St Joseph's Catholic Primary School
Remote learning Policy

Mission Statement
To follow in Jesus' footsteps, caring for each other when we work, play and pray.

Contents

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

2. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available via email between 8.30am-4.00pm
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 year group
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers will be setting work via a Learning pack which will go out to parents via ParentMail with a video to support the learning from Home. The learning pack will consist of worksheets and any other resources that are needed for the home learning.

- Providing feedback on work:
  - Work should be sent via the year group email address for teachers to provide feedback on. Teachers are required to feedback on one piece of work and to communicate this feedback to parents via email.

- o   Teachers are available during the school day via email for any help or questions.
- o   Parents will also be called weekly to 'check-in' on their child's progress.

● Keeping in touch with pupils who aren't in school and their parents:
- o   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.
- o   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's and recorded on CPOM's.

Teaching Assistants

Teaching assistants must be available between 8.30am-3.30pm
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/class teacher. They are to assist the class team in 'check-in' phone calls home on a weekly basis and any other tasks as set out by SLT and the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

● Co-ordinating the remote learning approach across the school including 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 child protection and safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

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

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 School Principal and appropriate 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 Body
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

3. Home and School Partnership

St Joseph's Catholic Primary 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 Joseph's Catholic Primary School would recommend that each 'school day' maintains a structure. A part of this is giving their child the opportunity to take part in a virtual mass streamed from the Parish Church website www.htrc.org.uk each week.

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 and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

4. Data protection

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

If a personal device is used by a staff member, any school data must be deleted once used for the intention it was captured for.

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

5. Safeguarding

We have created an addendum to the child protection policy to reflect the current situation.

6. ST Joseph's Catholic Primary School – Remote Learning Plan

The current situation in schools is challenging and we appreciate all parental support in engaging with the Covid-19 testing where needed. Under the DFE guidance, it is clear that children have a right to their education – in school or at home. We will not provide work for symptomatic children who are unwell and off school as a result. The focus here is getting better as would always be the case with any absence related to illness. However, there are other circumstances which could arise where work needs to be set by school.

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, St Joseph's Catholic Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. A National Lockdown of schools has been put in place and school is closed to all except the children of Key workers;

2. An individual is self-isolating because of a positive test within the household;

3. A group of children are self-isolating because of a case of coronavirus in the bubble;

4. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools.

Families will remain in contact with their class teacher through the year group email (e.g. yr6@stjosutton.net) which will be answered by class teachers. Well being checks will continue to be made (as they were in lockdown) by the office and DSLs

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources. We use the White Rose Maths approach in school for our daily Maths lessons so this will allow for seamless continuation of the learning they would be doing in school.

Purple Mash, TT Rockstars, Oxford Owl and Lexia (allocated pupils) will all be utilised to support the acquisition and retention of basic core skills. These online subscriptions are accessible to all pupils, every child has a personalised log in for these resources and copies of these will be sent home for those who may have misplaced them over the summer.

We have also encouraged parents to email their child's year group email address e.g. yr6@stjosutton.net if they have a query for their child's class teacher. This allows for easy communication between parents and teachers as we know that the current lack of face-to-face contact each day is not our usual approach and difficult for some parents to adjust to. Throughout the last school closure, ParentMail was used successfully to communicate with parents, as were weekly school and class newsletters. News and important information will continue to be sent out as part of the Home learning packs.

In the event of any form of lockdown, isolation or any other loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that St Joseph's Catholic Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children will receive logins and passwords for the following platforms:

- Purple Mash
- Times Table Rockstars
- Oxford Owl

- Lexia (For allocated pupils)

Remote Learning Plan

Pupil needs to isolate because of a National Closure of Schools to all but Key Workers	
School role:	*Parental role:*
Home Learning packs will be sent out via Parent Mail each week. A daily YouTube video link will accompany the Home learning pack. This will be sent out via Parent Mail. Tasks to be adjusted in response to questions or assessments that have occurred.	Support your child in engaging with the learning provided by school and to send in your child's work via the class email address. To use the class email address for any queries regarding the work set.
A member of staff from the child's year group or phase will be in weekly contact to discuss the child's engagement in their Home learning. The school will inform the parent immediately if there is a concern.	Support your child in the tasks that are set and to have a responsible adult available to answer any calls.
The Children of Key Workers will receive the same learning packs in school with the support of a Teacher.	Key worker parents of children who are expected in school and have developed symptoms of Coronavirus to ensure a test has been taken and to make sure that test results are communicated quickly to enquiry@stjosutton.net
If academic assistance or support is needed, an email to the class teacher via the year group email address allows for direct contact with your child's class teacher. They will reply as quickly as they possibly can within the hours of their school working day (8:30am-4pm). All non-academic enquires to be sent to enquiry@stjosutton.net	If the child is entitled to free-school meals, a fortnightly hamper can be collected via the school office.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
School role:	*Parental role:*
Paper based home learning packs will be provided by school. These can be returned in one of two ways: in paper form at the end of the isolation period or electronically via the enquiry email address.

The children will receive work via ParentMail and Purple Mash from their class teacher with daily tasks for English, Maths and the Foundation subjects that would be taught that day.

If academic assistance or support is needed, an email to the class teacher via the year group email address allows for direct contact with your child's class teacher. They will reply as quickly as they possibly can within the hours of their school working day (8:30am-4pm). All non-academic enquires to be sent to the enquiry@stjosutton.net | Support your child in engaging with the learning provided by school.

Parents to ensure a test has been taken and to make sure that test results are communicated quickly to enquiry@stjosutton.net

If the child is entitled to free-school meals, packed lunches can be provided by the school kitchen. These will be available for contact-free collection from the front of school at 12 mid-day. |

A group of children are self-isolating because of a case of coronavirus potentially affecting their class bubble	
School role:	*Parental role:*
Paper based home learning packs will be provided by school to allow home learning to begin instantly and to support those who may have limited access to devices/wifi. These can be returned in one of two ways: in paper form at the end of the isolation period or electronically via the enquiry email.

The children will receive work via ParentMail and Purple Mash from their class teacher with daily tasks for English, Maths and the Foundation subjects that would be taught that day.

This work may include links to Oak National Academy, White Rose Maths or other online learning resources. Expectations for the tasks which children need to be complete will be shared by the class teacher. Work completed can be submitted via the enquiry email FOA the child's class teacher. | Support your child in engaging with the learning provided by school.

If requested by school, or if your child develops symptoms during their period of self-isolation, please take your child for a test and communicate the results quickly to enquiry@stjosutton.net

If the child is entitled to free-school meals, packed lunches can be provided by the school kitchen. These will be available for contact-free collection from the front of school at 12 mid-day. |

Approved by:	**Date:**
Last reviewed on:	

Next review due by: