

# Pope Paul Catholic Primary School

*'Learning in the Light of Christ'*



## **Mission Prayer**

**We believe that we are all God's work of art.**

**We strive to respect and care for each other**

**and to use our talents to do our best.**

**By doing this, we are:**

**'Learning in the Light of Christ.'**

**Amen.**

**Remote Learning Policy**  
**February 2021**

<b>Title</b>	Remote Learning policy
<b>Author</b>	Catherine McNamara, Emily Davey
<b>Associate Author/s</b>	Liz Heymoz Margaret Joyce
<b>Target Audience</b>	All stakeholders
<b>Stake holders consulted</b>	All staff, governors and parents
<b>Curriculum / non curricular</b>	Curriculum
<b>Associated Policies / Documents</b>	<ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Safeguarding Policy</li> <li>• Data protection policy and privacy notices</li> <li>• Home-school agreement</li> <li>• ICT and internet acceptable use policy</li> <li>• Remote Learning Parent Information</li> </ul> <p>Online safety policy Covid 19 Risk Assessment</p>
<b>New Policy or Review of existing policy.</b>	Review Policy
<b>Date of Submission</b>	February 2021
<b>Date for Review</b>	September 2021
<b>Date ratified by Governors</b>	February 2021

Signed.....**Headteacher**                    **Date**.....

Signed.....**Chair of Governors** **Date**.....

# **Remote Learning Policy**

## **1 Rationale**

At Pope Paul School we believe that by providing a high quality education, based firmly in the teachings of the Catholic Church, we will give the children in our care the necessary skills, knowledge, attitudes and understanding essential for them to lead happy, healthy and rewarding lives and make valuable contributions to British life.

We want our children to develop into life-long learners and to experience teaching and learning in our school that is rewarding and enjoyable for all.

During the Covid 19 pandemic, where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, our children will have access to remote education that is high-quality and aligns as closely as possible with our in school provision.

## **2 Aims**

- Ensure consistency in the approach to remote learning for pupils who are not in school with quality online and offline resources and teaching videos.
- Provide clear expectations for all members of the school community concerning the delivery of high quality remote learning.
- Include continuous delivery of the school curriculum, as well as support for motivation and well-being.
- Support effective communication between the school and families.

## **3 Delivery of Remote Learning.**

Learning opportunities will be uploaded onto Google Classroom for class bubbles the day after school has been informed of or decided on the need for self-isolation.

Resources will include:

- The Google Classroom online learning platform
- Use of a variety of online resources

Printed learning packs and online learning will be available for individuals who, following government guidelines, are self-isolating

## **4. Home and School Partnership**

Pope Paul is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Our school will provide online training for staff and information for parents on how to use Google Classroom.

We 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 learning encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. 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.

All pupils have agreed to our 'Acceptable Use Policy' at school, which includes e-safety rules; this applies when children are working on computers at home.

## **5 Pupils and parents**

Staff expect pupils learning remotely to:

- Complete learning tasks by the end of the day. Any work submitted after the deadline will not be marked.
- Seek help if they need it from teachers.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.

## **6. Roles and responsibilities**

### **a) Teachers**

When providing remote learning, teachers contact hours are between 8.30am and 4pm. If they are unable to work for any reason during this time, they should report this using the normal procedure as outlined in the staff code of conduct.

When providing remote learning, teachers are responsible for:

- Setting learning tasks for the pupils in their class.
- Uploading daily tasks on Google Classroom for their class to complete in line with their class timetable and the curriculum as outlined in the medium-term planning. T
- Monitoring all the children in their class to ensure they are accessing the work on Google Classroom. If individual children or families have difficulty with this, the teacher will work with SLT to look at resolving this situation and, if necessary, provide other appropriate and relevant resources
- Marking and providing feedback on all work turned in. This applies to working days only.
- Keeping in touch with pupils who aren't in school and their parents:
- Contacting parents if there are concerns with pupil engagement

- Recording concerns shared on a telephone log and reporting to the SLT (Senior Leadership Team).
- Reporting any safeguarding concerns and referring them immediately to the DSL Mrs L Heymoz or the Deputy DSL Mrs M Joyce.

#### **b) Learning Support Assistants**

When supporting remote learning, LSAs and MSAs will be available to work their normal contracted hours.

If they are unable to work for any reason during this time, they should report this using the normal procedure as outlined in the staff handbook.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting class teachers in setting, marking and feeding back on work to pupils
- Contacting children by phone, under the direction of the class teacher, to give any necessary individual support.

#### **c) Senior Leadership Team**

Senior leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Monitoring the effectiveness of remote learning and supporting teachers to make sure all work set is appropriate and consistent.
- Advising teachers about resources that can be used to support remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Providing support for families that do not have access to IT case by case

#### **d) Designated Safeguarding Leads**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy. All staff have received updated safeguarding training and are aware of the Safeguarding Policy addendum - COVID 19.

Any safeguarding concerns must be referred immediately to the DSL Leads and concerns logged.

#### **e) Governing Body**

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **7. Processing personal data**

Staff members may need to collect and/or share some personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, 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.

### **8. Monitoring arrangements**

The Governors, Headteacher and SLT will review this policy on a half termly basis. It will be a standing item on the FGB Agenda during the Covid19 national pandemic.

## **Appendix One**

### **The Role of Staff in Remote Learning**

- ✓ Tasks will be uploaded daily
- ✓ Each lesson/task will have a learning objective.
- ✓ Teacher input and resources may be a combination of video links, powerpoints, worksheets to complete or instructions to be followed.
- ✓ Answers will be provided for self-marking at home where appropriate.
- ✓ All staff (teachers and LSAs) will mark/feedback on work completed by the deadline
- ✓ Messages will only be written for the class on the class chat during school hours.
- ✓ Contact hours for teachers are 8.30am - 4pm Monday – Friday.
- ✓ Contact hours for LSAs will be normal contracted hours
- ✓ Children will be encouraged to use books from home to continue reading on a daily basis for at least 20 minutes each day.
- ✓ If a child has an EHCP and receives 1:1 support, a more bespoke programme of support will be set up. This may include phone calls / video chats with the child's 1:1 support. They will also have access to the class learning on Google Classroom.
- ✓ Teachers will be appropriately dressed for teaching online lessons, as outlined in the Staff Code of Conduct.
- ✓ Teachers will ensure that all members of the household are aware that online learning is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.

## **Appendix Two**

### **The role of Pupils in Remote Learning**

- ✓ Log onto Google Classroom every morning.
- ✓ Follow the class timetable for each day, completing assignments as directed by class teacher.
- ✓ Complete assignments as directed and submit by the due date every day.
- ✓ Always try your best in every activity set, working independently where possible.

- ✓ When answers to work have been provided by class teachers, only look at them once you have completed the work set – remember it is okay to make mistakes, as making mistakes is how you learn!
- ✓ Use the classroom chat facility in line with our school's internet safety teaching

### **Appendix Three**

#### **The Role of Parents in Remote Learning**

- ✓ Ensure your child logs onto Google Classroom every morning and engages fully with the assignments and follows expectations.
- ✓ Encourage your child to learn independently, giving support when needed.
- ✓ Ensure your child uploads their work daily
- ✓ Ensure your child is appropriately dressed. Uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body.
- ✓ Ensure that all members of the household are aware that online learning is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.