

# Remote Learning Provision

## St Mary of the Angels Catholic Primary School

Updated: 1<sup>st</sup> September 2021

### **Aims:**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### **Roles and Responsibilities:**

- Mr Hughes is responsible for all health and safety and policy issues during the current pandemic
- Mrs Thorpe is responsible for the provision of Remote Learning in her role as Deputy Head Teacher and Curriculum Leader.
- Miss Pyke will support staff in providing appropriate support for children with special needs as part of her Special Needs Co-ordinator role.
- All teachers are responsible for all learning in their own classes, including remote home learning

### **Scenario 1: A child is not attending school due to a quarantine period following a holiday OR A child not attending school because they have tested positive for COVID-19**

- All children have been provided with login details for the Google Classroom facility. Children have been given an exercise book to record their learning and a letter has been emailed to all parents explaining the login procedure and access arrangements.
- On Day one, families are expected to access the "Remote Learning - Day 1" activities that are permanently stored on every class Google page.
- During Day One, parents must inform school of their child's absence and from Day Two, teachers will upload x3 lessons each day to deliver key learning objectives in Maths and English, with extended tasks provided for Science, Topic and other subjects.
- Parents also have login details for their child for school subscription websites including: **Times Table Rockstars** (Maths), **Edshed** (Phonics and Spelling), **Purple Mash** and **2Simple** (all subjects) and **Espresso** (all subjects).

### **Scenario 2: A large group of children, e.g. a bubble, class, or significant number of pupils within a class, are having to learn at home for a specified time.**

- Teachers will begin the school day with a live session. Further live sessions may continue throughout the day for individual, small or larger groups of pupils.
- Teachers will set daily lessons with resources, links, videos and activities on Google Classroom.
- If a class is sent home with some advanced notice, the class teacher may also send home short term tasks in School Planners or using paper resources.
- A suggested daily planner of Remote Learning will be provided by the class teacher and will be accessible on the Google Classroom and the class webpage.
- Parents also have login details for their child for school subscription websites including: **Times Table Rockstars** (Maths), **Edshed** (Phonics and Spelling), **Purple Mash** and **2Simple** (all subjects) and **Espresso** (all subjects).

- Families who do not have access to adequate internet or resources have been asked to inform school in a timely manner so that arrangements could be made to loan out hardware and/or facilitate software.
- Families who have informed school that they have no internet access will be provided with paper learning resources.
- Teachers will communicate regularly with families via email, webpage updates and daily Google Classroom posts and live stream messages.

#### **Scenario 3: A child is absent who is unwell**

- No additional work will be set.
- Children who are unwell do not need to be completing schoolwork at home

#### **Scenario 4: A child is absent because their parent(s) have tested positive**

- Government guidance states that children should still attend school when a close contact tests positive.
- Parents are expected to make arrangements for their child to continue to attend school.,
- If there are exceptionally challenging circumstances, then parents are expected to contact school to speak with Mr Hughes or Mrs Thorpe about their situation.

#### **Scenario 5: Schools are closed, but remain open to vulnerable children and key worker/essential services children**

##### **Remote Learning Provision:**

- All children have been provided with login details for the Google Classroom facility. Children have been given at least one exercise book to record their learning in, and a letter has been emailed to all parents explaining the login procedure.
- All teachers will provide daily remote learning using the Google Classroom Forum
- Daily, teachers will open a GC register. Children/families are expected to sign in.
- Daily, teachers will upload lessons for Maths, English and at least one other subject.
- Topic and/or Science work projects will be set appropriately for different age groups.
- Each morning, teachers will host a Google meeting between 9.00-9.30am.
- During the Google meeting, teachers will check in with pupils and discuss the lessons and activities for the day ahead. It is expected that an adult will be present with their child during this time.
- On GC and also on the class webpage, teachers will post a recommended Daily Timetable that families may choose to use to help structure the day of home learning.
- In addition to lessons and resources posted on GC, children will continue to have unlimited access to Times Table Rockstars, Ed Shed Spelling , Phonics Play and Purple Mash Resources for all subjects.
- Teachers will continue to communicate with parents through class email facility when appropriate.
- Teachers will ensure that all lessons and resources go live one day early so that families have time to prepare.
- Teachers will send home weekly reward cards for remote learners with praise points for family celebration

##### **Submitting work and feedback to work:**

- Pupils are invited and expected to submit work to the teacher through turning in attachments of work on GC, emailing attachments, Twitter uploads, photographs and digital posting of Google Docs.
- Teachers will respond to all submitted work with feedback.
- Feedback will include praise points and next steps where relevant.

### Additional Support

- School staff will offer a range of additional support to meet the needs of pupils
- Teachers will offer group or 1:1 Google Meets in response to needs of pupils.
- The Live Stream will be monitored as much as possible throughout the day to respond to the needs of remote learners
- Mrs Fields will continue to provide face to face ELSA support for children on site and provide welfare calls, Google Meets, live postings for the wider ELSA provision for remote learners
- Individual parent telephone meetings will be offered to all parents (remote learners and on site learners) each the half term.

### GOOGLE MEET PROTOCOL

- *During this live session, children will need to have their microphone switched off*
- *Teachers will invite children to unmute when appropriate*
- *Children and parents can ask questions by digitally raising their hand or adding questions in the conversation stream.*
- *If adults at home need to ask a question, please do so via the conversation stream. The teacher will invite home users to activate their microphone when/if appropriate.*
- *If the video link is activated, then an adult must be supervising the child throughout the duration of the session.*
- *All children and adults must be dressed respectfully and behave appropriately. It is not appropriate for children or adults to be visual wearing pyjamas etc.*
- *Teachers will orientate and amend the structure of the daily LIVE input according to the age and needs of their classes.*

If you have questions about this policy, please feel free to contact us at school, via email or telephone (details on letters and on our website).

This policy will continue to be updated as our provision adapts to the ever-changing context of the pandemic.

### Information for school staff only

#### Scenario 5: A teacher is absent because they are unwell

- That teacher is absent on medical grounds and is not expected to work at home

#### Scenario 6: A teacher is self-isolating who shows no symptoms and/or is awaiting their own or household members COVID test results or has been required to self-isolate by Track and Trace.

- The teacher will work from home.
- PPA time will be included in their period of absence
- The teacher will be expected to communicate daily with school and be contactable during working hours.
- The teacher will be expected to complete planning and preparation of lessons where it is reasonable.
- Teachers will be expected to continue to work as directed by SLT
- If a teacher becomes unwell, they will not be expected to work, and they will move to scenario 5.

