

St Cuthbert's RC PRIMARY SCHOOL

Remote Learning Policy



Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance or the closure of a class bubble
- To outline our expectations for staff who will not be attending school due to self-isolation but are otherwise fit and healthy and able to continue supporting teaching, marking and planning for pupils.

Who is the policy applicable to?

All children who are accessing remote learning in line with Government guidance. It is expected that parents call the school daily if a child is self-isolating. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste
- o Have had access to a test and this has returned a positive result for Covid-19

This policy outlines expectations for class bubble or partial school closure, rather than individual cases.

Remote learning for pupils

All staff and pupils are trained in the use of our online learning platform - Google Classroom. Each family in our school has been issued with individual log on names and passwords. Step by step guides have been created for parents to support use of Google Classroom for remote learning.

The school uses Google Classroom for all classes. Children are confident in how to access work on their class platform and how to contact their teachers and be supported remotely. This will also be used for live registration through Google Meet whilst ensuring that safeguarding procedures are fully implemented. Google Classroom is being introduced into EYFS to allow them to engage with children more directly. (This will be supported by parents for logging in etc)

Mr Bellamy and Mr Hartley are our administrators and have access to the whole school accounts. Miss McElhone as the Head Teacher also has access for monitoring purposes and to ensure Safeguarding procedures are followed.

Teacher expectations

- If a teacher has to self-isolate through track and trace, or a household member is self isolating they will be expected to teach from home for the full school day. There will be a member of staff in the classroom to support the children. However, it will be the teacher's responsibility to direct the learning and set the work from home.
- If a teacher is ill, sickness absence rules apply and the teacher would not be expected to work from home. Teachers will be expected to report illness in the usual way.
- A timetable of daily teaching will be made available for parents.
- Teachers will plan lessons that are relevant to the curriculum focus for that year group and supply online resources to support tasks for home learners. Work for each day will be uploaded for English and Maths and other subjects will be uploaded onto Google Classroom weekly.
- Teachers will respond to children's questions during the timetabled sessions. Work uploaded outside of lesson times will be marked as appropriate in line with our marking policy. This may sometimes be individually marked or group marked for feedback if appropriate.
- Links to daily English lessons will be included such as Read, Write Inc, Read, Write Inc Spelling and a range of support videos such as BBC or Oak Academy.
- Links to daily Maths lessons will be included such as White Rose Maths (including links to worksheets to accompany lessons) Times Tables Rockstars and a range of support videos and resources.
- Any resources used, including websites and worksheets, will where possible, be shared with home learners. Staff will add these resources to their Google Classroom to be completed electronically or it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack') Staff will monitor children's access to learning and follow up phone calls will be made for children not accessing work or not fully engaging in learning.
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via school email.(crookstcuthberts@durhamlearning.net) or via telephone. All parents are aware how to contact their Class teacher, Head teacher and Office staff.
- Staff must follow all safeguarding procedures, acceptable use policy and other IT internet safety policy when working within Google classroom.
- If staff receive any inappropriate comments from parents or pupils, they should mute Google Classroom and inform the HT. If possible, staff should screenshot the comment and then delete.
- Our IT technician is available via the helpdesk to support any technical issues for staff.
- If a child is on the vulnerable list the teacher should liaise with the DSL or PSA to contact parents. No one should assume that the parent has been contacted. In this instance, communication should be recorded on CPOMS.
- Teachers will be expected to attend virtual meetings when required e.g. CPD, looked after reviews, SENCO related conversations with external agencies.
- If a child is not engaging with remote learning, the teacher should get the office to check if the child is ill. If the child is not ill, the teacher should have a conversation with the parent to ask them to support some learning.
- If a child is on the vulnerable list the teacher should liaise with the PSA to contact parents. No one should assume that the parent has been contacted. In this instance, communication should be recorded on CPOMS.

Family (pupil/parent/guardian) role:

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Cuthbert's RC Primary would recommend that each 'school day' maintains structure.
- If a class bubble is isolated, the children will be sent home with their home reading book in addition to their English and maths books – this is so that work that children complete at home can be kept safe, ideally in their exercise books, and can be brought back to school when safe to do so.
- Should anything be unclear in the work that is set, parents and children can communicate with class teachers via Google classroom or by contacting the school office. They should make clear which year group and subject the question relates to.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work, loan of Chrome books etc). These will be discussed on a case-to-case basis.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy, if a member of their household has a positive test or whilst awaiting a test result as per the guidance. If a member of staff is required to self-isolate, they are expected to:

- Follow our normal reporting procedure for planned absence.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

SENCO

Alongside their teaching responsibilities, SENCO is responsible for:

- Working with teachers remotely to make sure all work set for SEN pupils is appropriate and consistent
- Monitoring the remote work set by teachers for SEN pupils
- Alerting teachers to resources they can use to support the teaching of SEN pupils
- Contacting SEN children who have an EHCP and liaising with class teachers to provide appropriate work and support for mental wellbeing.

Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- SLT to regularly check teacher/pupil interactions within google classroom, % of pupils engaging in teacher tasks, quality of work set & feedback provided
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Safeguarding Lead

The designated safeguarding lead & deputy DSLs are expected to:

- Act as a point of contact for safeguarding concerns
- Ensure the school's child protection policies are known, understood and used appropriately
- Ensure welfare calls are recorded on CPOMS and any concerns are reported and acted upon.
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Please read this in conjunction with other school policies:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy