

St Clare's Catholic Primary

Mission Statement.

*“We welcome everyone into our community in order
to live, love and learn together
in the light and example of the life of Christ.”*



*Transforming Lives,
Transforming Communities.*

Remote learning Policy

Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

1. Our Philosophy

St. Clare's Catholic Primary has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this through **providing a framework for the safe and effective use of ICT for remote teaching and learning during a school closure or periods when individuals, classes or bubbles have to isolate**. This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teachers/DSLs, teaching assistants, mentors and admin staff.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and staff and Parent support
- Support effective communication between the school and families and support attendance

3 . Who is this policy applicable to?

- A pupil who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's class, year group or whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons.

4. Content and Tools to Deliver This Remote Education Plan

While some work will be completed through the provision of printed learning packs, there will also be a need for digital learning as well. In this instance, Google Classroom, email and Microsoft Office 365 will be the primary platforms for this work.

Our school website will also be continually updated with links to Use of BBC Bitesize, Oak Academy etc plus our *school subscriptions for Timetable rockstars, Numbots and Spelling Shed*.

Please ensure you have read, and are familiar with, our Remote Learning AUP policy.

5. Home and School Partnership

St. Clare's is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. School would recommend that each 'school day' maintains structure

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an '**Acceptable Use Policy**' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

All Staff:

Note: the responsibilities below relate to where a whole class/bubble is isolating and will be reduced when it is fewer children isolating and the majority of the class are in school.

Staff will need to make themselves available during their normal working hours and should communicate with the Headteacher or a member of the SLT if this is not possible.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Furthermore, staff must remember that, despite being at home, a Teams Meeting is an extension of school and they should conduct themselves as they would at school.

This includes:

- Dress appropriately.
- Work in a suitable space i.e. somewhere quiet, safe and free from distractions
- Be punctual, log on and be ready to ensure the interactive session can start on time.

When providing remote learning, **teachers** are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 3 and 4
 - The work set should be set daily and include maths and English lessons plus at least 2 other curriculum subjects.
 - Teachers will be setting work on *Google Classroom*.
- Providing feedback on work:

- Reading, writing and maths; all completed work submitted by 1pm to be guaranteed a teacher response and comments by the beginning of the next working day.
- Curriculum tasks to be commented on at the end of the week.
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted through Google classroom and then -if staff in school - via phone [to access whether school intervention can assist engagement].
 - All parent/carer emails should come through your Entrust school account (...@stclare.bham.sch.uk)
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

During the school day, **teaching assistants** must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc monitoring of engagement.
- Monitoring the effectiveness of remote learning – such as through regular meetings with teachers and subject leaders, reviewing work set or responding to feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Liaising with the ICT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it –
- Use the school website to inform themselves of updates and/or changes
- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Remote Learning AUP