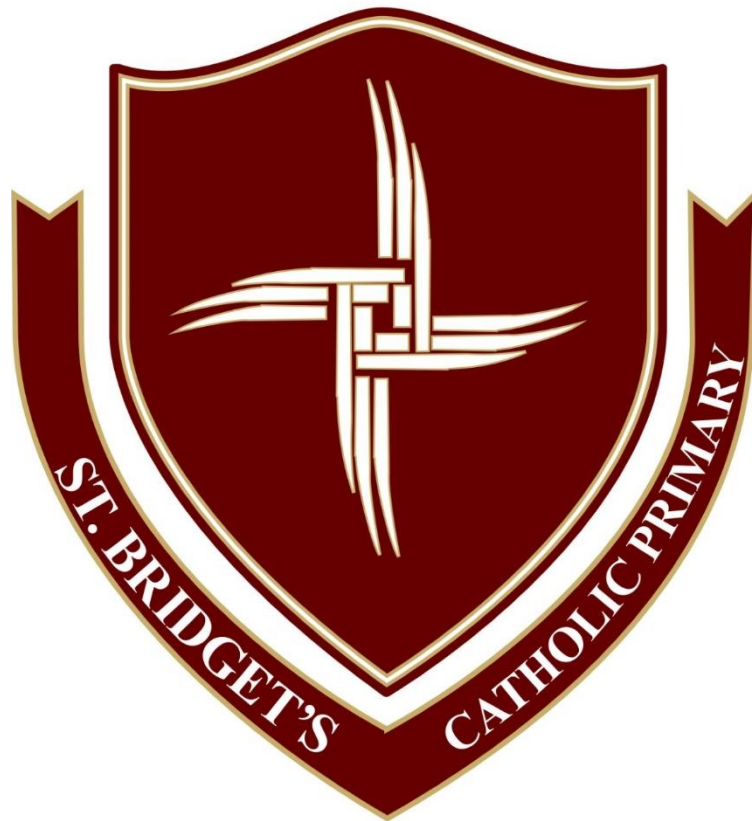


St. Bridget's Catholic Primary School



Remote Learning Policy

Headteacher: Mrs. Suzanne Smith

Chair of Governors: Mr. Paul Farran

RATIONALE:

St Bridget's Catholic Primary School will provide remote learning (online) for pupils who are not able to attend school due to government guidance so that no-one need fall too far behind. In the following points, an outline of the provision will be made and guidance given on the role of pupils, teachers and parents. St Bridget's Catholic Primary School is fully aware that these are exceptional times and would like to make it clear that this document seeks to inform, support and guide families and not impose unrealistic and draconian expectations. Each family is unique and because of this, should approach home learning in a way which suits their individual needs.

SPECIFIC AIMS AND PURPOSE:

- To outline St Bridget's Catholic Primary School's approach for pupils who, during periods of Lockdown, will not be attending school as a result of government guidance or due to continued shielding.
- To outline the expectations, roles and responsibilities of parents, families and their children in accessing and completing remote learning tasks at home.
- To outline St Bridget's Catholic Primary School's expectations for teaching staff who are teaching, marking and planning for pupils remotely during periods of school closure due to Lockdown.

FAMILY (PUPIL/PARENT/GUARDIAN) ROLE:

- Where possible, it is beneficial for children to maintain a regular and familiar routine. St Bridget's Catholic Primary School would recommend that each 'school day' maintains structure and routine.
- Each school day (Monday to Friday) work in English, Maths and Foundation Subjects (e.g., Art, Topic, R.E. etc.) will be posted on each individual class' Dojo page at regular intervals throughout the school day. Parents should support their children to access the learning and view the tasks and lessons together, and then make appropriate plans to complete the work.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via Class Dojo.
- Work that children complete at home should be kept safe, ideally in their home learning book, and can be brought back to school when safe to do so.
- 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.
- Be respectful when making any worries or concerns known to staff.
- Families should make the school aware if their child is sick or otherwise can't complete work.
- Every effort will be made by staff to ensure that work is set promptly on the Class Dojo platform. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

SCHOOL EXPECTATIONS:

In addition to their in-school work with Key Worker and vulnerable pupils, teachers and support staff from St Bridget's Catholic Primary School will continue to support children at home who are unable to attend.

- Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips and a series of meaningful tasks for home learners.
- Teachers will use a combination of pre-recorded videos (made either by themselves of them teaching or using reliable sites such as White Rose Maths Resources, Oak National Academy, BBC Bitesize etc.) for key teaching points in English, Maths and a range of other subjects and upload onto Class Dojo for each lesson.
- Any resources used, including websites and worksheets will be shared with home learners. Teachers will do this via Class Dojo and it will be the responsibility of families to print these resources at home or encourage children to copy the work required into their home learning books.
- Teachers will, within reason, respond promptly to requests for support from families at home. This should be done via the message facility in Class Dojo or if necessary, by a telephone conversation.
- When providing remote learning, teachers must be available between 9am and 3pm.
- Teachers will provide positive support and feedback on children's work via the child's Class Dojo Portfolio or through the message facility on Class Dojo.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.
- School staff will endeavour to make regular contact with families who are not accessing the learning provided by teachers on Class Dojo via phone calls. They will aim to support families as much as possible with home learning tasks.
- In exceptional circumstances, children who are struggling to access and complete work at home MAY be offered a place to attend school (depending on numbers of key worker and vulnerable children).
- Teachers will not be expected to answer messages from parents and pupils during the set 'quiet hours' already stated in the Class Dojo Policy. The agreed quiet hours are between 9.30pm and 7.30am, Mondays to Fridays with no expectation of communication at weekends or during school holidays.

Roles and Responsibilities

Governing Body

- Ensure school is delivering home learning to all pupils which is highly effective and monitored.
- Ensure school meets its statutory duty with regards to safeguarding and data protection.
- Support the SLT in their determination to ensure all children have access to remote learning.

Senior Leadership Team

- Coordinate the remote learning approach across the school including monitoring and engagement.
- Monitor the security of remote learning systems, including data protection and safeguarding.
- Ensure a consistent approach in communication between school staff and families to support remote learning.
- Support school staff in the delivery of remote learning and ensuring that they have access to any training that is needed.
- Address parents' concerns if they arise.
- Provide guidance and tutorials for parents in the use of the school's learning platform.

Teachers

- Connect daily with all pupils via Class Dojo.
- Respond to email communications from pupils and parents on a daily basis.
- Keep a record of attendance based upon a pupil's participation in remote learning.
- Plan and communicate a daily remote learning programme.
- Provide feedback on activities and tasks completed.
- Contact parents if there is a concern over the level of engagement or lack of.
- Record any safeguarding concerns using CPOMs alerting the DSL or deputy DSL in their absence.

Teaching Assistants

- Support the learning of Key Worker and vulnerable children attending school.
- Support teachers in the delivery of remote learning, where needed.
- Plan and communicate the daily remote learning programme in the event of the absence of a teacher.
- Provide supplementary learning activities for pupils who may need additional reinforcement or extension under the direction of the teacher.

School Business Manager and Administration Staff

- Ensure that staff have access to the technology and resources they need to deliver remote learning.
- Ensure that subscriptions to online learning resources and our learning platform remain up to date.
- Ensure value for money when purchasing resources to support remote learning.

- Create systems which allow staff to monitor the attendance and engagements of pupils who are learning from home. Monitor the use of this system and provide guidance to staff as needed.
- Ensure that all school owned devices used for remote learning have adequate anti-virus software and malware protection.
- Ensure that all staff, parents and pupils are aware of the data protection principles as outlined in the GDPR.

Designated Safeguarding Lead

- Liaise with staff to identify pupils who may be vulnerable during a period of remote learning.
- Ensure that Child Protection Plans continue to be enforced, attending and/or arranging meetings as appropriate.
- Signpost families to additional services that may be required to support the well-being of pupils during periods of remote learning.
- Monitor CPOMS and respond to all concerns that are logged.
- Use the attendance tool to monitor engagement of pupils and make telephone contact if a teacher does not hear from a pupil or their family.

SENDCo

- Ensure that pupils with Educational Health Care Plans continue to have their needs met during periods of remote learning.
- Make reasonable adjustments to our remote learning plan for pupils with Educational Health Care Plans to reflect their needs.
- Provide appropriate advice and activities for pupils with an Educational Health Care Plan in collaboration with the class teacher.
- Make telephone contact with these families at least once per week.

Parents

- Provide a suitable place in the home for their child/ren to work, appropriate to their age.
- Establish a suitable routine with your child/ren so they know what to expect each day. Build in breaks and time for exercise.
- Provide the necessary resources for your child/ren to complete tasks or contact school if you need help providing these.
- Support your child/ren in accessing remote learning via Class Dojo.
- Make the teacher aware immediately, via Class Dojo, if the child/ren become ill or unable to complete work for any other reason.

- Seek help from the teacher if it is needed. Staff will be happy to call or email to provide support.
- Support children in accessing feedback and marking from staff.

Pupils

- Complete work set by teachers.
- Seek help if they need it, from teachers.

MONITORING OF THE POLICY:

Monitoring of the policy will be by Senior Leaders who may ask to view the Class Dojo page and the learning taking place on there to ensure the policy is being adhered to.



St Bridget's Catholic Primary School



Remote Learning: Responsible User Agreement

Your teachers want to keep you safe and make sure you continue to learn if you have to do your school lessons at home.

To make sure this happens, we have listed our expectations for how we will all work virtually.

Please read the expectations below and ask your class teacher if are unsure of anything.

While working virtually:

- I will check the activities on Class Dojo every morning.
- I will follow instructions carefully, so that I understand what my teacher wants me to learn before I complete the activities.
- I will use Class Dojo and all communications will focus on learning.
- I will complete the work my teacher gives me to the best of my ability.
- I will try to complete all the work set each day.
- When my teacher marks my work, I will read any comments and think about how I can improve my work.
- I will contact my teacher on Class Dojo if I do not understand the learning or I am unsure of what to do.
- I will always communicate in a sensible and respectful manner.
- I am aware of how to stay safe online.
- I will contact my teacher on Class Dojo if I am worried about anything.

Name:

Class:

Signed: