



**Bishop  
Hogarth**

Catholic Education Trust

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST**

**REMOTE LEARNING POLICY**

**ST. JOSEPH'S CATHOLIC ACADEMY**



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## **Remote Learning Policy**

### **Context**

As a Catholic Educational Trust, we believe every pupil and student is made in the image of God, each one special and unique and we strive to ensure all pupils and students gain the best education at all times.

This policy aims to set out the intention of BHCET schools in order to ensure the highest quality education in exceptional circumstances.

All schools in the Trust believe the best education is when there is good communication, collaboration and support between the teachers, pupils and family.

This policy aims to guide staff, parents and students as to the expectations for remote learning and teaching in the exceptional case that the School site may become inaccessible, or have restricted access. Reasons for this include, but are not limited to:

- Extreme or inclement weather
- A local or national disease
- Loss of utilities such as electricity, heating or water.

This policy covers any circumstance during which it is not possible for the School to deliver the curriculum on site. This policy does not apply to individual students / teachers who are unable to attend School e.g., in the case of illness or an approved absence. In such cases, the usual arrangements for absence will apply.

### **Excellent Teaching**

The Trust believes high quality teaching is founded on evidence-based research.

The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:

- **Learning Goals:** that follow a purposeful sequenced curriculum that benefits from the advantages of metacognition
- **Engagement Pupils:** ensuring pupils receive clear explanations, modelling and a variety of learning strategies
- **Activities:** supporting growth in confidence with new material through scaffolded practice and the opportunity for the application of new knowledge or skills
- **Review of learning:** enabling pupils to receive feedback on how to progress
- **Next steps** which include and nurture independent study and meaningful assessment.

## **Continuous Curriculum**

The schools within BHCET are committed to ensuring the curriculum is broad balanced and purposeful. The intent of the curriculum is carefully designed to ensure the sequence of learning sets the right challenge and pace to ensure the best opportunities for progression.

In exceptional circumstances, as detailed above, it is the intention that all Trust schools will use an online platform, with the aim to continue the planned curriculum with some adaption, where necessary, to ensure the teaching online is focused on progress. St. Joseph's Catholic Academy will use Microsoft Teams online platform.

Trust schools believe that it is through effective teacher / pupil relationships, nurtured within the classroom, that give pupils the confidence and motivation to progress. Live online lessons, pre-recorded lessons with live questioning and feedback and 'touch base' well-being sessions for children, will help to continue this relationship and motivation to progress, whilst away from school.

Teaching online will replicate at least some aspects of this interactivity and intentional dialogue, and therefore teaching will be more effective, support pupil motivation and lead to improved progression. In addition, resources e.g. exercise books, phonics sound cards, maths manipulatives, reading books could be issued for pupils to use at home to complement and support lessons.

Teaching online will include clear teacher explanations of new content which are sequenced to build on previous learning, targeted questioning, and scaffolded practice.

Teachers will use Microsoft Teams for live lessons alongside other online resources to supplement the teaching materials. Where this is the case the school will only use resources that have been reviewed and deemed suitable. These may include; Purple Mash, Times Table Rockstars, Spelling Shed, Bug Club, Ten Town, Letter Join, White Rose Maths, Oak National Academy.

## **Collective Worship**

Collective worship, reflection activities and tasks are provided on Microsoft Teams class pages and on the school Facebook page, these can be used for family reflection and prayer, or individual prayer.

## **Physical Education**

Practical Physical Education is a difficult subject to teach remotely. Whilst some aspects of health-related fitness and academic PE can still be taught online other aspects may need to be through demonstrations. Teachers will encourage pupils to take regular physical exercise safely.

## **Science, Music and Technology**

Subjects with practical components, such as Science, Music and Technology, are difficult to replicate online safely. The use of video and modelled demonstrations may be used to enhance the learning. The curriculum will be adjusted where necessary.

## **Behaviour**

Supporting good behaviour ensures a productive online learning environment for all of our students. Students are expected to join the remote lesson on time (with the exception of those who are unable to do so for good reason) and behave with respect and courtesy throughout the lesson. See the Code of Conduct for children and parents.

All our teachers follow the Whole School Behaviour Policy with regard to discipline and classroom management. Rules and routines are discussed with students so that they are understood clearly. To be effective they should be:

- Fair and consistent
- Realistic and positive.

## **Pastoral Support**

Teachers will keep in regular contact with the pupils in their class. The school will monitor engagement in online learning and identify if there are any factors that are barriers to learning.

Schools are social communities and where possible the Teacher will try to ensure inclusive and engaging strategies.

The school will promote materials for mental wellbeing and PSHE which should be easily accessed by the pupils.

## **SEND**

When delivering remote lessons, teachers will give due regard to the individual learning needs of each of their students. For students with Special Educational Needs and/or Disabilities (SEND), teachers must consider how best to support students with some specific provision and following recommendations as outlined in any Individual Educational Plan (IEP).

Teachers will work with the SENCo where appropriate to ensure the online learning is adjusted, if necessary, to suit the needs of the students with an EHCP

The use of Provision Mapping will ensure that parents of children with SEND needs remain fully involved in the process of IEPs and or EHCP. The programme allows for continuous dialogue between home and school which can be used to support any appropriate applications to the Local Authority for funding or support.

## **Early Years**

It is recognised that very young pupils are likely to have particular needs which cannot easily be met in some of the ways in this policy. For such pupils, it is likely that the priority will be progress in early reading and possibly some early maths.

In order to support the parents of young children, to ensure continued access to appropriate reading books and resources for early readers, St. Joseph's will provide the Bug Club online reading platform and daily live phonics lessons.

For children in Early Years and some primary aged children, a remote learning platform may not always be the most appropriate resource and will be used alongside other measures eg. work packs and recorded sessions. In all cases children are expected to complete the tasks set and teachers will assess and give feedback using Microsoft Teams and through regular telephone contact from staff.

## **Safeguarding**

Safeguarding remains a top priority at all times and a Designated Safeguarding Lead will be available at all times to address any concerns raised through virtual learning and/or onsite learning. We aim to ensure that all tasks and activities that the students undertake during periods of remote learning are safe. Students are expected to follow carefully the instructions of their teacher during lessons.

It is important for ensuring online safety and developing a work life balance that:

- Teachers will only communicate through the School-based learning platform
- Staff will not give parents, or students, their mobile number or personal email address
- Teachers will be available during their timetabled lesson and will not respond to communications outside normal school hours 8.30am-5.00pm.

During remote lessons, the school learning platform – Microsoft Teams, will be used by teachers as a communication tool to deliver lessons and also for pastoral communication with students and/or parents. When using Teams, students are expected to behave as they would in the classroom. This includes:

- Accessing the software in an environment that is quiet, safe and free from distractions
- Ensuring that students are ready to commence the online lesson on time
- Dressing appropriately for the lesson
- Ensuring that additional devices such as mobile phones are switched off for the duration of the remote learning period to avoid distractions and interruptions
- Ensuring that all other applications are turned off so that complete focus can be given to the online lesson
- Displaying intellectual courage during lessons and interacting with teachers and peers in a respectful manner
- Starting every online lesson with the camera turned off and microphone on mute until asked a direct question.

- Take care not to display overly personal items in the background – eg. photographs, lingerie on radiators, etc. to minimise any embarrassment for your child.
- All comments made in any chat facility will be monitored and should be polite and respectful at all times.

### **Serious incidents**

All serious safety incidents involving technology will be logged centrally with the Designated Safeguarding Lead and the IT Manager. Where a student breaches any of the School rules regarding acceptable use of technology, the relevant Pastoral Learning Manager / Teacher will apply any sanction which is appropriate and proportionate to the breach, in accordance with the School's Behaviour Policy. The following policies should be referred to when considering how to promote online safety during periods of remote learning:

- *Whole School Acceptable Use of Technology Policy for Students*
- *Behaviour Policy*
- *Anti-Bullying Policy*
- *Online/- Safety Policy*
- *Safeguarding and Child Protection Policy.*
- *Attendance procedures*