

Home Learning for Exceptional Circumstances Policy

PRINCIPLES OF HOME LEARNING DURING EXCEPTIONAL CIRCUMSTANCES

Examples of Exceptional Circumstances:

- Lockdowns as a response to pandemics
- Closures due to strike action
- Closures due to weather conditions

The Trust is committed to providing the best possible learning opportunities. This policy sets out our commitment and expectations regarding the provision of online learning for all pupils during exceptional circumstances.

During exceptional circumstances, our aim is for all pupils to access appropriate learning each weekday, however we are aware that there will be some barriers to achieving this goal. We have considered ways in which we will work to overcome any such barriers, but we acknowledge that there may be some incidences where this will not be possible. There may also be times, due to teacher illness, that daily online services could be interrupted, contingency plans will be put in place to ensure that any disruption to home learning is minimal.

The main aims of remote learning are to:

- Keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes.
- Ensure regular contact with all children and families.
- Ensure consistency in the approach to remote learning for pupils who aren't in school

SPECIAL SCHOOLS

The Trust's special schools are committed to providing online education to pupils during exceptional circumstances in line with this policy's examples as above. The arrangements made by special schools will be adapted to meet the needs of their pupils and each school will publish a statement setting out their local offer.

USING ONLINE PLATFORMS

The Trust will use 'Microsoft' to host its online learning platform. Each class will have an online area where their class teacher will be able to upload work. Children will be able to access their work daily as well as being able to upload completed work for their teacher to mark.

SAFEGUARDING AND SECURITY

Safeguarding is The Trust's priority, throughout the setup phase of this project we have worked closely with our ICT consultants regarding the security of online platforms. All of the recommended safeguards have been put in place. For more detailed information about Microsoft's security settings and permissions please see Appendix 1.

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the Designated Safeguarding Lead (DSL) without delay
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
- Routine queries about the use of apps or online materials should be addressed to the class teacher/Academy Head

Reporting an issue for pupils:

- Speak to a trusted adult
- Click the 'Online Safety Concern' click CEOP <https://www.ceop.police.uk/safety-centre/>
- Contact Childline 0800 1111

SETTING IT UP

As a parent or guardian, you will be sent/re-issued a joining email to the email address you have registered with the school. The email will include your child's secure email address; if you have not accessed the platform before then this email will be followed by another email providing a temporary password. Once you have received these emails you will be able to set up your child's access to Microsoft. The first time you log on you will be directed to set a new password, please keep this information secure. The administrator will be able to reset passwords during the school closure/lockdown; this can be requested by emailing the administrator directly. Your school administrator, and other relevant contacts, are listed at the end of this policy.

Lost or Forgotten Password

If you or your child forgets the password, you can email the administrator for a password re-set using the email we have registered for you as your school communication email. The Administrator will be able to check that you are emailing from a known email connected to the pupil who needs a password re-set. They will aim to provide a re-set within 24 working hours. Please bear in mind that, at times, relevant staff may be working in the school setting and this may affect response times. Please note, any work submitted late due to a lost password will not be marked.

ACCESS TO INTERNET/EQUIPMENT

Microsoft can be accessed via tablet or a PC that is able to access the internet. Both Apple and Android have an app that you can use if you choose to. The Trust understands that not everyone will have access to the internet or suitable equipment.

Individual Schools are looking at ways that they can support pupils to access home learning if pupils cannot get access to Microsoft. In some cases, the School might be able to arrange the loan of equipment, if this is not possible then a pack of paper resources might be provided. Alternatively, Schools may place a list of resources and online learning sites on the School website or on Learning Pi for children to access. Please contact the listed administrator at the end of the policy if you would like to discuss these alternatives.

LEARNING – WHAT TO EXPECT

Curriculum Content

Online learning cannot fully replace or replicate the sort of learning that takes place in a classroom. Quality learning requires an in-depth knowledge of each pupil and is most effective when there is the opportunity for ‘learning conversations’ with teachers, support staff and other pupils in the class.

Teachers use these interactions to plan for future learning for pupils in their class. Whilst we acknowledge that the online platform cannot replicate a real classroom experience it is our intention that it will support pupils, parents and carers to continue with some aspects of their learning and give them a continued contact with their school via their teacher.

On the first day of any period of Home Learning pupils will be provided with information and activities about internet safety. Teachers are also asked to include a weekly reminder about internet safety.

Each school day class teachers will upload ‘learning opportunities’ planned in line with current curriculum plans. The learning opportunities will take many different forms including, PowerPoint Presentations, clips explaining new learning, work sheets, reading activities, set writing tasks and suggestions about other activities pupils could complete. Teachers will also provide pupils with links to relevant online learning that will support their current learning. Each day your child should receive an English and Maths lesson/task, suitable link to further learning and another suggested learning activity in another subject such as history or geography.

The learning will be uploaded to your child’s class shapepoint folder. Teachers will mark any work that has been made available for online marking. The deadline for pupils to upload any completed work will be stated on the site when the work is uploaded (the expectation is that this work is then marked within 24 hours. Unfortunately, late submissions will not be marked.

Response Time and Core Hours

Teachers will be working their usual hours during this closure period, however please note that teachers may also be deployed to our Trust Schools, may themselves have caring responsibilities or may fall unwell. Whilst we will aim for teachers to respond to emails and work submitted within 24 hours, it might not always be possible – understanding during this period will be appreciated. During any school closure/lockdown, if you have any concerns or questions regarding the provision of the online classroom please contact either the Class Teacher or the Academy Head.

Personalisation

When work is uploaded to the online platform your child will receive work that is specifically designed to meet their needs, this includes pupils with SEND. Pupils cannot see what work has been set for others. As with any classroom, if you were concerned about any work that has been set you can discuss this with the class teacher. School Leaders and Academy Heads are responsible

for monitoring the quality of education and learning at their School(s), this expectation is the same with online learning.

Video Conferencing

In some cases, teachers may wish for pupils to engage with face to face teaching (using Microsoft Teams.) Before these sessions pupils will be sent a meeting code from the session organiser as well as the start time for the session. Pupils will not be able to log in until this time. For safeguarding purposes there will always be two staff members on these sessions.

Pupil/Parental

If a Teacher is off sick wherever possible the School Leader will arrange for another teacher to upload work to the classroom. We will aim to arrange this within 2 working days. However, it should be noted that any replacement teacher, just as in a live classroom will not have the same level of knowledge of your child and their learning.

Parents are offered the opportunity to support their child with home learning. The Trust strongly recommends that if you choose not to use the platform that you continue to read with your child and encourage them to practice their maths and writing skills.

Yox Valley Partnership

The Yox Valley Partnership is three schools within the Consortium Trust:

- Middleton Primary School
- Southwold Primary School
- Yoxford & Peasenhall Primary School

Contact details of Yox Valley's Administrators:

- Middleton Primary School – Kate Smith, office.middleton@consortiumtrust.org.uk
- Southwold Primary School – Maria Clark, office.southwold@consortiumtrust.org.uk
- Yoxford & Peasenhall Primary School – Gail Kirk, office.yoxford@consortiumtrust.org.uk

APPENDIX 1

Microsoft for Home Learning

As a Trust we use 'Microsoft's education tools' - a set of education productivity tools from Microsoft including Teams, Class Notebook, Forms, Sharepoint, Stream and OneDrive. A We use a special version of the core Microsoft Apps to provide a secure learning intranet for our pupils and staff. Children will use a office login to access Microsoft apps. The login the pupils use cannot be shared with external email accounts, only with others within @consortiumtrust.org.uk - the school's domain. Microsoft require only basic information to set up these accounts, your child's year group and name. Through Microsoft, using their secure login at home, your child can continue working on their classroom learning throughout any school closure period.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

Microsoft's Privacy Policy can be found here:

[Microsoft Privacy Statement – Microsoft privacy](#)

What choices do I have as a parent or guardian?

- Once you use the activation email and set up your child's account, you consent to the collection and use of your child's information by Microsoft. If you consent to your child's use of Microsoft, you can access or request deletion of your child's account by contacting:
 - Middleton Primary School – Kate Smith, office.middleton@consortiumtrust.org.uk
 - Southwold Primary School – Maria Clark, office.southwold@consortiumtrust.org.uk
 - Yoxford & Peasenhall Primary School – Gail Kirk, office.yoxford@consortiumtrust.org.uk

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely.

You and your child can also visit: [Microsoft account | Sign In or Create Your Account Today – Microsoft](#) , to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you want to learn more about how Microsoft collects, uses, and discloses personal information to provide services to us, please review the G Microsoft Privacy Policy.

Document Control

Changes History

Version	Date	Amended By	Details of Change
2	31/01/2023	Tamsin Little, Director of Primary Education	Update to reflect use of policy for exceptional closure periods other than, but including, Covid.
3	08/02/2024	Tamsin Little, Director of Education	Update to reflect Special Schools
4	28/11/2025	Debbie Thomas, Director of Primary Education	Updated to reflect change from Google Education Suite to Microsoft

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	23/03/2023
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	23/03/2023
Andrew Aalders-Dunthorne	CEO	Electronic signature	22/01/2026
Steve Martin	On behalf of the Trust Board	Electronic signature	22/01/2026

This policy will be reviewed annually by the Director of Primary Education or as required by changes in legislation.

At every review, this policy will be approved by the Education & Learning Committee.

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