



St. Mary's Catholic Primary School

*'With Jesus, we learn together
through faith and love'*

**Pupil Remote
Learning Policy**



Statement of intent

At the **St. Mary's Catholic Primary School**, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

As a school we want to work closely in partnership with our parent to help support our children with their learning. This is a new way of providing learning for children, parents and staff and it is something we will constantly review and work on to help our children with their learning and wellbeing.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils are supported during periods of remote learning to work to the best of their ability

This policy operates in conjunction with the following school policies:

- Child Protection
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Online Safety Policy
- Staff Behaviour Principles

Roles and responsibilities

The governing board is responsible for:

- Ensuring that the school has updated safeguarding procedures in place
- Evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher is responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

The SENCO is responsible for:

- Ensuring that the provision put in place for pupils with special educational needs is monitored for effectiveness throughout the duration of the remote learning period.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents.

- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers, they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Adhering to the Staff Behaviour Principles, Mobile Phone and Social Media Policy at all times.

Parents are responsible for:

Adhering to this policy at all times during periods of remote learning.

- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Policy and Online safety Policy at all times.

Resources

Learning materials

The school will use a range of different teaching methods during remote learning. Google Classroom will be the main form of communication. The school is setting homework through Google Classroom to ensure children, families and teaching staff are able to use this facility should we have to use remote learning.

The school will use different resources to help support the teaching of the curriculum remotely -

- Power Points
- BBC Bite Size Lessons
- Oak Academy lessons
- Online resources
- Online Phonics Lesson
- My Maths
- SPAG.com
- Purple Mash
- Jasmine P.E.
- Additional educational resources from Purple Mash
- Educational websites
- Workbooks
- Early Years – Paper activities and use of photos

These are some resources that may be used and teachers may decide to use other resources to help support remote learning. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning. The school will review the resources pupils have access to and adapt learning to account for all pupils need.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

The SENCO will arrange additional support for pupils with SEND, which will be unique to the individual's needs. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school has provided families with resources. Pupils and parents will be required to maintain the upkeep of any equipment they have been given by the school to access remote learning resources.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

As part of normal class lessons during the year, the children do work on online safety. Each school term the children revisit online safety.

It is important teachers and parents reinforce the importance of children staying safe online.

The school direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

The DSL and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) and keep in contact with the families. Phone calls made to vulnerable pupils will be made using school phones where possible. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required. All members of staff will report any safeguarding concerns to the DSL immediately.

Parents will be encouraged to contact the DSL if they wish to report safeguarding concerns.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

It is important that parents let the school know if their contact details change.

Pupils and staff are not permitted to let their family members or friends use any school-owned equipment, which contains personal data.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Marking and feedback

- All schoolwork completed through remote learning must be:
- Returned to the class teacher when finished on or before the deadline set
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Teachers will give feedback using Google Classroom and resources that enable feedback

The school expects pupils and staff to maintain a good work ethic during the period of remote learning. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via Google Classroom, email or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.

School day and absence

Staff will closely monitor pupils who are not engaging in remote learning and the families will contact families if they have any concerns.

If a child is unwell they will not be expected to complete work

No remote learning work will be set for a child who is not attending school because they are unwell.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency. The school will communicate with parents via text message, email and the school website and newsletters about remote learning arrangements as soon as possible.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed. Issues with remote learning or data protection will be communicated to the Headteacher as soon as possible, so they can investigate and resolve the issue. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all.

A child is self-isolating and is well enough to do work

Lessons for Year One to Year Six

- **English** - The child will have English work set daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation, an online resource such as BBC Bitesize or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **Mathematics** – The child will have Mathematics work daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation, an online resource such as BBC Bitesize or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **One Additional Lesson** - Each child will have one additional lesson set each day relating to one of the other subjects.

Early Years Work

A lot of work set for Early Years children will be practical and will not be computer based. Early Years parents can take a photograph of activities and upload them to Google Classroom.

Upper Early Years

- **English/ Phonic** – The children will have an English/Phonics lesson daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation for parents, and an online resource such as BBC bite size or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **Mathematics** – The children will have a mathematics lesson daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation for parents, an online resource such as BBC bite size or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **Other Area of Learning** – The children will be given another area of learning to complete daily relating to the Early Years curriculum.

Lower Early Years

Lower Early years will also be set activities to do at home to support their continued learning.

These lessons may involve using a variety of resources and will be reviewed regularly.

In the event of a whole school closure or a Bubble/ class is self-isolating the following will be provided by the class teacher

4 Lessons will be set each day for Year One to Year Six

- **English** - Each child will have English work set daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation, an online resource such as BBC bite size or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **Mathematics** – Each child with have Mathematics work daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation, an online resource such as BBC bite size or Oak Academy. The lesson will also involve an activity which can be submitted to Google Classroom or other remote learning resources
- **Two Additional Lessons Daily** - Each child with two additional lesson set each day. These lessons will follow the normal timetable for the classroom. An example could be history and science one day and Religious Education and Music another day.

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- **Mathematics** – The children will have a mathematics lesson daily. This lesson will begin with an explanation. This may be a power point presentation, a written explanation for parents, an online resource such as BBC Bitesize or Oak Academy. The lesson will also involve an activity daily which can be submitted to Google Classroom or other remote learning resources
- **Other Area of Learning** – The children will be given another area of learning to complete daily relating to the Early Years curriculum.

Lower Early Years

Lower Early years will also be set activities to do at home to support their continued learning.

If there is a Lockdown the school will also try to provide workbooks for each child to support parents with having to share access to online facilities throughout the day. The teachers would set work in the workbooks and the work can be photographed and uploaded onto Google Classroom

Please note if a child is unwell the teacher will not set work or expect the child to complete any work

Monitoring and review

This policy will be reviewed on an annual basis or when any changes are made to remote learning by the Headteacher.

