



St Matthew's RC Primary School

'Let Their Light Shine'

Remote Learning Policy

Aims:

In the event of school closure, national lockdown or during a period of self-isolation, this remote learning policy for staff, parents and pupils aims to:

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

Introduction:

This policy will come into immediate effect in the event of:

- A full lockdown involving the whole school.
- An instruction to isolate involving either a whole bubble, or part of a bubble.
- Individual children who are required to self-isolate.

Roles and Responsibilities

Headteacher:

The Headteacher is responsible for:

- Monitoring the effectiveness of remote learning via access to Google Classrooms, feedback from the Leadership Team, teachers, pupils and parents.
- As Designated Safeguarding Lead (DSL), ensuring measures are in place for keeping the school community safe – ref. Child Protection and Safeguarding Policy 2020-21.
- Liaising with the Computing (IT) Lead to monitor the security of our remote learning systems, including data protection and safeguarding considerations.

Deputy Headteacher:

The Deputy Headteacher is responsible for:

- Co-ordinating remote learning throughout school.
- Liaising with class teachers to ensure highly effective provision for children affected by school closure or the need to isolate.
- Liaising with staff to publish materials via the school website (www.stmatthewsrc.org).
- Liaising with class teachers to ensure deadlines for producing remote learning are met.
- Liaising with class teachers to co-ordinate provision for pupils who need to isolate.

SENDCO:

SENDCO is responsible for:

- Liaising with staff to ensure appropriate work has been set for pupils with special educational needs and disabilities.
- Liaising with staff to ensure welfare calls are made as appropriate. Sensitive or safeguarding concerns must be referred to the Designated Safeguarding Lead.

Remote learning cannot be pre-prepared because the work set on Google Classroom will be a direct continuation of what children have been working on in class. This may take some time to set up, but class teachers will get work on to Google Classroom as soon as they possibly can, and hopefully by the same day.

Class Teachers:

Class Teachers are responsible for

- Delivering teaching via powerpoints with voiceovers (if appropriate) for English and Maths and setting learning assignments for children in their class on a weekly basis, using Google Classroom as our primary remote learning platform. Maths lessons for all pupils will continue to be accessible via the White Rose links on the weekly powerpoint.
- Providing an up to date timetable each week, to help families to plan remote learning at home.
- Providing opportunities through the week to meet with pupils online through a Google Meet on Google Classroom.
- Setting work which incorporates other online platforms such as Mathletics, ReadiWriter, Times Tables Rockstars, Reading Plus, MyMaths, SPAG.com Maths.co.uk and links to materials recommended by the DfE, eg Oak Academy.
- Ensuring children have access to E-books in the absence of their own hands-on reading books.
- Ensuring any materials which need to be uploaded to the school website are done so in a timely manner.
- Ensuring Remote Learning Packs are available to families who need them.

The table below sets out the content of our remote learning content in line with the ages of our children. For our Reception Class children, we know that learning happens best through play, where they can pursue their own interests and where they can explore, create and think critically. During remote learning periods, the Reception class teacher will provide a mixture of short online lessons, plus ideas for practical and creative activities that children and parents can engage with at home.

<p>EYFS Daily lessons include:</p> <ul style="list-style-type: none"> • Reading/Phonics • Maths using White Rose Maths (WRM) • Ideas for Creative Play • Religious Education 	<p>KS1 Daily lessons include:</p> <p><u>Year 1</u> The class teacher will use Google Classroom to deliver daily lessons which will include:</p> <ul style="list-style-type: none"> • Reading/Phonics • English • Maths using WRM • Religious Education • Ideas for Creative Play <p><u>Year 2</u> The class teacher will use Google Classroom to deliver daily lessons which include:</p> <ul style="list-style-type: none"> • Reading/Phonics • English • Wider Curriculum • Maths using WRM • Religious Education 	<p>KS2 Teachers will use Google Classroom to deliver daily lessons which include:</p> <ul style="list-style-type: none"> • English • Wider Curriculum including Science and History/Geography • Maths using WRM • Religious Education
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Please see your child's Class Page on Google Classroom for their remote learning timetable.

Guidelines on time spent on remote learning each school day during the isolation/lockdown period are as follows:

Reception Class, Years 1 and 2: 1 -2 hours per day

Years 3 and 4: 2 – 3 hours per day

Years 5 and 6: 3 – 4 hours a day

Providing Feedback:

- Pupils or parents should upload/hand in work or completed tasks, as directed by the class teacher that day.
- Reception Class teacher will monitor pupils and parental contributions on Google Classroom, and will provide timely and constructive feedback where appropriate.
- Teachers in Years 1-6 will acknowledge work uploaded to Google Classroom and provide written feedback within 24 hours. Priority will be given to English and Maths work.

- At times, and when appropriate, children will be encouraged to self-mark, using answer sheets which will be provided
- Teachers may use individual work to provide whole class feedback

Providing remote learning for children with no access to online platforms:

Teachers are responsible for:

- Providing Home Learning Packs in English and Maths which cover the same work as on the online platform, Google Classroom.
- Ensuring the families concerned receive their Home Learning pack.

Keeping in touch with families of individual pupils or bubbles who are not in school due to lockdown or self-isolating due to a positive test in school or their household:

Teachers are responsible for:

- Monitoring work uploaded by pupils and providing feedback within 24 hours.
- Reporting concerns, such as a lack of engagement, to the Headteacher or Leadership Team.
- Reporting any safeguarding concerns to the Designated Safeguarding Lead and recording those concerns on CPOMs.
- Liaising with Teaching Assistants to make phone calls to families throughout the isolation/lockdown period where appropriate.

Teaching Assistants

Teaching Assistants are responsible for:

- Speaking to families identified by the class teacher, using a school phone
- Keeping records of the date and time of calls made and reporting any concerns to the class teacher. Sensitive information or safeguarding concerns will be shared with the Designated Safeguarding Lead.
- Liaising with SENCO and teachers to produce Home Learning Packs where appropriate.
- Being available for timetabled meetings with staff (virtual and/or face to face).

The Governing Body

The Governing Body are responsible for:

- Monitoring the school's approach to remote learning to ensure the education offer remains of high quality.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Office Administration Staff

Administration Staff are responsible for:

- Updating parents via text messaging service
- Providing assistance in contacting families, as appropriate

Pupils should:

- Complete their remote learning each day
- Submit at least one piece of learning to their teacher each day
- Seek help from their teacher online if needed via Google Classroom email

Parent/Carers should:

- Support their child/ren each day to make sure that they have accessed their learning and have submitted their assigned task fulfilled to the best of their ability
- Alert school staff if their child is sick or unable to submit their learning
- Seek support or help from their child's teacher using their Google Classroom email or seek help from administration staff using office@stmatthewsjarrow.co.uk where necessary
- Support their child/ren to upload pieces of directed work by 3.30pm each day

Further Information for Staff

Virtual Meetings: During periods of directed isolation, all staff are expected to be available to attend virtual meetings.

Who to contact:

If staff have issues, questions or concerns about remote learning, they should contact the following:

- Issues in setting work – MT or Key Stage Partners
- Issues with IT – MT/Smart IT
- Issues with workload or wellbeing – MH
- Issues or concerns with data protection – MH
- Dealing with concerns/complaints from families – MH/MT
- Concerns about safeguarding – MH

Data Protection: When accessing personal data for remote learning purposes, staff will:

- Have read, agreed and signed the terms and conditions of the Acceptable Use Policy
- In the event of remote learning, pupil contact details will be available via CPOMs
- Contact details of pupils will never be downloaded onto personal devices

Processing Data: Staff members may need to collect or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official function, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online. Personal/private

emails of staff must never be used or shared with parents or pupils – dedicated Class email addresses must always be used for Teacher-Parent contact, and Google Classroom emails for Teacher-Pupil contact.

Keeping devices secure: All staff will take appropriate action to ensure their devices remain secure. This includes, but is not limited to:

- Keeping devices password protected – strong passwords are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted (ESSET)– this means if the device is lost or stolen, no one can access 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 and logging out once a task is completed
- Installing antivirus and anti-spyware software (installed by SMART IT)
- Keeping operating systems up to date, always installing the latest updates

Monitoring Arrangements:

This policy will be reviewed at appropriate intervals, and in response to the COVID-19 situation, by the Headteacher and Deputy Headteacher. After each review, it will be approved by the Governing Body.

February 2021: To be approved by the Curriculum Committee of the Governing Body

Appendix 1

Remote Learning Support – Information for Parents and Carers

When will my child learn from home?

- If your child has to self-isolate because of potential contact with COVID-19 outside of school
- If your child has to self-isolate because of potential contact with COVID-19 inside of school
- If your child has a positive test result
- If your child has to shield
- If there is a local/national lockdown and school is advised to close

What is my child expected to do?

We are determined to make every effort to keep our pupils on track with their learning and make sure no one falls behind because they need to learn from home because of circumstances outlined above.

We want to make sure your child can learn as much as possible at home; our Remote Learning Policy explains how we will do this and how we will support you to help your child at home.

Your child's class teacher will put a remote learning timetable on to the Class Page of Google Classroom – this will help you to plan your child's learning at home.

Each day your child must:

- Complete the Maths and English assignments set for them that day by their class teacher
- Upload any pieces of work or photographs of completed tasks indicated by the class teacher onto Google Classroom by 3.30pm. The class teacher will acknowledge the work and your child will receive feedback on it within 24 hours

Each week we would like your child to:

- Complete work set for RE and the Foundation Subjects set by the class teacher.

Please note, the class teacher is able to see the tasks your child is accessing on any given day. If we feel your child isn't engaging in remote learning as they should, we will offer additional support, such as:

- Increased feedback
- Phone calls home
- Extra resources

How long should my child spend on remote learning each day?

Class teachers expect the following, as a minimum:

Reception Class, Years 1 and 2: between 1 to 2 hours a day

Years 3 and 4: between 2-3 hours a day

Years 5 and 6: between 3 to 4 hours a day

What support will school provide?

- Regular feedback via Google Classroom on a daily basis so that your child knows how they are doing
- Regular contact with teachers via Google Classroom (pupils), Google Classroom (parents) or phone calls
- Additional resources if required

What can I do to help my child?

- Create a positive environment for your child to learn in at home
- Distinguish between weekdays and weekends, to separate from school life and home life
- Designate a working space if possible
- At the end of the day, have a clear cut-off to signal school time is over
- Create, and stick to, a routine
- Put up a timetable on the wall
- Make time for exercise and breaks throughout the day to keep your child active – you will find ideas on Google Classroom
- Reinforce the importance of your child staying safe on line
- Be aware of what your child is being asked to do, including the sites they will be asked to use and the staff and pupils your child will interact with
- Emphasise the importance of a safe online environment, set age appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

How to contact school during self-isolation or lockdown:

- For COVID-19 notifications please email office@stmatthewsjarrow.co.uk
- For queries about COVID-19 or for general enquiries email office@stmatthewsjarrow.co.uk
- For pupil to teacher engagement use Google Classroom
- For parental enquiries about learning or other class issues use Google Classroom

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