

TKS Remote Learning Policy

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1. INTRODUCTION

There are times when a pupil will not be able to come into school. This may be true for all pupils, in the case of a government directed school closure, or may be for a smaller number if a child is self-isolating due to some medical reason, for which the government requires self-isolation.

In the case of someone needing to self-isolate, the school's remote learning programme will be accessible by the pupil for the duration of their self-isolation.

Remote learning may also be applied in cases of official school closure due to weather-conditions, or other circumstances making attendance at school impossible.

2. PROCESS

If a child is sent home from school, or parents notify the school of their child needing to self-isolate, the office will notify the relevant class teacher or year group tutor. The Head of the relevant Department (Stepping Stones, Primary or Secondary) will also be informed.

The class teacher or year group tutor will notify other teachers as needed and will communicate with parents as to how to access the learning. This will differ depending on which school department this is.

3. LEARNING

Pupils from Stepping Stones will be sent activities related to those being covered within school, with follow up online sessions as relevant. Online sessions will be via the school's chosen video conferencing programme. Pupils in Primary will be able to access the input of a lesson via relevant link. They will then continue working independently for each lesson, with teachers following up throughout the period of self-isolation. Pupils in Secondary will connect with the designated programme to each of their lessons, following their usual timetable. Work set should take a similar amount of time to that set within the class. Other online learning platforms may be used as appropriate. Information will be sent via email, using the email address held for each pupil in our school administration database.

4. PARENTS AND COMMUNICATION

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We will keep in communication with parents to support them in helping their children to continue to learn. Feedback will be given to pupils through parent communication, and with regard to Secondary pupils, through the Assignments feature in the online programme. Parents will be contacted in the case of pupils not accessing their learning online.

5. PUPILS ON THE SEN REGISTER

Our SENCO will follow up with individual pupils on our SEND Register, to ensure they are receiving the support they need, as far as the situation allows.