Remote Education Policy for St Joseph's Catholic Primary School September 2021

1. Statement of School Philosophy

St Joseph's 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.

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 and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

3 .Who is this policy applicable to?

- A child 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 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 and not to all at start of week

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 - *Tapestry, See-saw and Microsoft Teams*
- *U*se of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, or any other school subscriptions

The exact details for how the school will run during a period of isolation will be explained to parents on the first day of lock-down by the Head teacher. This may vary from class to class depending upon the age of the children.

5. Home and School Partnership

St Joseph's School 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.

St Joseph's School will provide a refresher online training session and induction for parents on how to use Microsoft Teams and Seesaw/Classdojo/Tapestry as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Joseph's Catholic Primary 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

Teachers

St Joseph's Catholic School will provide a refresher training session and induction for new staff on how to use SeeSaw/ Google Classroom.

When providing remote learning, teachers must be available between 9.00am and 3.00pm

If they 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.

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 5 and 6
    - The work set should follow the usual timetable for the class had they been in school, wherever possible
    - Weekly/daily work will be shared by 9.00am

    - Teachers will set work via See-saw or Tapestry
    - Where the teacher is continuing to teach children in school because an individual child is isolating, work will be set remotely but no video lessons/live teaching will be provided
- Providing feedback on work:
    - Reading, writing and math's work, all completed work will be marked as per the marking policy
- 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 via phone to access whether school intervention can assist engagement.
    - All parent/carer emails should come through the school admin account (admin@...)
    - 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

Teaching Assistants

Teaching assistants must be available during their normal working hours

Teacher will be encouraged to direct Teaching Assistants to complete task such as marking children's work online – responding to comments or teaching small groups of children

If they 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.

During the school day, teaching assistant 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 daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- 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

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 can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- Ensure that a parent is present in the room when/if live lessons are being conducted

Governing Board

The governing board 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

6. Video lessons protocols

Live video lessons/meeting will be used to ensure that children remain engaged with their learning. Ensure that they remain in contact with their friend and school so as to limit further isolation and support the school ability to safeguard the children in that we will maintain regular contact with children.

Live meetings 'lesson will be delivered by the teacher and or the TA to support children in their work that has previously been published online. Occasionally they may be used to listen to children read or give feedback.

The following protocols will be in place to make sure that live lessons are safe for all involved:

- Meeting ID will be sent only to parents on our listed communication list
- Meeting ID will be sent out just prior to the meeting to limit the chance of sharing
- The teacher will keep parents in the waiting room and mute all when they enter
- The teacher will be able to disable any screen sharing and messaging facilities
- The teacher will ensure that a responsible adult is in the room and makes themselves known to the teacher so that no teacher is left alone with a child
- The teacher will agree the online rule of the lesson which will involves how the childe communicate with each other
- A new password and ID will be sent out prior to the next meeting – old ID's will not be reused
- Parents can hide their screen if they wish

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
- Digital and hardware Development Planning
- Code of Conduct for Video conferencing