

**Marine Academy Primary:**  
**Steps to Encourage Engagement with Remote Learning**

**No Engagement in Remote Learning**

**Class Teacher Weekly Call**

Class teacher to call and encourage engagement. Class teacher to minute on Record of Communication Document.

**Class Teacher attempts 2<sup>nd</sup> call**

Class teacher to call and check on engagement after advice given in the previous week. Class Teacher to minute on Record of Communication Document.

**Unit Leader/Inclusion Leader to call to offer support**

Support/Advice offered.

**Child to be added to At Risk Spreadsheet**

Child/family to be monitored by NK on the at risk spreadsheet shared with Local Authority. Class teacher to continue normal contact attempts and record on Record of Communication document.

**No Contact At All**

**Class Teacher Weekly Call**

Class teacher to call and leave message where possible. Class teacher to minute on Record of Communication Document.

**Class Teacher attempts 2<sup>nd</sup> call**

Class teacher to call and a message left (where possible). Class teacher to try 2<sup>nd</sup> and 3<sup>rd</sup> contacts where possible. Class teacher to minute on Record of Communication Document

**Class teacher in school attempts call**

Class teacher in school attempts phone call from school phone.

**SLT to request admin to send an email**

Admin to feedback to SLT and Class Teacher if a reply is received.

**School to raise directly with EWO**

NK to raise directly with EWO and request a home visit.

