



Sandon School

Pupil Remote Learning Policy



Sandon School Remote Learning Policy

Context

At Sandon School, we are committed to delivering high quality remote learning. We have a Learning Continuity Plan in place, which clearly outlines our approach.

This policy aims to set out clear guidance in regards to Remote Learning, considering the context of Sandon being a school for children with a range of additional needs.

This policy has been written in accordance with the 'Remote Education Good Practice' guidance, published by the Department for Education, <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Information for Parents

This policy is intended to provide clarity and transparency in regards to Remote Education. Remote Education will be delivered where national or local restrictions require entire cohorts (or bubbles) to remain at home. Parents/carers will be notified of all such occurrences.

Curriculum

Sandon will ensure a continuity of the established school curriculum offer. Staff will strive to replicate the classroom delivery and maintain aspects of school life remotely.

A pupil's first one or two days may look differently from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

All work will be in line with our school curriculum and mirror the curriculum taught at school.

Curriculum overviews are sent home in preparation for the start of each term detailing the content to be taught in each curriculum area in each class. These can also be found on our website in the 'Curriculum' area and also in our dedicated 'Remote Learning' area. Detailed plans for each class group for each week will be published on the website in the 'Remote Learning' area under 'Sandon'. In addition to this, resources will be posted or delivered to parents on request to support delivery of the curriculum at home.

As the school curriculum is personalised, the remote learning offer will take account of individual learning needs and personal targets.

Sandon will follow the normal operation of the school, in regards to timetables and curriculum offer, as follows:

- EYFS/ KS1- Pear
- KS1/ KS2 – Willow and Cherry
- KS2- Beech
- KS2/3- Oak
- KS3/4- Ash
- Post 16- Hospitality and Horticulture
- Nurture group- Apple



- Complex needs group- Pine

The class tutor of each group listed above will lead the remote learning. In the event of staff absence, cover arrangements will be implemented by the SLT. This will be communicated to parents/carers and pupils.

Timetables/Lesson Time

All pupils will receive the required amount of lesson time in line with government guidance. Timetables very closely match to those that pupils follow in school. We encourage pupils to follow their timetables as far as possible as they do in school, to ensure consistency in structure and routine. We recognise that parents will need to adapt this according to their child's individual needs. Resources will be available from school to support with daily structure such as symbols and now and next cards/ visual schedules.

Timetables for each tutor group are displayed in 'Appendix A'.

Marking and Feedback

All work completed at home will be assessed by the teacher. The teacher will keep a record of marking and feedback and will submit this to SLT weekly. This then facilitates the SLT to monitor teaching and learning effectively. This also informs any requirements for intervention to be implemented to support pupil progress. Pupil targets (PLIMs and IEPs) are sent home regularly for parents to work on at home.

Upon return to school, the teacher will request for work to be returned. A 'Home Learning Record' will be completed for all curriculum areas.

At Sandon, work evidence will vary between students depending on their individual learning needs. They can take the form of work books, art work, records of TEAMS meetings and phone calls, tapestry entries, parent observations, photographs, videos, social media posts and a work evidence log.

Learning Expectations

Pupils are expected to engage in home learning activities considering their individual learning needs.

Parents/carers are expected to:

- Support pupils in creating a suitable learning environment, as best as they can.
- Support pupils in ensuring they are prepared for learning and can access Microsoft TEAMS.
- Ensure that the environment is child-friendly, considering what other children in the classroom can see/hear.
- Notify the class tutor if a pupil finds it difficult to engage and request support with strategies
- Notify the school, via the normal procedure, if a pupil is ill/absent for other reasons and unable to participate in remote learning



Methods of Delivery

Sandon School will strive for all pupils to have access to high-quality remote education. The school will personalise its approach to meet the needs of all pupils.

The school will be creative in its delivery of remote learning. Delivery methods will include:

- Online teaching via Microsoft TEAMS
- Sending lesson resources to families, in conjunction with dedicated support from the teacher.
- Interventions for additional support, including SALT, Physiotherapy/ Occupational therapy, LAC and other interventions that are directed by the Interventions Lead to support pupil progress.

Accessibility Issues

The school has utilised the support available through the governments 'get help with technology during coronavirus (COVID-19) scheme.

Under the scheme, the school can request laptops, tablets and 4G wireless routers to support disadvantaged pupils if they do not have access to a digital device or the internet at home.

Class tutors will communicate with parents/carers to establish if pupils have accessibility issues.

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Self-Isolation

In the event that a pupil is self-isolating at home and the majority of their class peers are attending school, the remote learning offer may differ due to staffing capacity. In this case, live teaching may not be possible due to the teaching taking place in school. Work will still be set in line with the timetable and the teacher will be available outside of their teaching commitments.

Communication

The decision to move to remote learning will be communicated to all parents/carers at the earliest opportunity. Our method of communication will be ParentMail, social media and the school website. For some families, a phone call may be deemed necessary.

Resources required for remote learning will be sent, in line with the parent/carer audit. If your preferences of delivery change, please inform the school.

All communication in regards to Microsoft TEAMS lessons will come directly from the class tutor. If 1:1 communication is required between the parent/carer and the class tutor, this can be mutually agreed for a suitable time. For all urgent enquiries, please contact the school directly.



Wellbeing

At Sandon, we understand how this may be a difficult change for some of you. Our priority is to ensure that everyone is safe and enjoys the benefits of remote learning. We also have our dedicated Pastoral Team to help and provide support when necessary. If you need to contact a member of the team, please use the following email addresses:

Seriena Hodder – seriena.hodder@ganf-cit.co.uk

Fiona Light – fiona.light@ganf-cit.co.uk

If you need urgent assistance, contact reception on 01476 564957.

Additionally, please refer to the school website, where there are mental health resources and weblinks in the dedicated Remote Learning section.



Appendices

Appendix A:

Grantham Additional Needs Fellowship – Sandon School

Pear Class Timetable

Class Lead – Amy Arms-Rawden

Timings	8.50-9.30	9.30-9.45	9.45 – 9.55	9.55 – 10.30	10.30-11.10	11.10-12.00	12.00-1.10	1.10-1.30	1.30-2.10	2.10-2.30	2.30-2.55	2.55-3.10
Monday	Reading / Sensory Circuit	Hello / Circle Time	Mindful Monday Mindful breathing	Child initiated activities/ Individual targets (TEACCH)	Snack/ Play	Sensory Phonics/ Adult directed activities/ Personal care	Lunch	Hello / Circle Time	Art	Sensory room/ Play area	Snack / Personal Care	Songs / Home Time
Tuesday	Reading / Sensory Circuit	Hello / Circle Time	Talking Tuesday Calmer exercises	CIA/ Individual targets (TEACCH)	Snack/ Play	Maths (Bucket - Number)/ ADA/ Personal care	Lunch	Hello / Circle Time	Music	Sensory room/ Play area 1:1 Computing	Snack / Personal Care	Songs / Home Time
Wednesday	Reading / Sensory Circuit	Hello / Circle Time	Wellbeing Wednesday Calmer exercises	CIA/ Individual targets (TEACCH)	Snack/ Play	Literacy (Bucket)/ ADA/ Personal care	Lunch	Hello / Circle Time	PE/Therapies		Snack / Personal Care	Songs / Home Time
Thursday	Reading / Sensory Circuit	Hello / Circle Time	Thankful Thursday Mindful Breathing	CIA/ Individual targets (TEACCH)	Snack/ Play	Maths (Bucket - Shape)/ ADA/ Personal care	Lunch	Hello / Circle Time	PSHE / RSE	Sensory room/ Play area 1:1 Computing	Snack / Personal Care	Songs / Home Time
Friday	Reading / Sensory Circuit	Hello / Circle Time	Friends Friday Calmer exercises	Literacy (Sensory Story)/ ADA	Snack/ Play	Assembly/ CIA/ Change 1:1 Reading Books/ Personal care	Lunch	Hello / Circle Time	Understanding the World/ RE	Sensory room/ Play area	Snack / Personal Care	Songs / Home Time

Grantham Additional Needs Fellowship – Sandon School

Willow Class Timetable

Class Lead – Laura Smith / Torie Pridmore

Timings	8.50-9.10	9.10-9.30	9.30 – 9.45	9.50 - 10.25	10.25 – 11.00	11.00-12.00	12.00-1.10	1.10-1.25	1.25-2.25	2.25-2.50	2.50-3.10
Monday	Mindful Monday Mindful breathing	Sensory Circuits/Reading	Circle Time	Phonics	Play	Maths	Lunch	Mindfulness - yoga session	Topic / Science	Personal Care/Drinks and Snack	Reflect & Home Time
Tuesday	Talking Tuesday Calmer exercises	Sensory Circuits/Reading	Circle Time	Communication and Language	Play	Maths	Lunch	Wellbeing time	Therapies / PE	Personal Care/Drinks and Snack	Reflect & Home Time
Wednesday	Wellbeing Wednesday Calmer exercises	Sensory Circuits/Reading	Circle Time	Literacy	Play	Maths	Lunch	Wellbeing time	PSHE / RSE / RE	Personal Care/Drinks and Snack	Reflect & Home Time
Thursday	Thankful Thursday Mindful Breathing	Sensory Circuits/Reading	Circle Time	Literacy	Play	Maths	Lunch	Wellbeing time	Computing/Understanding the World	Personal Care/Drinks and Snack	Reflect & Home Time
Friday	Friends Friday Calmer exercises	Sensory Circuits/Reading	Circle Time	Literacy/Sensory Room	Play	Assembly / Maths / Ball Pool	Lunch	Wellbeing time	Expressive Art & Design	Personal Care/Drinks and Snack	Reflect & Home Time



Grantham Additional Needs Fellowship – Sandon School
Cherry Class Timetable
Class Lead – Leanda Evans

Timings	8.50-9.20	9.20-9.40	9.40-10.00	10.00-10.30	10.30-10.50	10.50-11.05	11.05-12.00	12.00-1.10	1.10-1.30	1.30-2.00	2-2.15	2.15-2.45	2.45-3.10
Monday	Reading/Targets	Mindful Monday Mindful breathing	Phonics	Literacy	Snack	Enrichment		Lunch	Circle Time	Maths	Mindfulness - yoga session	PE	Reflect & Home Time
Tuesday	Reading/Targets	Talking Tuesday Calmer exercises	Phonics/ Sensory Room	Literacy	Snack	Play	Maths	Lunch	Circle Time	PE / Games	Wellbeing time		Reflect & Home Time
Wednesday	Reading/Targets	Wellbeing Wednesday Calmer exercises	Phonics	Life Skills		Play	Maths	Lunch	Circle Time	PSHE / RE	Wellbeing time	Science	Reflect & Home Time
Thursday	Reading/Targets	Thankful Thursday Mindful Breathing	Phonics	Literacy	Snack	Play	PSHE / RE	Lunch	Circle Time	Expressive Art	Wellbeing time	Topic	Reflect & Home Time
Friday	Reading/Targets	Friends Friday Calmer exercises	Phonics	Communication & Language	Snack	Play	Choosing	Lunch	Circle Time	Computing	Wellbeing time	Expressive Art	Reflect & Home Time

Grantham Additional Needs Fellowship – Sandon School
Beech Class Timetable
Class Lead – Courtney Gray

Timings	8.50-9.30	9.30-9.45	9.45-10.30	10.30-10.45	10.45-11.00	11.00-11.45	11.45-12.00	12.00-12.45	12.45-1.45	1.45-2.05	2.05-2.55	2.55-3.10
Monday	Mindful Mondays Mindful Breathing	Good Morning & Exercise	Literacy	Play	Snack	Maths	Phonics	Topic	Lunch	Mindfulness – yoga session	Science	Reflect & Home Time
Tuesday	Talking Tuesday Calmer Exercises	Good Morning & Exercise	Literacy	Play	Snack	Maths	Phonics	RE	Lunch	Wellbeing-time	Music	Reflect & Home Time
Wednesday	Wellbeing Wednesday Calmer Exercises	Enrichment	Literacy	Play	Snack	Maths	Phonics	PSHE	Lunch	Wellbeing-time	Computing	Reflect & Home Time
Thursday	Thankful Thursday Mindful breathing	Good Morning & Exercise	Literacy	Play	Snack	Maths	Phonics	Story	Lunch	Wellbeing-time	PE	Reflect & Home Time
Friday	Friends Friday Calmer exercises	Good Morning & Exercise	Literacy	Play	Snack	Assembly	Phonics	Life Skills	Lunch	Wellbeing-time	Expressive Art & Design	Reflect & Home Time



Grantham Additional Needs Fellowship – Sandon School
Oak Class Timetable
Class Lead – Lucy Otter

Timings	8.50-9.20	9.20 – 10.25	10.25 - 10.40	10.40-11.40	11.40-11.55	11.55 – 12.45	12.45 – 1.45	1.45-1.55	1.55-2.50	2.50 – 3.10
Monday	Mindful Monday Mindful breathing	Literacy	Play	Maths	Phonics	RE	Lunch	Mindfulness - yoga session	Topic	Reflection/Home time
Tuesday	Talking Tuesday Calmer exercises	Literacy	Play	Maths	Phonics	Computing	Lunch	Wellbeing time	Life Skills	Reflection/Home time
Wednesday	Wellbeing Wednesday Calmer exercises	Literacy	Play	Maths	Phonics	Art	Lunch	Wellbeing time	PSHE	Reflection/Home time
Thursday	Thankful Thursday Mindful Breathing	Literacy	Play	Maths	Phonics	Music	Lunch	Wellbeing time	PE/Games	Reflection/Home time
Friday	Friends Friday Calmer exercises	Literacy	Play	Target Work/Assembly	Phonics	Science	Lunch	Wellbeing time	Social Skills	Reflection/Home time

Grantham Additional Needs Fellowship – Sandon School
Ash Class Timetable
Class Lead – Julia Kay

Timings	8.50-9.20	9.20-10.25	Social Time	10.40-11.40	11.45-12.45		Lunch	1.45-2.05	2.05-2.50	2.50 – 3.10
Monday	Mindful Monday Mindful Breathing	English	Social Time	Maths	Target Work 11.45 – 12.15	Reading 12.15 – 12.45	Lunch	Mindfulness – yoga session	PE	Reflection/Home Time
Tuesday	Talking Tuesday Calmer Exercises	English	Social Time	Maths	Target Work 11.45 – 12.15	Reading 12.15 – 12.45	Lunch	Wellbeing time	PSHE	Reflection/Home Time
Wednesday	Wellbeing Wednesday Calmer Exercises	English	Social Time	Science	Maths		Lunch	Wellbeing time	Home Management	Reflection/Home Time
Thursday	Thankful Thursday Mindful Breathing	Assembly	Target Work	Social Time	English	Computing	Lunch	Wellbeing time	World of Work	Reflection/Home Time
Friday	Friends Friday Calmer Exercises	Target work/Reading		Social Time	RE	Maths	Lunch	Wellbeing time	Art	Reflection/Home Time



Grantham Additional Needs Fellowship – Sandon School
 Hospitality Class Timetable
 Class Lead – Liz Kennedy-Short

Timings	8.50-9.20	9.20-10.25	10.25-10.40	10.40-11.40	11.45-12.45	12.45 – 1.45	1.45-2.50	2.50 – 3.10
Monday	Mindful Monday Mindful breathing	PSHE	Social Time	RE	Computing	Lunch	English	Mindfulness - yoga session
Tuesday	Talking Tuesday Calmer exercises	Baking /Cake Orders	Social Time	Baking /Cake Orders		Lunch	Maths	Wellbeing time
Wednesday	Wellbeing Wednesday Calmer exercises	Hospitality - Completing Coursework				Lunch	English	Wellbeing time
Thursday	Thankful Thursday Mindful Breathing	World of Work/Completing Coursework				Lunch	Maths	Wellbeing time
Friday	Friends Friday Calmer exercises	Hospitality/Life Skills				Lunch	PE/Dance	Wellbeing time

Grantham Additional Needs Fellowship – Sandon School
 Horticulture Class Timetable
 Class Lead – Kate Lyons

Timings	8.50-9.20	9.20-10.25	10.25 – 10.40	10.40-11.40	11.45-12.45	12.45 – 1.45	1.45-2.50	2.50 – 3.10
Monday	Mindful Monday Mindful breathing	Life and Living Skills				Lunch	English	Mindfulness - yoga session
Tuesday	Talking Tuesday Calmer exercises	Horticulture AIMS Units	Social Time	Practical Work – Allotment/Sandon Site		Wellbeing time	Maths	Wellbeing time
Wednesday	Wellbeing Wednesday Calmer exercises	RE	Social Time	World of Work	Wellbeing time	Lunch	English	Wellbeing time
Thursday	Thankful Thursday Mindful Breathing	Assembly	Practical Work – Allotment/Sandon Site			Lunch	Wellbeing time	Wellbeing time
Friday	Friends Friday Calmer exercises	RSE	Social Time	PSHE	Wellbeing time	Lunch	PE/Dance	Wellbeing time



Grantham Additional Needs Fellowship – Sandon School
 Pine Class Timetable
 Class Lead – Sophie Marsden

Timings	8.50-9.20	9.20-9.40	9.40-10.30	10.30-11.00	11.00-12.00	12.00 - 1.10	1.15-1.30	1.30-2.30	2.30-2.50	2.50-3.10
Monday	Good morning/ Toilet/ Physio/ OT routines	Mindful Monday Mindful breathing	Sensology/ Phonics	Snack time Outdoor/Indoor Break	Sensory Story/Toilet	Lunch	Good afternoon	Topic/ RE	Snack / Toilet time	Mindfulness - yoga session
Tuesday	Good morning/ Toilet/ Physio/ OT routines	Talking Tuesday Calmer exercises	Communication/ OCR	Snack time Outdoor/Indoor Break	Sensory Story/Toilet	Lunch	Good afternoon	Lesson: Music Interaction	Snack / Toilet time	Wellbeing time
Wednesday	Good morning/ Toilet/ Physio/ OT routines	Wellbeing Wednesday Calmer exercises	Sensology/ Phonics	Snack time Outdoor/Indoor Break	Wellbeing time	Lunch	Good afternoon	PE/Therapies	Snack / Toilet time	Wellbeing time
Thursday	Good morning/ Toilet/ Physio/ OT routines	Thankful Thursday Mindful Breathing	Maths	Snack time Outdoor/Indoor Break	Sensory Story/Toilet	Lunch	Good afternoon	Art	Snack / Toilet time	Wellbeing time
Friday	Good morning/ Toilet/ Physio/ OT routines	Friends Friday Calmer exercises	Computing	Snack time Outdoor/Indoor Break	Sensory Story/Toilet	Lunch	Good afternoon	RSE/ PSHE	Snack / Toilet time	Wellbeing time

Grantham Additional Needs Fellowship – Sandon School
 Apple Class Timetable
 Class Lead – Nikki Dexter

Timings	8.50-9.10	9.10-9:30	9:30-10:00	10:00 - 10.15	10.15-10.30	10.30-11.05	11.05-11.35	11.35-12.45	12.45-1.45	1.45-1.55	1.55-2.50	2.50-3.10
Monday	Mindful Monday Mindful breathing	Target work	Play	Phonics	Life Skills		Snack Time	PHSE / RSE / RE	Lunch	Mindfulness – yoga session	Maths	Reflection / Home Time
Tuesday	Talking Tuesday Calmer Exercises	Target work	Play	Phonics	English	Computing	Snack Time	Maths	Lunch	Wellbeing time	Science	Reflection / Home Time
Wednesday	Wellbeing Wednesday Calmer Exercises	Target work	Play	Phonics	Communication/Therapies		Snack Time	Life Skills	Lunch	Wellbeing time	Enrichment	Reflection / Home Time
Thursday	Thankful Thursday Mindful breathing	Target work	Play	Phonics	English	Maths	Snack Time	Topic - Art	Lunch	Wellbeing time	Topic - Music	Reflection / Home Time
Friday	Friends Friday Calmer Exercises	Target work	Play	Phonics	Life Skills		Snack Time	Assembly	English	Lunch	Wellbeing time	Social Time / Own Activities Ball Pool Reflection / Home Time