



## St Francis RC Primary School

### Remote Learning 2020/21 Action Plan and Policy

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Approved by Governing Body :

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In September 2020, all our classes returned to full-time education following the Covid 19 closure in March. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education.

Thus policy and action plan aims to set out the practicalities of what remote learning will look like will happen and roles and responsibilities. It also outlines guidelines for Data Protection. This meets the expectations set out in the DfE guidance 'Remote Education Support' It will ensure consistency across the school.

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

#### **What will happen in the event of a bubble closure:**

- We will continue to use Class Dojo as the hub for our remote learning and communication between child, parent and teacher. It was used successfully by many families during lockdown. Please let us know if this is a barrier for you and we will do what we can to support you.
- The work set on Class Dojo will be a mixture of online, paper based and practical activities as we all know that a child should not be spending all their time online. We will also provide a pack of paper based work.
- We will use Oxford Owl to allow children to access reading scheme books. Your child's teacher will let you know which colour book band to use.
- We will also use the official website - Oak National Academy - this was set up with DfE funding and covers all areas of the curriculum. Teachers will direct you to which sections to use through Class Dojo
- KS1 and 2 Children will be directed to use their Numbots, Times Table Rock Stars and Ed Shed accounts and challenges will be set.
- Google Classroom will be used for some face to face time with the class teacher. This will be dependent on the class and availability of the teacher.

- Class Dojo - You will find here an overview of lessons to be completed each day. It will provide learning across the curriculum and children will be expected to spend a similar amount of time completing this as they would spend learning in school. The majority of the work will not be internet based but all instructions and communication with the teacher will be.
- We will provide a pack of paper based work if we have to close a bubble.

### The Overview.

EY's / KS1 & KS2

The daily timetable will include:

- Maths – Maths inc NumBots / X Tables Rockstars
- Reading – Using the Oxford Owl on line scheme. Children will be encouraged to join the Manchester online library service. They will also have 1 or 2 books sent home.
- Writing – Using a variety of resources including the Jane Considine Sentence Stackers, Pobble 365 Picture of the Day – Class Dojo
- Spelling/Phonics – using Phonics Play, Spelling Shed
- Foundation subjects- learning linked to the year group curriculum – Using the Oak National Academy or work set on Class Dojo. The teacher will direct you
- IT – Espresso Coding

### **Online Resources that we will use in addition to Class Dojo and Google Classroom**

SUBJECT	WEB LINK	DETAIL
MATHS	<a href="https://trockstars.com/">https://trockstars.com/</a>	Children have their own TTRockStars and Numbots login details
READING	<a href="https://home.oxfordowl.co.uk/reading/free-ebooks/">https://home.oxfordowl.co.uk/reading/free-ebooks/</a>	Children are to read from their own reading book or download and read a free e-book from Oxford Owls- Parents will be informed about their child's colour band level

WRITING	<a href="https://www.youtube.com/c/TheTrainingSpace/videos">https://www.youtube.com/c/TheTrainingSpace/videos</a>  <a href="https://www.pobble365.com/">https://www.pobble365.com/</a>	<p>Sentence stacking sessions with Jane Considine – this is the method we use to teach writing in school so Y2-6 children will be familiar with it. The teacher will direct you to which film to watch on Class Dojo</p> <p>A picture a day with linked writing activities.</p>
SPELLING	EdShed <a href="https://www.spellingshed.com/en-gb/">https://www.spellingshed.com/en-gb/</a>	<p>A site to practise your spellings. You will have been given a log in and password</p> <p>Weekly spellings will be published on Class Dojo for those children in KS2 using the strategies learnt in class.</p>
PHONICS	<a href="#">Phonics Play</a> Username: march20 Password: home <a href="#">Oxford Owl</a>	Your child's teacher will let you know which parts to use through Class Dojo
FOUNDATION SUBJECTS	<a href="#">BBC BiteSize</a>  <a href="#">The National Academy</a>  <a href="#">Espresso Discovery Learning</a>	<p>Your teacher will let you know which websites and pages to use through Class Dojo</p> <p>Oak National Academy website. This provides the equivalent of 3 hours of lessons per day for primary school children. Each lesson is an hour long and delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities</p>

## **Roles and responsibilities**

### **Teachers**

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation in the event of a bubble closure or Self Isolation. Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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.

### **Teachers are responsible for:**

- **Setting work:**
  - Class teachers will provide approximately three activities per day for their pupils plus Reading;
  - Activities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject;
  - Early Years and KS1 will include a daily phonics activity
  - Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything;
  - Senior Leadership Team (SLT) will monitor activities through Class dojo and Google Classroom
  - SLT will coordinate with other teachers to ensure consistency of approach and to try and ensure that pupils with limited access to computers/devices can still complete the work.
  
- **Providing feedback**

Pupils can share their work through Class Dojo as they did during Lockdown. Teachers will feedback through Class Dojo and will also have weekly contact with the class through Google Meet.

- **Contact with pupils/ parents**

Parents are able to contact the school via telephone or the school admin email address.

Teachers feedback and are available for queries about a child's work through Class Dojo. SLT monitor this and staff will raise any concerns around inappropriate use or safeguarding with DSL. Contact will also be through Google Meet if whole classes are isolating.

Where a pupil is self-isolating on medical ground for a significant period of time, contact will be made through Class Dojo and Google Classroom Meet

Pupils identified as vulnerable will be contacted by the Deputy Head Teacher on a weekly basis and support offered as necessary.

Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges and there is therefore no expectation that work will be completed and certainly not to the standard that teachers would normally expect in class;

### **Teaching Assistants**

Teaching assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Headteacher;
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues.
- Comment on Class Dojo -encouragement and positive praise

### **Subject Leads**

Alongside their teaching responsibilities, as outlined above, Subject Leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent;
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other;
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set;
- Alert teachers to resources they can use to teach their subject.

### **SENDCO**

The SENDCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy.

- During a period of enforced school closure the SENDCO will continue to:

Lead on liaison with SEND pupils at home and their families;

Ensure completion of necessary SEND paperwork and/or applications

### **Senior Leadership Team (SLT)**

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school;

- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
- Oversee the ongoing wellbeing and CPD of all staff.

### **Designated Safeguarding Lead (DSL)**

The DSL's responsibilities are identified within the school's Child Protection Policy.

### **Pupils and parents**

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis;
- Do some reading (or listen to some reading) every day;
- Seek help if they need it from adult(s) at home; Have fun.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff;
- Confirm that they are happy for their child's work to be uploaded to Class Dojo.

### **Governing Body**

The Governing Body is responsible, including as advised by the DfE, for

- Supporting staff and pupil wellbeing;
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only;
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils;
- Directing any approaches by parents made to them directly or indirectly to the school via email
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

**Exclusions** – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.

**Complaints** - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed.

If a school is closed during an enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

## **Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact the Subject Lead, DHT, Key Stage Lead, SENDCO or Headteacher
- Issues with behaviour – contact the SENDCO or Headteacher
- Issues with IT – contact the Headteacher or contact Paul Ovens
- Issues with their own workload or wellbeing –Headteacher
- Concerns about data protection –contact the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding – contact the DSL or DDSLs as set out within the school’s Child Protection Policy
- If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher through calling the school
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## **Safeguarding**

Please refer to Child Protection and Safeguarding Policy. Staff will follow all the usual procedures and record any concerns on CPOMs.

## **Data protection**

When accessing personal data, all staff members will: Only use their official school email account and connect to the school network using their school laptop only.

## **Sharing personal data**

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines.

## **Keeping devices secure**

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always inform our It Support if asked to install the latest updates.

## **Monitoring arrangements**

This policy will be reviewed by the SLT as and when updates to home learning are provided by the government. At present the only ‘live lessons’ will be used via the Oak Academy. We will also provide a weekly Google Meet.

## **Links with other policies**

This policy is linked to our:

- ✓ Behaviour policy
- ✓ Child Protection and Safeguarding policy
- ✓ GDPR policy
- ✓ IT and Online safety policy
- ✓ Staff Code of Conduct