

# ST. BEDE'S CATHOLIC JUNIOR SCHOOL

*celebrates life and learning*



## REMOTE LEARNING POLICY

<b>AUTHOR:</b>	<b>MRS. F. TIERNAN</b>
<b>REVIEWED:</b>	<b>ANNUALLY</b>
<b>NEXT REVIEW:</b>	<b>JANUARY, 2022</b>

ST. BEDE'S CATHOLIC JUNIOR SCHOOL  
*celebrates life and learning*

REMOTE LEARNING POLICY

MISSION STATEMENT

St. Bede, patron of our school, wrote:

*“It was always my delight to learn and to teach”.*

We are a celebrating community, living the Gospel Values, committed to educating children in the light of the Catholic Faith.

**We journey together so that we**

*“Might have life - life in all its fullness”.*

**John 10:10**

**RATIONALE**

The Headteacher will inform parents/carer, pupils and staff if there has been a positive case of Covid-19 in the school. Furthermore, if the class/year group bubble needs to self-isolate following confirmation of a positive case which involves close contact, remote learning will be provided for the pupils involved.

Remote learning **will not** be provided if a child is absent from school because they are displaying symptoms of Covid-19 as this would be classed as absence caused by illness.

Remote learning **will not** be provided for pupils who are required to self-isolate whilst awaiting test results for themselves or another family member. Remote learning **will** be provided by the class teacher if a positive result is confirmed with the school and the family, including the pupil, is required to self-isolate. However, if a member of the family is unwell due to Covid-19, the school staff will discuss the suitability of remote learning so as not to add any additional pressure to the parents/carers.

Ideally, the school staff would like all learning at home to be digital; however we appreciate that this may restrict some pupils. To ensure equity, the school will monitor the numbers of pupils who do not have adequate access to the internet via broadband/WiFi and an appropriate device/equipment and facilitate access where possible.

St. Bede's Catholic Junior School has invested in the Satchel One 'Show My Homework' program and app. This is the program used at both Saints Peter and Paul and Wade Deacon so would be consistent when moving to secondary education. School staff set remote learning, pupils complete the tasks/activities/learning set and parents/carers are able to monitor progress and completion. The program is also used for feedback and communication between teachers, pupils and parents/carers.

## **AIMS**

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to the self-isolation of class/year group bubbles.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for keeping remote learning secure, whilst meeting pupils academic needs remotely.

## **ROLES AND RESPONSIBILITIES**

### **Teachers:**

Teachers will be available between 9.00am and 4.00pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they must report this using the normal procedures so that the Headteacher is able to allocate another member of school staff to support the remote learning.

If the absence affects the completion of any work required, the school staff will ensure that arrangements have been made with year group partners or SLT to ensure work is available for pupils to complete.

On Day One of a bubble's self-isolation, teachers will set Doodle Maths and reading only whilst they prepare a remote learning timetable.

Day Two, learning will be uploaded on to the 'Show My Homework' app for completion.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their class/year group in liaison with year group partners. This must include subjects from across the curriculum.
- Set Doodle Maths and Maths No problem! learning activities. PowerPoints of the main teaching should be included guiding pupils through the task.
- English tasks should include reading comprehension, spelling, punctuation and grammar and short writing tasks. PowerPoints of the main teaching should be included guiding pupils through the task.
- Tasks which can be completed electronically and with immediate electronic feedback should be utilised so that pupils have a balance of learning activities: digital, paper, workbook etc.

- Class weekly timetables are emailed directly to the Deputy Headteacher to ensure there is appropriate coverage of the curriculum.
- Monitoring the work being completed by pupils and following up any incomplete work.

Providing feedback on work:

- Pupils can send any completed work to teachers via the ‘Show My Homework’ program.
- Teachers can send back feedback as required.
- Teachers will respond to any queries from parents/pupils as soon as possible, however this will be within 24 hrs.

Keeping in touch with pupils and parents:

- Queries received from parents/carers and pupils are to be checked between 9.00am and 4.00pm, Monday- Friday. Queries must be replied to within 24hrs.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be CC’d in the communication if required.
- We believe our parents/carers and pupils will be doing their best in challenging circumstances.
- Parents/carers will be contacted by teachers if no learning has been accessed at the end of Day 1 to offer support.

### **Teaching Assistants**

Teaching Assistants must be available between 9.00am and 3.00pm, Monday- Friday (or relative part-time hours). During this time they are expected to check work emails and be available when contacted to support a pupil’s learning remotely.

If they’re unable to work for any reason during this time, for example due to sickness or caring for a dependent, they must report this using the normal procedures.

Teaching assistants are responsible for supporting teachers and pupils with learning remotely if they are at home self-isolating when a bubble has a positive case.

### **Senior Leaders:**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Reviewing work set by teachers weekly and monitoring engagement.
- Monitoring correspondence between parents/carers and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated Safeguarding Lead:**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Safeguarding Policy

#### **Admin/ IT technician/ support are responsible for:**

- Creating contacts via SIMS
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the Data Protection Officer
- Assisting pupils and parents with accessing the internet or devices

#### **Pupils and parents/carers:**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9.00am – 3.00pm; although they should not always be in front of IT equipment the entire time.
- Seek help if they need it, from their teacher.
- Alert teachers if they're not able to complete work.

#### **Staff can expect parents to:**

- Seek help from the school if they need it – staff will facilitate support as much as possible, but may escalate to a senior member of staff if they are unable to assist the parent/carer.
- Be respectful when making any concerns about the learning known to staff.
- If parent/carers have any questions or concerns about remote learning, they should contact the following individuals:
  - Issues in setting work – contact the relevant teacher/year group
  - Issues with IT at home – contact Admin staff
  - Issues with supporting the remote learning process in school – contact the Deputy Headteacher or Headteacher
  - Concerns about data protection – contact Mrs. Guilfoyle (School Business Manager)
  - Concerns about safeguarding – contact the DSL/Headteacher

#### **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 systems are appropriately secure, for both data protection and safeguarding reasons.

### **Monitoring arrangements**

This policy will be reviewed as required. At every review, it will be approved by the Standards Committee of the Governing Board.

### **Links with other policies**

This policy is linked to our:

- Behaviour for Learning Policy
- Safeguarding Policy and Coronavirus Addendum to our Safeguarding Policy
- ICT and Internet Acceptable Use Policy
- Online Safety Policy

### **POLICY REVIEW**

The Remote Learning Policy will be reviewed by the Headteacher, staff and by the Governing Body in the light of changes in legislation; or on the advice of Halton Borough Council or the DfE.