Overall co-ordinating of the Blended Learning offer for pupils who are not able to attend school.
- Ensuring that all families are supported to send their child to school when it is safe to do so.
- Ensuring a considered approach to blended learning (face-to-face teaching and remote learning) is taken so that teacher workload is manageable, containing breaks and PPA.
- Maintaining staff well-being and mental health as a priority.
- Ensuring that digital safety and safeguarding continue to be a priority.
- Ensuring educational opportunities for all pupils is fair.
- Celebrating the successes of the blended learning offer with pupils, families, teaching teams, therapists, health and social care.

The Lead DSL and Deputy DSL are responsible for:

- Encouraging parents and carer to ensure safe online access for the CYP by sharing relevant guidance and resources
- Ensuring all school staff continues to be vigilant and know how to report concerns if identified during home learning sessions
- Acting on raised concerns to ensure the safety of all CYP accessing remote or blended learning and those within school.

The Designated Teacher for Looked after Children (and previously looked after) is responsible for:

- Ensuring Local Authority social workers are made aware via Pupil services manager of CYP accessing remote or blended learning.
- Supporting teachers to request devices for home learning via PPG money for individual CYP if lack of device is a barrier to accessing education.

The parent/families (including those of parent loco) are responsible for:

- Supporting the CYP to engage in their learning offer by interacting with the provided resources and the Leader of Learning.
- Endeavour to join virtual sessions on time and stay for the duration of the offer.
- Provide constructive feedback to the Leader of Learning, at a suitable time, regarding the engagement of the CYP in the learning and the resources provided.
- Raise any safety concerns to the teacher / DSL as soon as possible
- Contact school management for additional support if needed.

The therapy team are responsible for:

- Endeavour to support CYP with therapy provision as set out in EHCP for individual CYP
- Liaising with the class teacher / leader of learning to provide resources to CYP for therapy offer
- Continuous support with equipment for CYP within residential houses and liaising with community therapy team regarding equipment at home if needed.

## 2 Procedure

- Register and attendance sheets to be completed by class teams to record and monitor school attendance, including virtual, and ensure that all CYP are receiving continued high quality educational provision. This will also show if any families or placements need more support.
- Management to ensure that there enough iPads available to lend to residential houses or families who do not have access, in order to facilitate blended learning.
- Where possible, record blended and virtual learning in order for the evidence to be uploaded onto Earwig for assessment.

The procedures for delivery of education, following a close contact, positive result or absence from school for example, whilst awaiting PCR results are as follows.

### Pupil -

	Scenario	Delivery of education
i.	If a CYP has <b>no</b> symptoms of Covid-19:	<ul style="list-style-type: none"> <li>• Face-to-face school attendance, whilst remaining in their class bubble.</li> <li>• Supporting house 1:1's attend as normal.</li> </ul>
ii.	A CYP has symptoms of Covid-19:	<ul style="list-style-type: none"> <li>• CYP must remain at home, (if day / Nursery learner), or on house, (residential student), until they have tested negative for 2 days consecutively and have completed a 10-day isolation period.</li> </ul>
iii.	<i>If a whole residential class is isolating, due to:</i> * testing positive * a positive contact * awaiting PCR results	<ul style="list-style-type: none"> <li>• The CYP must receive education on house, delivered by school staff, namely the teacher or STAs.</li> <li>• Resources will be provided by school.</li> </ul>
iv.	<i>Class with both well and isolating children:</i> If some CYP are well and in school but other classmates from the same bubble continue to isolate on house, (residential) or remain at home, (day / Nursery).	<ul style="list-style-type: none"> <li>• Class team to provide a blended learning approach, to ensure all children are provided with education.</li> <li>• Those CYP who are well, should attend face-to-face sessions, delivered by school staff.</li> <li>• CYP isolating on house or at home, due to a positive contact or awaiting PCR results, to join virtually with the support of a house CSA, (residential) or a parent / carer, (day / Nursery).</li> <li>• Class team to provide resources, including access to an iPad if needed, to enable CYP on houses to join in virtual class sessions, as well as School Council meetings and assemblies.</li> </ul>

**Staff Member -**

	<b>Scenario</b>	<b>Delivery of education</b>
i.	Business as usual	<ul style="list-style-type: none"> <li>• Face-to-face school operation</li> <li>• Supporting house 1:1's attend as normal.</li> <li>• COVID protocols to be followed.</li> </ul>
ii.	Absence of 1 school staff: Symptomatic / positive / isolating	<ul style="list-style-type: none"> <li>• Report to school reception</li> <li>• Identify the absent staff competency (skill set) that requires cover</li> <li>• Allocate a school staff member</li> </ul>
iii.	Increased staff absence No available school cover	<ul style="list-style-type: none"> <li>• Seek staff availability (with required skill set) from residential setting</li> <li>• Allocate a staff (CSA) member</li> </ul>
iv.	Increased staff absence Reduced CSA availability to cover	<p><b>Move to part educational offer on residential house</b></p> <ul style="list-style-type: none"> <li>• Bubbles working across two spaces rotate (am/pm session) in receiving educational offer in school classroom / house</li> <li>• Direct house staff to virtual resources</li> <li>• Shared allocation of staff (CSA / STA)</li> <li>• Inform families via schoolzine/email</li> </ul>
v.	Increased school & residential staff absence	<p><b>Move to full educational offer on residential house</b></p> <ul style="list-style-type: none"> <li>• School staff allocated to Day/Nursery pupils</li> <li>• Available school staff deliver educational offer on residential house 10:00 to 15:00</li> <li>• Notify LA's / virtual schools / SW of change in educational offer</li> <li>• Inform families via schoolzine/email / call</li> </ul>
vi.	Further increased school & residential staff absence	<p><b>Move to virtual educational offer on residential house</b></p> <ul style="list-style-type: none"> <li>• School staff allocated to Day/Nursery pupils</li> <li>• Residential Teams source the remote educational offer on the residential house / use of sensory packs</li> <li>• Notify LA's / virtual schools / SW of change in educational offer</li> <li>• Inform families via schoolzine/email / call</li> </ul>
vii.	Further increased school staff absence	<p><b>Move to educational virtual home learning</b></p> <ul style="list-style-type: none"> <li>• Contact day/nursery families on the reinstatement of home remote learning</li> <li>• Residential Team / Families to source virtual platforms from school website &amp; use sensory resource packs</li> <li>• Notify LA's / virtual schools / SW of change in educational offer</li> <li>• Inform families via call</li> </ul>