# St Louis Catholic Primary School

# Remote Learning Policy

'We work together, we pray together, we grow together'

Updated September 2022

## 1. Our Vision Statement

We are a forward-thinking Catholic school aiming to instil within each child a passion and curiosity for life-long learning to equip them to achieve their true potential in a rapidly changing world. Children, parents, staff and governors will work in partnership to recognise and nurture the uniqueness of each child so that they will develop into caring, compassionate and confident citizens. 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.
- Provide clear expectations for all members of the school community with regards to the delivery of high quality remote learning
- Support effective communication between the school and families and support attendance

## 2. When should remote learning be used?

- On occasions when school leaders decide that it is not possible the school to open safely, or that opening would contradict guidance from local or central government
- On occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness

## 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:
- Online tools for EYFS KS1 KS2 *(My Maths and Purple Mash)*
- Phone calls home (during extended whole school closures)
- Printed learning packs( Parent will need to request if they are unable to access a computer)
- Use of Websites such as; BBC Bitesize and Oak Academy.

The suggested remote learning planning and resources to deliver this policy can be found here: https://www.stlouisrccschool.co.uk/remote-learning/

## 5. Home and School Partnership

St Louis Catholic 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Louis 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.

## 6. Roles and responsibilities

### Teachers

*To note: the suggested responsibilities below relate to when the whole school or part of the school needs to close for an extended time period.*

When providing remote learning, teachers must be available between normal school hours.
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.
  - The work set should follow the usual timetable for the week had they been in school, wherever possible
  - Weekly/daily work will be shared by 9am for each day.
  - Teachers in Reception and Year1 to Year 6 will detail work to be completed on the MTP which will be set using Google Classroom
  - Teachers in Nursery will set work in folders saved in
    https://www.stlouisrccschool.co.uk/whole-school-resources-for-school-closures/
- Providing feedback on work:
  - Most work set on Google Classroom has the facility of self-marking the work pupils complete and teachers are able to see what work is completed. Purple Mash, Timestable Rockstars and other online platforms also provide marking. Personalised feedback will be provided via Purple Mash when appropriate, or through Google Classroom.
  - 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 (Office@stlouisrcc.bucks.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

### Teaching Assistants

Teaching assistants must be available between their usual contracted hours.
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 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 including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning e.g. through regular meetings with teachers and subject leaders, reviewing work set and through 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.

### IT Technicians (Turn It On)

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

### 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, which may be done through differentiating tasks, setting alternative work and through continuation of contact with outside agencies
- 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

### 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

## 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
- Code of Conduct for Phone calls, Video conferencing and recorded video

Date: November 2022
Review: September 2023 (or before if necessary)