

LONDON BOROUGH OF HAVERING



# **ST. URSULA'S CATHOLIC PRIMARY SCHOOL**

## **REMOTE WORKING POLICY**

*"With God at the heart of our St Ursula's family, we welcome all as we learn and grow together"*

**Autumn 2022**

## Policy Description

Since 22<sup>nd</sup> October 2020, St Ursula's Catholic Primary School has provided remote education if pupils need it. This policy covers the support for pupils in the event that individuals, classes or groups are required to self-isolate or in the event of a local lockdown that would prevent children from attending the normal school based provision. This home-education provision is known at St Ursula's Catholic Primary School as '**Distance Learning**' and the mixture of school based learning and home learning as 'Blended Learning'. Blended Learning is a style of education in which pupils learn via electronic and online media as well as traditional face to face teaching.

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school;
- Set out expectations for all members of the school community with regards to remote learning.

In the event that the school or classes are closed due to the need to self-isolate or due to a COVID outbreak, the policy will identify the steps in place to ensure all pupils are able to access learning whilst at home both in the short-term or for a longer period.

The policy clarifies St Ursula's commitment to providing equal quality of learning, whether a child is present in the traditional school based setting or distance learning at home.

### 1.0 Distance Learning Platform

Through Google Classroom, the children will have access to digital learning environments. In the event of a class, pupil or the whole school having to remain at home, a full time equivalent of the school week's curriculum will be made available to every year group; including core and non-core subjects (see Curriculum Provision below).

#### 1.1 What is Google Classroom?

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets or mobile phones

Please use our Google support page to find videos on how to access and upload work:  
<https://stursulascatholicprimary.co.uk/COVID-control-plan/support-with-google-classroom>

#### 1.2 Accessing Google Classroom

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting [www.classroom.google.com](http://www.classroom.google.com). They should sign in using their @stursulascatholicfederation.co.uk email address that were given in May. Once pupils have logged in, they will see the class overview page. From here they can see the classes they are registered with and a summary of any work due.

If you do have any questions or problems regarding login details please email:  
[support@stursulascatholicfederation.co.uk](mailto:support@stursulascatholicfederation.co.uk)

#### 1.3 Individual isolation

In the case of individual children being required to self-isolate, but while the class is still in school, St Ursula's Catholic Primary School will provide an isolation work pack via the COVID-19 page on the St Ursula's Catholic Primary School website: <https://stursulascatholicprimary.co.uk/COVID-control-plan/control-plan>

## 1.4 Curriculum Provision

Work provided will be of equivalent length to the core teaching pupils would usually receive in school, including daily communication with teachers. Pupils will have work set for each day, across a number of different subjects. Google Classroom allows teachers to monitor pupils' engagement; those not engaging will be contacted and supported. Lessons planned will follow the school's curriculum maps to ensure learning is sequenced and skills are covered. Teachers will continue to assess progress through weekly/termly assessments, quizzes and formative assessment.

Distance Learning work will be set with the following principles as a guide:

- Work will be age and ability appropriate.
- Will provide challenge for all ability groups.
- Will be consolidation learning or new learning that continues the current topic, subject or focus learning that was being delivered in the classroom setting.
- Will have an accompanying explanation (Weekly overview) that is easy to understand.
- Will work closely with families to provide work that is suitable for younger pupils and some pupils with SEND that may not be able to access remote education without adult support.

As previously done, each week, a weekly overview sheet will be provided on Google Classroom with resources. Task will be adapted to support learning from home.

## 2.0 Equal access for all

As a school we are aware that not all families will have the equipment at home to access their learning consistently online. These families will be able to contact the School Office and arrangements can be made on an individual basis for non-digital copies to be made.

Support at home may be varied and should be taken into account in the activities/work set for pupils; activities/work should be a consolidation of work already completed or continuation of curriculum learning at that point in the year. (New learning should have clear teaching points for pupils to follow that model for parents the process to follow.) E.g. Calculation methods or technical vocabulary.

## 2.1 Providing Support

St Ursula's Catholic Primary School will support families by:

- Ensuring children have a good knowledge of Online Safety.
- Children being able to access all learning resources through Google Classroom.
- Communicate clearly with parents the process and expectations of distance-learning via Google Classroom.
- Being available to support families with questions through email and phone conversations.
- Ensuring that curriculum work is age appropriate and differentiated for SEN children.
- Providing material resources such as stationery to families.
- Provide digital support, where possible and appropriate, to vulnerable families.

## 3.0 Online safety & Safeguarding

During the current situation, student screen time will inevitably be increased significantly, both for home learning and personal use. The school is committed to keeping children safe online and to ensuring positive online interaction between teachers, parents and pupils. Any concerns should be dealt with as per our Safeguarding Policy. Pupils will be given guidance in line with the DfE guidance on 'Teaching about online safety', June 2019 and will be taught:

- Appropriate online behaviour;
- How to evaluate what they see online;
- How to identify online risks;

- How to recognise techniques used for persuasion;
- How and when to seek support.

Pupils are required to sign an Acceptable Use Agreement. By signing, they agree to maintain positive habits of learning, communicate respectfully with teachers and other pupils online, behave properly, as they would in school, and act responsibly online to ensure their own safety and that of others.

**Parents/Carers** should be aware of:

- The importance of remaining in control of electronic devices at home and remaining in earshot.
- When children are in contact with teachers.
- What their children are being asked to do online during this period of remote learning.
- The sites that the children will be asked to access.
- Filters that might be appropriate on home computers if online lessons are to be effective.
- Who their child is going to be interacting with online.
- How to report concerns to the school.
- Where to seek support to help them to keep their children safe online.

The following websites support parents and carers regarding e-safety:

- Internet matters <https://www.internetmatters.org>
- London Grid for Learning <https://www.lgfl.net/default.aspx>
- Net-aware <https://www.net-aware.org.uk>
- Thinkuknow <https://www.thinkuknow.co.uk/>
- Parent Info <https://parentinfo.org/>
- UK Safer Internet Centre <https://www.saferinternet.org.uk>

School staff can also signpost Children/Parents/Carers to age appropriate practical support from:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

#### **4. 0 School Data Protection and Keeping devices secure**

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

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the 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
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Signed:



Headteacher:

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Governor:

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Date:

1<sup>st</sup> September 2022

Date for review:

Autumn 2023